

# South Whidbey Fire EMS

## South Whidbey Fire/EMS Policy Manual

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### **MISSION**

To Reduce the Risk of Fire, Medical and Other Emergencies that threaten the South Whidbey Community

Through Service, Education, and Excellence.

# South Whidbey Fire EMS

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### **PHILOSOPHY AND GOALS**

In order to fulfill our commitment to the citizens and visitors of South Whidbey, the commissioners, in conjunction with administration, staff and volunteers of the fire district, shall accomplish this with the following strategies:

1. Reduce the risk to the community, from an all hazards approach, by providing proactive services that specifically address those risks.
2. Support the adoption and enforcement of appropriate codes and ordinances to prevent situations that endanger life and property.
3. Provide a trained, competent force to effectively remove people from the danger of fire and other emergencies and provide the resources necessary to perform this task.
4. Provide a trained, competent force to effectively provide emergency medical services to the sick and injured.
5. Provide education and information to citizens regarding the risks that affect them and assist them in increasing their resilience.

In order to accomplish these strategies, the organization sections and divisions shall:

#### Administration

1. Provide effective management of district resources by establishing policies and procedures to meet organizational goals.
2. Provide and strive for improved working relations with other departments to obtain higher productivity and more efficient service delivery.
3. Provide for the establishment of long range (over one year) financial and operational plans for the district.
4. Provide a records system consistent with state and local requirements.
5. Provide all general administrative services for the district, including personnel services, accounting, and purchase recommendations.
6. Provide long range apparatus and facilities replacement planning.

#### Suppression/Emergency Medical Services

1. Provide a motivated, competent, innovative, and cost effective fire fighting force.
2. Provide adequate staffing and equipment to an alarm location within acceptable response times.
3. Provide a motivated, competent, innovative and cost effective force for medical emergencies.
4. Provide state-of-the-art apparatus and equipment to enable personnel to effectively deal with emergencies.

#### Prevention/Education

## *Philosophy and Goals*

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1. Provide public education in fire prevention, life-saving methods, first aid, disaster preparedness, and other district services.
2. Provide a high quality fire/life safety education program within the local school system.
3. Provide for the reduction of arson and to establish cause and origin of fires.
4. Provide a program to make the public aware of the importance of clear addresses.

### Training

1. Provide coordination of Emergency Services Training for district members.
2. Provide up-to-date training in both the fire and EMS fields.
3. Provide for acceptable standards and levels of training.
4. Provide a system of advanced training for officers.
5. Provide update training records for all personnel.

### Resource Management

1. Provide for the district's fire stations and associated equipment to be maintained in a functional, clean, safe and respectable condition.
2. Provide safety inspections of all fire stations and facilities.
3. Provide for the district's assigned vehicles and apparatus to be maintained in a safe, reliable and operational level.
4. Provide vehicle safety inspections.

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### **FIREFIGHTER/EMT CODE OF ETHICS**

As a firefighter/EMT and member of South Whidbey Fire/EMS, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and share my knowledge and skills with my contemporaries and successors.

I will respect the line of authority within the department and ensure the chain of command is followed.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter/EMT.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession-saving of life, fire prevention and fire suppression.

As a member of South Whidbey Fire/EMS, I accept this self-imposed and self-enforced obligation as my responsibility.

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## **Chapter 1 - Fire Service Role and Authority**

## Fire Service Authority

### 100.1 PURPOSE AND SCOPE

This policy describes the legal authority of South Whidbey Fire/EMS, the Board of Fire Commissioners, and the individual members. The policies herein shall continue from year to year, board to board, until amended, altered, or rescinded by the Board of Fire Commissioners or Fire Chief, whoever has authority of the policy in question.

### 100.2 ORGANIZATIONAL POWERS

South Whidbey Fire/EMS is authorized to perform the following:

- (a) Community Risk Reduction, including Fire prevention services, injury and illness prevention, and disaster preparedness
- (b) Fire suppression services
- (c) Fire cause and origin investigation
- (d) Emergency medical services
- (e) Marine fire and rescue

### 100.3 FIREFIGHTER POWERS

Firefighters and EMTs are members of South Whidbey Fire/EMS and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including emergency medical services, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wild land and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials, technical rescue, water rescue and additional services as authorized by the Fire Chief.
- (f) Provide fire code enforcement inspection and plan review services, as authorized by the Board of Fire Commissioners.
- (g) Provide public education and fire prevention activities and services

### 100.4 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States Constitution and Washington Constitution.

### 100.5 SUPERVISORY AUTHORITY

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of

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such action shall be made immediately through the appropriate channels to the Chief, followed by written documentation of the charges, in accordance with South Whidbey Fire/EMS procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

#### **100.6 POLICY**

It is the policy of the South Whidbey Fire/EMS to limit its members to only exercise the authority granted to them by law.

While the District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this District does not tolerate abuse of authority.

## Board of Fire Commissioners

### 101.1 NUMBER OF COMMISSIONERS

The Board of Fire Commissioners shall consist of three members, elected by ballot by the registered voters of the fire district and shall serve in accordance with these policies, and RCW 52.14.

A quorum of the Board of Fire Commissioners shall be not less than two (2) Commissioners.

### 101.2 TERMS OF OFFICE

Except as otherwise provided by law, Commissioners shall hold office for terms of six years and until their successors are elected and qualified. Terms of Commissioners shall be staggered to provide for election of one Commissioner every two years.

Newly elected Commissioners elected to a six year term shall take office at the first meeting in January following an election provided:

1. Election results have been certified by the county auditor; and
2. The newly elected Commissioner has taken and subscribed to an oath of office as required by RCW 52.14.070, Oath of Office.

A Commissioner elected to a less than 6 year term shall assume office as soon as the election results have been certified and has taken the oath of office.

### 101.3 ELECTIONS

District election shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person may become a candidate for the office of Fire Commissioner by filing a declaration of candidacy with the county auditor during the filing period as established by the State of Washington and Island County.

In the event that there are more than two candidates for any board position, a primary election shall be held on the third Tuesday of September in the manner as prescribed by law.

The two candidates receiving the greatest number of votes will appear on the November election ballot.

### 101.4 QUALIFICATIONS FOR ELECTION

A person is legally qualified to become a Fire Commissioner who is a United States citizen, and a qualified voter and resident of the fire protection district.

A person elected to the Board of Fire Commissioners may not serve as a volunteer of the district during his or her tenure on the board.

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**101.5 RESIGNATION**

A Commissioner may resign from the board at any time, for any reason by providing the board with a written resignation.

If the Commissioner's permanent residence ceases to be in the fire district boundaries, the Commissioner shall resign immediately.

The board shall consider the resignation at its next regular scheduled meeting. The board shall accept the resignation by formal action and declare the position vacant, unless the resignation is withdrawn any time prior to the board's action.

**101.6 VACANCIES**

If a board position is vacated, the remaining Commissioners shall fill that position by appointment, as follows:

1. The position shall be filled by appointment of a qualified person by a vote of the remaining Commissioners, within sixty (60) days of the vacancy.
2. If the board of fire Commissioners fails to fill the vacancy within sixty (60) days, the Board of Commissioners of Island County shall fill the position.
3. If the number of vacancies is such that the remaining number of Commissioners does not constitute a quorum, the Board of Commissioners of Island County shall appoint sufficient qualified persons to the board to bring the number of Commissioners to not less than three.
4. In the event that more than one person is appointed by the Board of Commissioners of Island County, those appointments shall be made to ensure that the staggering of terms is accomplished.

Any appointee shall serve in the position until the next regularly scheduled fire district election, at which time a Commissioner shall be elected for the unexpired term(s).

**101.7 OATH OF OFFICE**

Each Fire Commissioner and the District Secretary shall take an oath to support the constitutions of the United States and the State of Washington, and to faithfully discharge the duties of his/her office to the best of his/her abilities.

A Notary Public authorized to administer oaths must certify to this oath and the signature of the member, and shall file the signed oath of office in the Island County Auditor's Office.

**101.8 MEETINGS**

All meetings of the Board of Fire Commissioners shall be held in accordance with this section. Meetings shall be conducted in an orderly, business like manner, using Robert's Rules of Order to guide procedures.

Meetings of the Board of Fire Commissioners shall be scheduled, and conducted in compliance with all applicable laws of the State of Washington, and as deemed by the board to be in the best interests of the community and the District.

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Each Fire Commissioner should receive the meeting agenda and all supporting materials to agenda items in a timely manner, defined as no later than the Friday before the scheduled Thursday Board of Commissioners meeting. Receipt will be via the board member's designated email address. Exceptions to their policy can be made when necessary, such as an emergency, but only after prior notice is made to every board member.

The agenda must include all items for which action will be taken at the meeting. Those items to be discussed in executive session, for which action will be taken in the open meeting, must appear on the agenda.

Each Commissioner shall have a single vote on issues and all votes shall be by "voice", unless a roll call vote is requested by the chair or other member of the Board.

#### 101.8.1 ANNUAL ORGANIZATIONAL MEETING

The January meeting of each year shall be the Annual Organizational Meeting, at which the board officers shall be elected, and the annual meeting schedule shall be approved.

#### 101.8.2 REGULAR MEETINGS

The Board of Fire Commissioners shall meet in regular session not less than once a month, on a schedule and at a location approved by the board.

When a meeting date falls on a legal holiday, the meeting shall be held at a time and location noted on the approved meeting schedule.

#### 101.8.3 SPECIAL MEETINGS

Special meetings may be called by the chair or on a petition of the majority of the board.

A written notice of the special meeting, stating its purpose, shall be delivered to each Fire Commissioner not less than 24 hours in advance.

Public notice shall also be posted not less than 24 hours in advance.

Business transacted at the special meeting is limited to that stated in the notice of special meeting.

#### 101.8.4 EMERGENCY MEETINGS

In the event of an emergency, including large scale disasters, or incidents involving possible personal injury or property damage, the Board of Fire Commissioners may meet immediately and take official action without prior notification.

#### 101.8.5 EXECUTIVE SESSIONS

Before convening in executive session, the chair shall publicly announce the purpose for excluding the public from the meeting, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chair. An executive session may be conducted for one or more of the following purposes;

1. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

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2.To consider the minimum price at which real estate will be offered for sale or public lease when public knowledge regarding such consideration would cause a likelihood of decreased price, however, the final action of selling or leasing public property shall be taken in a meeting open to the public;

3.To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

4.To receive and evaluate complaints or charges brought against a commissioner or staff member, however, upon the request of such commissioner or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

5.To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member, however, discussion of salaries, wages, and other conditions of employment to be generally applied with the commission staff shall occur in a meeting open to the public, and when the commission elects to take a final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

6.To evaluate the qualifications of a candidate for appointment to the commission, however, any interview of such candidate and final action appointing a candidate to the commission shall be in a meeting open to the public;

7.To discuss with legal counsel representing a matter relating to commission enforcement actions, or to discuss with legal counsel representing the district, litigation or potential litigation to which the commission, or commissioners acting in an official capacity are likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district;

A closed session of the fire commission may be held when the board is;

1. Involved in collective bargaining sessions with employee organizations, grievance meetings and discussion relating to the interpretation or application of a labor agreement; or

2.That portion of a meeting during which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining or professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress.

#### 101.8.6 PUBLIC NOTICE

In order to maintain transparency, and to communicate with the public in a consistent manner, the public shall be notified of all regular and special meetings of the board.

Notice of an emergency meeting may be sent with less than 24 hours notice via electronic means if possible.

The district will notify all news media that have requested notice of such meetings. Furthermore, the district will provide such notification to citizens that have requested such notifications.

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##### 101.8.7 OPEN MEETINGS

All meetings, and portions thereof, shall be open to the public, with the exception of executive sessions, as required by the State of Washington, Open Meetings Act.

All final actions by the board, including those from executive sessions, shall be taken at an open meeting.

Audience Participation shall be allowed as follows;

1. Following approval of the meeting agenda at the beginning of the meeting.
2. Following board discussion and prior to any official board action on items listed on the agenda, provided that the individual is a resident of the district, or staff. Individuals wishing to speak, must be recognized by the chair, must identify themselves for the record, and must limit their input to the issue being acted upon. Any representative of a firm eligible to bid on materials and services solicited by the board shall also be given opportunity to speak.
3. At the conclusion of the meeting, individuals shall be given opportunity to speak to any issue not included on the agenda.

The board reserves right to limit input to a reasonable amount of time, equitably for all speakers. Furthermore, the chair may interrupt or terminate an individual's statement if it exceeds the allotted time limited established, is personally directed, is abusive, obscene or irrelevant.

The board may adjourn a regular, special or adjourned meeting to a specific future date. Notice of such adjournment or continuation must be posted at or near the door to the meeting.

##### 101.8.8 MEETING MINUTES

The District Secretary shall record the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the district. When issues are discussed that may require detailed record, the board may direct the Secretary to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of six (6) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.

Minutes shall be comprehensive and shall show the following;

1. The date, time, and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action taken to recess for executive session with a general statement of the purpose and the duration.
6. Actions taken as result of the executive session.
7. Time of conclusion or adjournment.

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Draft minutes shall be delivered to commissioners in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens. Minutes need not be read publically, provided the commissioners have had an opportunity to review them before adoption. A file of permanent minutes of all board meetings shall be maintained in the district office to be made available for inspection upon the proper request of any interested party.

**101.9 COMMITTEES**

It is necessary from time to time for board members to sit on committees, both internal and external, in order to represent the district on matters of importance to the district.

The chair shall appoint board members, as necessary, to fill such committee positions. In order to avoid a quorum of the board at committee meetings, no more than one board member shall be appointed to any committee.

Board members assigned to committees shall report committee activities to the board at the meeting following committee meetings.

**101.10 OFFICERS OF THE BOARD**

**101.10.1 CHAIR**

The chair shall preside at all Board meetings and sign all papers and documents as required by law and as authorized by action of the Board.

The chair shall conduct the meeting in the manner prescribed by the Board's policies. And the chair shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote.

The chair should conduct the meeting so that deliberation is clear, concise, and directed to the issue at hand, and that discussion and action is summarized before moving to the next agenda item. The chair should manage the meeting so that the agenda is expeditiously handled.

The chair shall confer with the Fire Chief regarding sensitive issues which need immediate action. When appropriate, the Chief will confer with individual board members when other opinions should be sought.

The chair or his/her designee shall serve as spokesperson of the Board. The chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board.

**101.10.2 VICE CHAIR**

The vice chair shall preside at board meetings in the absence of the chair and shall perform all of the duties of the chair in case of his/her absence or disability.

**101.10.3 SECRETARY**

The board shall appoint a secretary of the district for such term as they shall determine. The secretary shall not be a member of the board, nor have any authority on behalf of the board, except as listed as follows:

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1. The secretary shall keep a record of the proceedings of the board, and;
2. shall take and subscribe to an official oath of office similar to that of the commissioners, which shall be filed with the Island County Auditor's Office, and;
3. shall be the official recipient of correspondence as pertains to the board, and;
4. shall perform other duties as prescribed by the board.

**101.11 COMMISSIONER ROLES AND RESPONSIBILITIES**

**101.11.1 AUTHORITY AND RESPONSIBILITY**

Commissioners shall not assume duties and responsibilities of the fire chief, nor of members of the fire chief's staff.

The board and staff shall not be bound in any way by any action taken or statement made by any individual commissioner, except when such statements or actions are pursuant to specific instructions through official action of the board.

The board shall have the authority to negotiate, approve, and terminate a contract of employment for the district fire chief. The board shall have the authority to fix the compensation to be paid to the fire chief through the contract, and all other employees or agents of the district, whether through contracts or normal budgetary process.

General responsibilities include, but are not limited to, the following;

1. Give proper respect due responsible staff members.
2. Support the Chief when outside pressure may be applied to revise a policy or procedure.
3. Be conscientious of those he or she serves.
4. Show confidence in the fire district and the staff members' future.
5. Strive to build a positive approach to negative questions and/or matters.
6. Be informed on all matters pertinent to his or her elected responsibilities.
7. Weigh all possible information to arrive at his or her own solution or decision.
8. Do not commit the district in any way before there has been a full discussion by the Commissioners and administration (when appropriate), and directions have been received.
9. Clearly state he or she is speaking for him or herself when giving an individual opinion and not representing the board as a whole.
10. Handle business matters in an expedient and professional manner.
11. Set meetings with the Chief, when appropriate or necessary, to gather information, discuss business or confer on district matters.
12. Encourage staff members to participate in professional associations and community activities.

Specific responsibilities include, but are not limited to, the following;

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1. Select the chief and delegate all necessary administrative powers to him/her.
2. Clarify its expectations of the duties and responsibilities of the Chief.
3. Adopt policies for the operation of the fire protection district.
4. Provide direction for the scope and operation of the fire services program.
5. Approve the annual budget.
6. Approve staff positions based upon the recommendations of the chief.
7. Approve contracts for capital improvements.
8. Approve payment of vouchers and payroll.
9. Approve disposal of surplus supplies and equipment.
10. Approve criteria and processes for evaluating staff.
11. Approve insurance program recommended by the Chief.
12. Serve as final arbitrator for appeals of staff and citizens.
13. Review reports, documents and information generated by the Chief that are relevant to district business.
14. Review standard operating procedures.
15. Review personnel actions (employment/termination) taken by the Chief.
16. Review monthly fiscal reports.

A Commissioner who intentionally or unintentionally does not follow the roles and responsibilities herein, as interpreted by the majority of board members, may be subject to the following actions:

1. First infraction - A verbal reminder, not in a public forum.
2. Second infraction - A written reminder and notification of a public statement to be made. A copy will be given to each member of the board.
3. Third infraction - A statement will be read into the district record listing the roles or responsibilities that were not followed, and the number of times that this occurred.

#### 101.11.2 MEETING ATTENDANCE

Each Commissioner is obligated to attend board meeting regularly. Whenever possible, Commissioners should give advance notice to the chair or Chief of his/her inability to attend a board meeting.

Absence from regularly scheduled meetings will be excused by request for unusual employment circumstances or assignments, illness, or death in the family.

After two consecutive unexcused absences, a Commissioner will be sent notification to appear at the next regularly scheduled meeting or be subject to loss of his/her position. The board shall

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declare a Commissioner's position vacant after three (3) consecutive unexcused absences from regular board meetings.

**101.11.3 POLITICAL RELATIONSHIPS**

The Board of Fire Commissioners recognizes the need to provide information or communicate on matters pertaining to fire district affairs or advocate the official position or interests of the district to any elected official or officer or staff member of any agency.

Staff shall serve as a resource for the board before it becomes involved in a political issue in order to provide recommendations and political direction to the board. Before taking any action on a political issue, the board shall develop a district position statement on the issue in order to provide unity and congruence to the district's position and to prepare the board ahead of time to take action on any issue(s).

The conduct of the board and staff with regard to political activities shall be governed by RCW 42.17.130, which forbids the use of any of the facilities of a public office, or the district, directly or indirectly, for the purpose of assisting a campaign or the election of any person to any office or for the promotion or opposition to any ballot proposition. This does not preclude the use of district facilities for activities that are part of the normal and regular conduct of the district, action taken at an open public meeting, or statement by the Commissioners in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry.

The Board of Fire Commissioners recognizes the need for volunteers to use valuable drill time for its intended purpose, and prohibits any candidate running for a political position to attend any volunteer drills for the purpose of campaigning.

In the event that there are two or more candidates for one of the Fire Commissioner positions on the board, and all candidates choose to participate, the district may arrange a "Meet the Candidates" event, prior to the general election. This event may be held on district property or any other appropriate location. All district members shall be invited and the event shall not occur on a regular drill night.

Committee representatives shall seek direction for political action from the board prior to taking action on a committee as a representative of the district and the Board of Fire Commissioners. Committee representative shall also report back to the board the results of their action and committee activities.

If a Commissioner does not agree with the political position taken by the majority of the board and desires to give his or her personal opinion or take actions contrary to the board's position, the Commissioner shall clearly state the he or she is not representing the board or district.

**101.12 CODE OF CONDUCT**

It is expected by our community that Fire Commissioners, and the Chief, maintain the highest ethical position possible in the performance of their duties, in accordance with the RCW. Except as provided by law, Commissioner or the Chief, shall not:

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1. for any reward, consideration, or gratuity paid or agreed to be paid, grant to another, either directly or indirectly, the right or authority to discharge any function of his or her office, or permit another to perform any of his or her duties.
2. use his or her position to secure special privileges or exemptions for himself, herself, or others.
3. directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the district, for a matter connected with or related to their services as an officer of the district unless otherwise provided by law.
4. accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
5. disclose confidential information gained by reason of their position, nor otherwise use such information for his or her personal gain or benefit.
6. employ or use any person, money, or property under his or her official control or direction, or in his or her official custody, for the private benefit or gain of himself or another.
7. be beneficially interested, either directly or indirectly, in any contract which may be made by, through or under their supervision, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. A Commissioner or the Chief, is not interested in a contract, within the meaning of the RCW, if he or she has only a remote interest in the contract and the extent of the interest is disclosed to the board and noted in the official minutes or similar records of the district prior to formation of the contract, and thereafter the board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the Commissioner(s) having the remote interest. As used in this section "remote interest" means:
  - a. That of a nonsalaried officer of a nonprofit corporation;
  - b. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
  - c. That of a landlord or tenant for a contracting party;
  - d. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

**\*\*Note\*\*** None of the provisions of this section are applicable to any Commissioner or the Chief, if interested in a contract, even if the interest is only remote, if the Commissioner or Chief influences or attempts to influence any other member of the board to enter into the contract.

In addition to all other penalties, a violation by any Commissioner or the Chief of the provisions of RCW Chapter 42.52 "Ethics in Public Service" shall result in forfeiture of his or her office.

#### **101.13 COMMISSIONER COMPENSATION AND EXPENSES**

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##### 101.13.1 COMPENSATION

Fire Commissioners are eligible to receive compensation at the rate determined by RCW 52.14.010 for the following activities:

1. Attending regular, special, and emergency meetings of the Board of Fire Commissioners.
2. Serving as a designated representative of the board, including but not limited to, such activities as; fire district committees, community development and/or betterment committees, collective bargaining, etc..
3. Attending board approved training and/or development activities, including but not limited to; regional, state, or national fire district association conferences, board in-services, etc.. This includes travel time to and from the event.
4. Attending special board-related activities when approved by the board in advance, including but not limited to; building dedications, staff retirements, and other ceremonies.

Total compensation for the year shall not exceed the maximum determined by RCW 52.14.010, plus reasonable expenses incurred for travel, meals, and lodging.

A Fire Commissioner may waive any or all of his or her compensation for any month or months during his or her term of office by written waiver filed with the fire district. The waiver may be filled out any time following the Commissioner's election, but before the date on which the compensation would otherwise be paid, and shall specify the month or period of months for which it is filed.

A Commissioner shall submit a monthly claim which verifies the nature and amount of approved activities, other than regular meetings, for which compensation is claimed during the month. Receipts for any travel, meals and lodging shall be included with the claim.

##### 101.13.2 EXPENSES

The actual expenses for Commissioners while traveling to and from and attending board meetings may be paid. The expenses of Commissioners who attend conferences or meetings as official representatives of the fire district may be paid. Such expenses for conferences may be paid in advance with prior approval. A Commissioner may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel. Reimbursable expenses are:

1. Transportation expenses including fares for commercial or public carriers and mileage at the approved IRS standard mileage rate when using one's own private vehicle.
2. Fees and registration costs for conferences and meetings.
3. Hotel/Motel fees at a single room rate, or per diem at the current approved rate.
4. Actual expenses for meals, or per-diem at the current approved rate.
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

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Non-Reimbursable Expenses:

1. Expenses for personal benefit, entertainment, or alcohol shall not be reimbursed.

Expenses To Be Reimbursed To The District:

1. In the event that a Commissioner registers for conferences or meetings and fails to attend without a legitimate excuse, the Commissioner shall reimburse the District for all costs incurred by the District, to include but not limited to, hotel room charges, travels expenses, or registration expenses. For the purpose of this section a legitimate excuse shall be a family or medical emergency, or travel disruption beyond the control of the Commissioner.

**101.13.3 INSURANCE**

The district shall maintain sufficient insurance to protect he board and its individual members against liability arising from actions of the board or its individual members while each is acting on behalf of the fire district and within his or her authority as a Fire Commissioner.

An individual Commissioner may participate at his or her own cost in any of the life, health, health care, accident, disability, salary protection, or any other form of insurance made available to staff.

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## Chief Executive Officer

### 102.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

### 102.2 CHIEF EXECUTIVE OFFICER

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

### 102.3 FIRE CHIEF ROLES AND RESPONSIBILITIES

The successful operation of the fire District requires a close, effective relationship between the Board of Fire Commissioners and the Fire Chief. The relationship must be one of trust, good will and candor. While the Board retains final authority within the District, the Fire Chief is the Board's professional advisor to whom the Board delegates executive responsibility. As such, the Fire Chief serves a chief executive officer of the District. The Fire Chief's responsibilities include, but are not limited to, the following:

1. The Fire Chief shall clarify his or her expectations of the performance of the board.
2. Manage the day-to-day operations of the district.
3. Recommend policies or policy changes to the board and develop procedures which implement board policy.
4. Provide leadership in the development, operation, supervision and evaluation of the fire services program.
5. Establish administrative procedures to ensure consistent implementation of, and consistency with the intent of policies adopted by the board, and inform the board of such.
6. Establish guidelines and procedures for dealing with emergency services.
7. Prepare reports, documents, and information for board review to assist the board in its decision making process.
8. Prepare and submit annual budget.
9. Recommend staff positions based on service requirements of the district.
10. Employ or terminate paid and volunteer staff.
11. Recommend contracts for capital improvements.
12. Recommend payment of vouchers and payroll.
13. Prepare monthly fiscal reports.
14. Recommend the disposal of surplus supplies and equipment.

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15. Recommend criteria for evaluating staff.
16. Inform board of appeals and implement any such forthcoming board decisions.
17. Recommend insurance policies to the Board to cover risks of the District.
18. Engage consultant services, paid or unpaid, as approved by and within the budgetary limitations specified by the board, when knowledge, legal, or technical skills are deemed to be needed that cannot be provided by staff.
19. Ensure all laws and regulations governing the fire district are followed.

**102.4 POLICY**

It is the policy of the South Whidbey Fire/EMS to have a highly qualified Chief Executive Officer.

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## Fiscal Management

### 103.1 PURPOSE

South Whidbey Fire/EMS provides a critical service to the community. In order to provide these services and maintain the trust of those we serve, it is incumbent upon the district to have a clear, detailed set of financial policies that ensures funds are managed in the best interest of the public and the District. Such policies establish the importance of fiscal management, transparency, and accountability. Furthermore, such policies set a framework for financial integrity and ensure the long term financial health of the organization.

The Fiscal Management Policies Section is a general informational guide for the collection, handling and expenditure all District funds. The Board of Fire Commissioners reserve the right to amend, delete, supplement, or rescind any of these provisions they deem necessary and appropriate, without advance notice other than that provided by law. The quantity and quality of District programs are directly dependent on the funding provided and the effective, efficient management of those funds. As trustee of local funds allocated for use in public service, the Board shall strive to see that these funds are used for achievement of the purposes to which they are allocated.

### 103.2 FINANCIAL GOALS

Financial integrity is critically important to South Whidbey Fire/EMS. In order to maintain such integrity it is important that the District create a set of goal oriented policies that allow Commissioners and Staff to effectively and efficiently manage the finances of the District.

#### 103.2.1 Overarching Goals

1. Ensure the short and long-term financial health of the organization.
2. Ensure fiscal integrity through sound, prudent management of financial assets.
3. Improve financial information for decision makers and managers at all levels.
4. Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens.
5. Maintain openness, transparency, and full accountability to the public for the District's financial activities.

#### 103.2.2 Policy Goals

1. General Policies: Ensure the framework exists to manage revenues and expenditures in integrity with the financial goals of South Whidbey Fire/EMS.
2. Revenue Policies: Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired services.

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3. Expenditures & Budget Preparation Policies: Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure stability and the effect and efficient delivery of services.
4. Capital Expenditures Policies: Review and monitor the state of the District's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and available resources.
5. Small and Attractive Asset Policies: Establish guidelines and procedures in order to account for and track assets that fall below capitalization thresholds which may have a heightened risk of theft or loss.
6. Accounting Practices Policies: Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA), where applicable.
7. Debt Policies: Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
8. Investment and Cash Management Policies: Manage and invest the District's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.
9. Reserve Policies: Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the District's credit as well as its financial position from emergencies

#### **103.3 FINANCIAL MANAGEMENT KEY PERSONNEL**

103.3.1 Fire Chief: The Fire Chief and his/her appointed delegates are authorized to make purchases and create district debt to the limit defined by the annual expenditure budget and the purpose intended by the Board of Fire Commissioners. In addition the Fire Chief may:

1. transfer funds from sub-account to sub-account within a major account, but may not transfer funds from one major account to another without express permission from the Board of Fire Commissioners in the form of a resolution.
2. overspend an individual account by \$1,000.00, and shall report the over-expenditure at the next regular meeting of the Board, and request a funds transfer to balance the account, to assure smooth and continuous operations.
3. overspend an individual account by \$5,000.00 and shall report the over-expenditure to the Board within 24 hours, and at the next regular meeting of the Board request a funds transfer to balance the account, under emergency conditions when failure to act may result in the loss of emergency services to the community.

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4. overspend an individual account by \$10,000.00 with concurrence of the Chairman of the Board of Fire Commissioners and shall report the over-expenditure to the remaining Board within 24 hours, and at the next regular meeting of the Board request a funds transfer to balance the account, under emergency conditions when failure to act may result in the loss of emergency services to the community.

103.3.2 Auditing Officer: The responsibility of the Auditing Officer is defined by law and appointed by the Board of Fire Commissioners. The Auditing Officer shall:

1. audit, prior to payment, all claims presented against the District by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose.
2. authenticate and certify claims as just, due and unpaid obligations against the District.
3. prepare proper voucher forms for each authenticated claim and present such claims in a timely manner to the Board of Fire Commissioners for review and approval.

103.3.3 Investment Officer: The Investment Officer is appointed by the Board of Fire Commissioners and shall have the authority, at the direction of the Fire Chief or Board, to order District funds handled by the Island County Treasurer's Office to be moved to and from liquid and investment accounts. In addition, the Investment Officer shall:

1. transfer and invest funds to assure the highest rate of return without jeopardizing the liquid funds needed for the budgeted day to day operations.
2. prepare and present a monthly report of transactions for review by the Board of Fire Commissioners as its regular monthly meeting.

#### **103.4 GENERAL**

*GOAL: Ensure the framework exists to manage revenues and expenditures in integrity with the financial goals of South Whidbey Fire/EMS.*

103.4.1 Fiscal Year and Budget Format: The fiscal year shall be January 1 through December 31. The annual budget format shall be based upon the most recent requirements, system, and required account number found in the Budgeting, Accounting, and Reporting System (BARS) for Fire Districts, as published by the Office of the State Auditor for the State of Washington. Additional BARS account numbers may be added as necessary to ensure compliance with the system and to further clarify revenues and expenses.

103.4.2 Policy Guidance: In order to maintain financial integrity and accountability, District policies shall be adhered to at all times. All members of South Whidbey Fire/EMS bear responsibility to ensure funds are acquired and spent in accordance with these policies. Furthermore, District leadership shall be responsible as follows:

1. The Board of Fire Commissioners shall adopt resolutions to set financial policies to assure the financial strength, transparency, and accountability of the District.

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2. The Fire Chief shall develop administrative directives and general procedures for implementing the Board of Fire Commissioners financial policies.

3. All divisions of the organization share the responsibility of meeting policy goals and ensuring long-term financial health.

103.4.3 Service Delivery: Current and future service plans and programs shall be managed and developed to reflect current financial policy directives, projected resources, and service requirements. In addition:

1. To attract and retain volunteers and employees necessary for providing high quality services, the District shall establish and maintain a competitive compensation and benefit package with the public and private sectors.

2. Efforts shall be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing services on an equitable basis, and support favorable legislation at the local, state, and federal level to provide services.

3. The District should initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy when appropriate and authorized.

4. The District shall maintain fair and equitable relationships with its contractors and suppliers.

### **103.5 REVENUE**

*GOAL: Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired services.*

103.5.1 GENERAL TAX LEVY: The Board of Fire Commissioners may levy a tax on the assessed value of the real property within the fire protection district. The tax levies shall be part of the general tax roll and shall be collected as a part of the general taxes against the property in the district. The taxes, when collected, shall be placed in the appropriate district fund or funds as provided by law, and shall be paid out on warrants of the District upon authorization of the board.

Current expenditures shall be funded by current revenues. The District will, whenever possible, maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source. Budgeted revenues shall be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, or reliable economic forecasters when available.

General Fund and other unrestricted revenues shall not be earmarked for specific purposes, activities or services unless authorized by the Board of Fire Commissioners, required by law, or generally accepted accounting practices (GAAP). All nonrestricted funds shall be deposited into the General Fund (Fund 1) and appropriated by the budget process.

If revenues from limited duration sources, such as grants or gifts, are used to balance the annual operating budget, such revenues shall be fully disclosed and explained at the time the budget is presented to the Board of Fire Commissioners. The District shall not rely on limited duration revenue sources to balance the operating budget.

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The District shall not use deficit financing and borrowing to support on-going operations in the case of long-term revenue downturns greater than one year. Revenue forecasts shall be revised and expenses reduced to conform to the revised long-term revenue forecast or revenue increased shall be considered.

103.5.2 FUNDS: The District shall maintain the following funds:

1. General Fund (Fund 1): The General Fund (Fund 1) is the primary operating account and is used for payment of all operating and maintenance expenses, including labor costs related to the day-to-day operation of the District.
2. Capital Fund (Fund 2): The Capital Fund is used for purchases or construction of capital projects and may be used for debt payments as approved by the Board of Fire Commissioners.
3. Reserve Fund (Fund 3): The Reserve Fund is used to address temporary revenue losses due to economic cycles or other time-related causes.
4. Contingency Fund (Fund 4): The Contingency Fund is used to meet any expense that the necessity or extent of which could not have been reasonably foreseen at the time of the annual budget adoption.
5. Fund Balances: The District shall strive to maintain adequate fund balances (reserves) in order to provide sufficient cash flows to meet operating and capital expenses, while also providing the financial ability to address economic downturn and system emergencies. Operating expenditures shall include salaries and benefits, supplies, professional services, intergovernmental and interfund expenses, capital outlays and transfers.

103.5.3 BENEFIT CHARGE: The Board of Fire Commissioners may impose a benefit charge on personal property and improvements to real property within the district which have or will receive the benefits provided by the Fire District.

103.5.4 GENERAL OBLIGATION BONDS: The Board of Fire Commissioners shall have the authority to contract indebtedness in the form of General Obligation Bonds and to refund same for any general District purpose. The Board of Fire Commissioners shall adhere to the procedures and limitations set forth in The Revised Code of Washington when pursuing any revenue source. Long-term debt or bond financing shall not be used to finance operating expenses.

103.5.5 FEES AND CHARGES: The District may use service users' charges in lieu of ad valorem (property) taxes and subsidies from other District funds, for services that can be identified and where costs are directly related to the level of service provided, as follows:

1. Reimbursable work performed by the District (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual costs.
2. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The District may maintain a current schedule of fees and charges, showing

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when the fees were last reviewed and/or recalculated. Fees and charges will be reviewed every three (3) years at a minimum.

3. The District shall consider market rates and charges levied by other municipalities and special service districts for like services in establishing rates, fees, and charges.

4. Certain fees, such as rental fees, shall be based upon market conditions and are not subject to the limitations of cost recovery.

105.5.6 GRANTS: The Fire Chief is authorized by the Board of Fire Commissioners to seek local, state and federal grants for the following purposes:

1. To to accomplish service priorities and to leverage District funds.
2. To further the District mission.
3. To fund new programs or services when approved.

Before accepting any grant, the District shall thoroughly consider the implications and obligations that will be required with acceptance of the grant. All grants, and other local, state or federal funds shall be managed in compliance with the laws, regulations, and guidance of the grantor.

103.5.7 CONTRACTED FIRE PROTECTION SERVICES: The District shall enter into a contract with the South Whidbey School District and the Washington State Department of Transportation, Ferries Division to provide fire protection services necessary for the protection and safety of personnel and property. The contract will be at the rate established by the State Insurance Commissioner (RCW 52.30.020). The District may also enter into agreement with other public agencies to provide fire protection to public properties.

103.5.8 CONTRACTED USE OF DISTRICT OWNED PROPERTY: The District may enter into contracts with public or private agencies for use of district owned real property or equipment. Such contracts shall not interfere or be inconsistent with the mission of the District.

103.5.9 GIFTS: It is recognized that individuals and organizations in the community may wish to contribute money, additional supplies or equipment to enhance or extend the program of fire protection and EMS response within the District. No gift shall be accepted which carries with it an expectation of a special relationship, expressed or implied, beyond that which exists for all tax payers of the District. Gifts to the District shall be handled in the following manner:

1. Cash or checks: A receipt shall be written for all donations of money. Money donations of less than \$500 shall be deposited the Contingency Fund (Fund 4) by District staff. Money donations of \$500 or more, or money donations of any amount that have a stipulated use by the donor, or money donations of any amount that imply a commitment on the part of the District shall be subject to Commissioner's approval and the Commission shall determine the account in which to apply the funds.

2. Endowments: The Board of Fire Commissioners may accept gifts, legacies and devices, subject to conditions imposed by the donor. Unless otherwise specified, the Commissioners shall deposit such gifts in an endowment fund and shall administer the endowment fund so as to preserve the

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principal from loss. Only the income from the fund shall be appropriated for department purposes. The Board shall provide suitable memorials for donors making gifts to the District which become part of the endowment fund.

3. Real Property: Any gift to the District of real property can be accepted only by the Board of Fire Commissioners.

4. Material or Equipment: The District Chief may accept gifts to the District of material or equipment for which the District has a use. Any gift to the District of materials or equipment having a value of \$500 or greater shall be subject to Board approval. The District Chief shall not accept nor shall the Board authorize gifts that are inappropriate, which carry with them unsuitable conditions or which shall obligate the District to future expenditures which are out of proportion to the value of the gift. All gifts of material or equipment shall become District property and shall be accepted without obligation relative to use and/or disposal.

103.5.10 REIMBURSEMENTS: The District receives reimbursements for insurance claims, costs associated with training, costs associated with wildland firefighting (Department of Natural Resources), costs associated with mitigation of illegal fires (Northwest Air Pollution Authority), and other reasons. Reimbursements to the District shall be applied to the operating budget in the following manner:

1. Reimbursements for damage repair, consumables, materials, labor, or any other direct cost to the District for which the District has paid, or will have to pay from the current operating budget shall be applied directly to the budget account area for which the reimbursement was intended.

2. Reimbursements for the replacement of items lost, stolen, or damaged beyond repair or; reimbursement for equipment use for which the District sustained no cost other than depreciation or; reimbursement for any other reason not herein defined shall be applied to the reserve account.

103.5.11 EXPENSE RECOVERY: The purpose of this policy is to establish guidelines for the recovery of equipment, supplies, and/or personnel expenses incurred at emergency, non-emergency, or service responses or activities. Incidents where the responsible party or agency may be billed include, but are not limited to, the following:

1. State Mobilization.

2. Department of Natural Resources Project fires inside District boundaries or adjacent jurisdictions.

3. Special Assignments such as fire watch or event specific stand by.

a. Prior approval shall be obtained from the Fire Chief or his designee for special assignments and state mobilization. Groups requesting special assignments shall be provided an estimate based on the resources they are requesting prior to engaging in the assignment. Estimated costs shall be calculated as required in Section 103.5.5. Estimated costs shall include all consumable supplies as well as apparatus and personnel costs.

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4. Illegal drug or alcohol impaired operators of a motor vehicle when involved in a crash and convicted.

a. In with RCW 38.52.430, the District may attempt to recover the cost of emergency response caused by a person's intoxication if convicted or prosecution is deferred, up to \$1000.00. An accounting of members and equipment on scene shall be completed for each incident and forwarded to the investigating law enforcement officer for inclusion in the investigation file to be forwarded to the Prosecuting Attorney. Examples of eligible incidents include, DUI or any drug, use of a marine vessel while under the influence of alcohol or drugs, and/or vehicular assault or homicide while under the influence of alcohol or drugs.

**103.6 EXPENDITURES & BUDGET PREPARATION**

*GOAL: Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.*

103.6.1 General

1. The District's annual expenditures shall be based upon needs necessary to provide the service level approved by the Board of Fire Commissioners.

2. The District will create and maintain a balanced operating budget that reflects service level needs. Care shall be taken in the budget preparation to ensure proposed expenditures do not exceed available revenues. The budget shall serve as the District's annual financial plan.

3. All expenditures shall be justified as part of the budget process. Those requests that cannot be justified shall be removed from the budget prior to Board approval.

4. Division managers are responsible for managing their budgets within the total appropriation for their division.

5. The District budget should assist with improved work force productivity, innovation, and efficient use of technology and tools.

6. Periodic comparisons of service delivery shall be made to ensure that quality service are provided to our citizens at the most competitive and economical cost. Alternates to service delivery may include:

a. Contracting with other governmental agencies.

b. Mutual and Automatic Aid Agreements.

c. Interlocal Purchasing Agreements.

d. Privatization.

7. If feasible and allowed, District activities may be considered enterprises if doing so will increase efficiency of service delivery or recover the costs of providing services from benefiting entity by user fees.

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8. Balanced revenue and expenditure forecasts shall be prepared to examine the District's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast shall encompass five (5) years and shall be updated annually.

9. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.

10. Funds may not be expended or encumbered for the following fiscal year until the budget has been approved by the Board of Fire Commissioners.

11. Any year-end operating surplus of funds from the General Fund (Fund 1) may be used to determine total available general funds for the following budget. Any year-end operating surplus of funds from the Capital Fund (Fund 2) shall remain in the capital account and will be considered reserve.

#### 103.6.2 Budget Preparation and Timeline

1. Preliminary Budget: The preliminary budget is the first draft of the next fiscal year budget prepared by the Chief including narratives on selected accounts for clarification. The preliminary budget is forwarded to each Commissioner by October 1st for review, consideration and comment. During this process, the Commissioners review the preliminary budget individually and forward any questions, suggestions, or comments to the Chief in writing. The Chief will promptly respond to each Commissioner in writing with copies of that response to each of the other two Commissioners. The Board of Fire Commissioners shall assign one of the Commissioners to participate with staff in development of the preliminary budget

2. Requested Budget: The requested budget shall be prepared by the Chief, including narratives on selected accounts for clarification and shall be forwarded to each Commissioner by November 1st for review and consideration. The requested budget will include changes to the preliminary budget suggested by the Chief as a result of the preliminary budget review process. The requested budget is the document used for consideration at the public budget hearing.

3. Proposed Budget: The proposed budget is the final draft of the next year's budget agreed to by a majority of the Commissioners at the public budget hearing but not yet approved by resolution. If the requested budget is approved without revision, the proposed budget step is omitted.

4. Approved Budget: The approved budget is the proposed budget including revisions that has been approved by resolution

5. Year End Report: Books for the previous year's budget are closed January 20th. The Chief shall prepare a year end report and forward a copy to each Commissioner by February 1st. The year end report will detail the following:

a. Ending balances of each sub-account showing administrative transfers of funds.

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- b. Ending balances of each account requesting needed transfer of funds.
  - c. Recommended transfer of encumbered funds to current budget.
  - d. Recommended transfer of ending balance to beginning balance of current budget.
6. Finalized Budget: The finalized budget is the approved budget including the actual beginning balance and encumbrances carried over from the previous year's budget plus estimated income. The Chief shall present the recommended finalized budget for approval, by Board Resolution, at the regular February commissioners meeting.
7. Budget Schedule: In order to facilitate a comprehensive budget, and internal process that allows thorough review, and presentation to the public, the following schedule shall be followed:
- January
- 1. Begin use of approved budget.
  - 15. Distribute budget spending plan.
  - 20. Close previous year's books, prepare year end report including end of the year transfers, and prepare recommended finalized budget.
- February
- 1. Distribute year end report and recommended finalized budget to commissioners.
- May
- 31. Annual Report from previous year due.
- July
- 10. Request budget input from companies at officers meeting.
  - 15. Begin mid-year review.
- August
- 1. Distribute mid-year review to commissioners.
  - 1-31. Collect budget input from staff and Pre-budget planning at commissioners meeting.
- September
- 1-30. Work with appointed commissioner to write preliminary budget.
- October
- 1. Distribute preliminary budget to commissioners.
  - 1-20. Preliminary budget process - questions and answers.
  - 20-31. Draft Requested Budget.
- November

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1. Distribute requested budget to commissioners for consideration.

7-14. Public budget hearing.

15-30. Submit approved estimate budget to the Island County Treasurer's Office.

**103.7 BUDGET MANAGEMENT**

Management of the District budget is critical to ensure that expenditures do not exceed funds allocated to it. It is the responsibility of the Fire Chief and Auditing Officer to review the budget on a regular basis and make corrections to it as required.

**103.7.1 AUDIT OF EXPENDITURES:** The Board of Fire Commissioners recognizes that it is a business necessity that District claims and obligations to vendors, employee payrolls, reimbursements, and taxes be paid in a timely manner. Pursuant to RCW 42.24, which requires the District to enact certain policies and procedures in order to allow for the District to issue warrants prior to approval by the Board of Fire Commissioners, and as specified in WA State BARS Manual, Section 3.8.5.50, the Board of Fire Commissioners recognizes that the following conditions are met and in compliance with RCW 42.24.

1. The Auditing Officer and the Fire Chief carry an official bond for the faithful discharge of his/her duties, in the amount of \$250,000 each.
2. The Board of Fire Commissioners has adopted contacting, hiring, purchasing, and distribution policies that implement effective internal controls.
3. The Board of Fire Commissioners provides, for its review, documentation supporting claims paid and for its approval of all checks and warrants issued in payment of claims at its next regularly scheduled public meeting.
4. The Board of Fire Commissioners requires, that if upon review, it disapproves some claims, the Auditing Officer and Fire Chief shall jointly cause the disapproved claims to be recognized as receivables of the taxing district and to pursue collection diligently until the amounts disapproved are collected or until the Board of Fire Commissioners is satisfied and approves the claims.

**103.7.2 AUDIT OF EXPENDITURES PROCESS:** the following process shall be carried out each month to ensure transparency and ensure compliance with RCW 42.24 and this policy.

1. The Auditing Officer shall prepare the accounts payable, print and sign the checks, summarize the accounts payable on the Batch Form, and sign the Batch Form to attest to its accuracy.
2. The Fire Chief shall review the accounts payable, sign the checks, and sign the Batch Form to attest to his/her review and its accuracy.
3. Prior to the regular monthly meeting, the Auditing Officer shall summarize all previous expenditures on the Batch Summary Form and shall sign to attest to its accuracy.
4. The Fire Chief shall review and sign the Batch Summary Form to attest to its accuracy.
5. The Batch Summary and Batch Forms shall be forwarded to the Board of Fire Commissioners for review prior to the regular monthly meeting.

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6. The Batch Summary shall be approved, or amended for disapproved claims, at the regular monthly meeting and shall be signed by each Commissioner.

103.7.3 BUDGET SHORTFALLS: If at any time during the fiscal year on-going expenditure and revenue estimates indicate that an operating deficit is projected, the District shall take immediate corrective actions. Such actions may include, but not be limited to, the following:

1. Expenditure reduction.
2. Project delay or omission.
3. Hiring freeze.
4. Use of Contingencies.
5. Increase in fees for service.

The Board of Fire Commissioners may approve a short-term inter-fund loan or use of one-time revenue sources to correct temporary shortfalls in cash flow.

103.7.4 PAYROLL: Pay periods for District employees are every two weeks. The Auditing Officer and Fire Chief or designee shall be authorized to sign vouchers for payroll. The payroll shall be processed as follows:

1. All payroll vouchers issued prior to approval by the Board of Fire Commissioners shall be reviewed for accuracy and signed by two authorized persons.
2. A summary of all supporting documentation for payroll vouchers, including but not limited to names, hours, amounts and issue dates, shall be presented for review and approval at the next regularly scheduled meeting of the Board of Fire Commissioners.
3. If, upon review, the Board disapproves some claims, the Auditing Officer and Fire Chief shall jointly recognize the disapproved claims to be receivables of the District and pursue collection of the amounts disapproved until the amounts are collected or until the Board is satisfied and approves the claims.

103.7.5 PURCHASING AND CONTRACTS: All purchases and contract for service shall be in compliance with the limits set forth by state law. Purchasing agents for the District shall research the costs of goods and services to assure the best value to the District. It shall be the policy of the District to use vendors and service contractors within the District when bid requirements allow and cost comparisons are within reason, however, the District shall not give bid preference to any company solely based upon doing business within the District. The District shall make every effort to maximize any discounts offered by creditors/vendors.

103.7.6 TRAVEL AND PER DIEM REIMBURSEMENT: All travel by employees or volunteers to conduct District business shall be authorized and approved by the Deputy Chief for which the travel is required, or the Fire Chief. Authorized and approved travel, lodging and per diem expenses incurred by District employees or volunteers for District business shall be reimbursed as follows:

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1. All travel by employees or volunteers for which lodging, full day meals, or transportation expenses are reimbursed shall be approved in advance. A Travel Request Form shall be submitted to the appropriate Deputy Chief for approval prior to traveling.
2. All travel and per diem reimbursement shall be paid based upon the Per Diem Rates for Washington State, as published annually by the *Office of Fiscal Management Statewide Accounting* for the destination to which employees or volunteers travel. The District will reimburse meals up to the daily caps for breakfast, lunch and dinner.
3. Lodging: The District shall arrange lodging for members and have the lodging facility bill the District directly, or pay by credit card. The District will pay lodging expenses at the single room rate for the facility when travel necessitates an overnight stay. Double room rates are acceptable when two or more authorized personnel are sharing a room for economy. All incidentals or additional costs to a room are the responsibility of the employee or volunteer.
4. Meals (full day): Meals will be reimbursed for an individual who performs District business OUTSIDE of the District for eight (8) hours or more. If meals are provided as part of the event which employees and volunteers attend, only those meals not provided will be reimbursed. ENTERTAINMENT BILLS AND ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED.
5. Meals (half day): The District will provide half of the daily per diem rate to cover meals for an individual who performs District business OUTSIDE of the District for four (4) hours or more. ENTERTAINMENT BILLS AND ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED.
6. Transportation Expenses: District vehicles are made available for employees and volunteers traveling to conduct District business. When a district vehicle is not available, or it is found to be more advantageous or economical to the District that travel be by a privately-owned vehicle, mileage costs for District business will be reimbursed at the most current IRS' standard mileage rate (SMR). Parking fees, tolls, and ferry fees are reimbursable at cost provided receipts are submitted.

When traveling for training events, if an employee or volunteer wishes to use their personal vehicle for convenience or to travel with a person(s) who will not be attending the training event, such as a friend or family member, mileage will not be paid. If use of a personal vehicle is approved for reimbursement by the Deputy Chief and more than one employee or volunteer is attending the training session, carpooling is encouraged.

If travel by an employee or volunteer is required by air or other transportation, the District will purchase the tickets. Members purchasing tickets for reimbursement to take advantage of mileage programs is prohibited.

7. Reimbursement: Travel expenses will be reimbursed upon submittal of the approved Travel Request Form and all associated receipts to the Finance Officer. In order to be reimbursed all receipts must be received by the Finance Officer within 7 calendar days of the expense. Payment will be made by check in the next available Account Payable batch.

#### 103.7.7 SURPLUS PROPERTY:

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##### Purpose

Washington law does not address the disposal of surplus property by fire protection districts. The intergovernmental transfer of property is addressed in Chapter 39.33 RCW, entitled "Intergovernmental Disposition of Property", but this Chapter does not address the sale or other conveyance of surplus property to non-governmental entities. It is the purpose of this policy to establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective dispositions of property where the strict application of the procedures would not be in the District's best interest.

##### Definitions

**Property.** All equipment, material, fixtures, supplies and real estate owned by the District.

**Fair Market Value.** The value of the Property that would be obtained through an arms length transaction using a Commercially Reasonable Means of sale, or the value established by a formal third party appraisal.

**Commercially Reasonable Means.** Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other form of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.

##### Procedures.

- (a) **Declaring Property Surplus.** The Board Commissioners, upon recommendation from staff shall determine which District Property serves no valid function for the present or future needs of the District. Such Property shall hereinafter be declared surplus to the needs of the District using the following procedures.
  1. The Board, by the adoption of this policy, delegates to the Fire Chief or designee the decision to surplus any Property of the District with a Fair Market Value of under \$1000.00. The Fire Chief or designee shall provide an annual report to the Board identifying all such surplus property.
  2. For single items with a value in excess of \$1000.00 the Board of Commissioners shall approve the decision to surplus such Property by Resolution.

##### Disposition of Property.

- (a) **Transfer of Surplus Property to a Non-Governmental Entity.** If the sale or transfer of the surplus property is made to a non-governmental entity, the sale shall be made as follows:
  1. **Estimated Value less than cost of disposal.** When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The Property may then be disposed in any manner deemed suitable by staff.

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2. Estimated Value exceeds cost of disposal. Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or Board of Commissioners.
- (b) Transfer of Surplus Property To A Governmental Entity. Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020, the transfer shall occur as follows:
1. Estimated Value is less than \$50,000.00. Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.
  2. Transfer of Property Having an Estimated Value Greater Than \$50,000.00. Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise the public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:
    - (a) Notice of Public Hearing. Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days but not greater than 25 days prior to the hearing.
    - (b) Contents of Hearing Notice. At a minimum, the hearing notice shall set forth the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the notice shall also describe the proposed use thereof by the receiving governmental entity.
    - (c) Press Release. A press release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located.
    - (d) Transfer Decision. At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

#### Documentation of Sales.

Sales of equipment, vehicles or safety gear of any value and sales of other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale substantially in the form attached as Exhibit A (equipment) or Exhibit B (Vehicles). The Bill of Sale requirement may be waived in specific situations with the approval of legal counsel. An inventory of all surplus Property disposed of pursuant to this policy shall be maintained in accordance with the state record retention requirements.

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District staff shall present a surplus property report to the Board of Commissioners on an annual basis documenting the items that were declared surplus and the revenues generated by disposal of the surplus items.

#### **103.8 PURCHASING CONTROL**

103.8.1 Regular Purchases: Purchases of less than \$1000.00 can be made by authorized personnel. A list of District personnel that is authorized to make purchases will be approved by the Fire Chief and maintained in administration. The purchase receipt is to include the description and purpose and use of the items purchased, must be signed by the purchaser, BARS coded, and submitted to the Auditing Officer for payment as soon as possible.

103.8.2 Purchase Orders: Purchases of \$1000.00 or more will require a written purchase order approved by the Fire Chief or his/her designee. Purchase orders are to be completed by the person making the purchase and submitted to the District Fire Chief for approval prior to placing the order with the vendor. Purchase orders are to be specific and detailed as to what is being purchased, the cost and purpose. Proposals for major purchases should indicate on a separate attachment the vendor quote. The purchase order will also indicate the appropriate BARS code or account number.

#### **103.9 CREDIT CARD USE**

The purpose is to define the procedures and appropriate use of South Whidbey Fire/EMS credit cards. District credit cards are introduced as an alternative purchasing and payment mechanism to provided efficiencies in procurement of emergency supplies, travel related transactions, and those instances where the vendor will accept no other form of payment, and are limited to such use. In addition, credit cards may be used for one-time purchases where setting up a vendor is not necessary. If a card holder anticipates future purchases from the vendor, an account must be set up instead of using the credit card.

Cardholders are entrusted with a district credit card to facilitate such transactions and must understand and accept this position of trust in the use of public funds. The following is intended to ensure the appropriateness of purchases and provide safeguards and internal controls to ensure district cards are used properly.

103.9.1 Cardholder Responsibilities: The following cardholder responsibilities form part of the conditions of use of a District credit card. Cardholders shall:

1. Ensure their card is used only for official District business.
2. Ensure all expenditures with their card comply with Section 103.8, Purchasing Control.
3. Ensure all expenditures with their card are directly related to the requirements of their position, job responsibilities, and their financial delegation.
4. Account for all transactions for which their card was used.
5. Maintain an up to date knowledge of all policies and procedures relating to the use of their District card.

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6. Ensure security of their card and card numbers at all times, and immediately report the loss or theft of the card or card numbers to the Chief.
7. Return the card upon demand, cessation of employment with the District, or a leave of absence from the District.
8. Ensure transactions do not exceed the transaction purchasing limits set for their card.
9. Not split purchases into smaller amounts to circumvent normal transaction purchasing limits.
10. Ensure receipts are submitted to the District on the first day back in the office after the purchase.
11. Ensure cards are not used for personal gain (including family and friends) or personal advantage.
12. Ensure no purchase is made from a third party with which the cardholder has, or has had a personal or non-business relationship which constitutes a conflict of interest.

103.9.2 Use Guidelines: District credit cards may be used as follows:

1. The District card may only be used for a District business expenditure.
2. Despite the \$1,000 transactional limits, as defined in Section 103.8, transactions are still required to be reasonable and not excessive in amount and cardholders must exercise due economy at all times.
3. Excessive transactions include goods or services purchased at terms disproportionate to their worth to the District or generally considered excessive with reference to comparable prices for like goods and services.
4. Transactions may not be incurred through inappropriate vendors or persons, by which a conflict of interest is created.
5. Itemized receipts must be submitted to the District. For on-line transactions, proof of the transaction must be submitted that clearly indicates the date, item purchased or procured, and the amount.
6. District cards may be used for the following purchases:
  - a. Pre-approved travel expenses.
  - b. Pre-approved entertainment costs.
  - c. Pre-approved conference or training class fees.
  - d. Certification fees for members.
  - e. Minor goods or services of less than \$1,000.
  - f. Any other expense approved by the Board, within the transactional limit of the card.

103.9.3 Prohibited Uses: District cards may not be used for any of the following:

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1. Expenditures incurred or approved while on annual leave, sick leave or a leave of absence.
2. Personal goods or services.
3. Any use which results in personal gain or advantage.
4. Use of another staff member's card or number unless authorized by that member.
5. Use of a subordinate's card to avoid or circumvent the normal approval process or channel.
6. To obtain cash for any reason.
7. Transactions that are intended for the District use but are not allowed by District policy, government regulations, or the law.
8. Gifts or benefits to persons, unless approved by the Chief.
9. Use of District cards to incur expenses with suppliers which may reasonably be considered disreputable and where the District's reputation may potentially be adversely impacted.
10. Capital expenditures.
11. Entertainment (unless pre-approved), or alcoholic beverages of any kind.

**103.10 SMALL AND ATTRACTIVE ASSETS**

*Goal: Establish guidelines and procedures in order to account for and track assets that fall below capitalization thresholds which may have a heightened risk of theft or loss.*

**103.10.1 DEFINITIONS**

1. Inventory refers to the physical function of verifying the existence and location of assets, and includes both small and attractive assets and capital assets.
2. Small and Attractive Assets are those items that are easily moveable, portable, concealable, and desirable that may or may not be identified as missing immediately. These items include all District assets with a unit cost between \$300 and \$4,999.99, and having a life expectancy of more than one (1) year. These items are further defined as:
  - a. Portable items are defined as small to medium sized assets that can be easily carried. (examples; computers, monitors, printers, televisions, projectors, cpu's, office equipment, mobile hand or power equipment, rescue equipment, lawn mowers, etc.).
  - b. Concealable items are defined as small enough to fit into a pocket, bag, briefcase, back pack, etc. (examples; iPads, cell phones, PDA, electronic devices, radios, pagers, laptops, software packages, etc.).

**103.10.2 PROCEDURES**

1. Additions: The district may acquire small and attractive assets through purchases, donation, lease, or construction. No matter the source, when received the Deputy Chief, Resource shall add the item to the inventory list.

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2. Deletions: Items will be required to be deleted from the inventory list from time to time due to depreciation to below the threshold value, damage, obsolescence, sale, loss, theft, or involuntary conversion (fire, flood, etc.). It is the responsibility of each division head to immediately notify the Deputy Chief, Resource when an asset qualifies for deletion. The Deputy Chief, Resource will add the item to a list of items to be declared surplus, in accordance with Section 103.7.7. The surplus list shall be forwarded to the Fire Chief for presentation to the Board of Fire Commissioners for approval.

3. Lost or Stolen Assets: If any item covered by this policy is determined to be lost, the Deputy Chief Resource will notify the district's insurance company. Any item believed to be the result of theft shall be immediately reported to the appropriate Law Enforcement agency and the Fire Chief.

4. Donated Assets: The district may receive assets through donation. Donated assets that are equipment or similar property shall be accounted for in accordance with Section 103.10.3. If the donation is cash to be used in conjunction with the construction or purchase of a specific asset, the donation is reported as revenue and may be applied to that asset through the expense accounts.

#### 103.10.3 INVENTORY

1. Asset Identification: Each item on the Small and Attractive Asset list will contain the make, model, serial number, and other key-identifying characteristics. In the absence of these identifiers, all inventoried property will be assigned a unique identifying number by the Deputy Chief, Resource. That number shall remain with the asset for its useful life. Each asset, whenever feasible, will be engraved or marked with the district's name and/or identification number. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.

2. Inventory Frequency: A physical inventory shall be conducted annually to verify the existence and condition of all items on the Small and Attractive Asset list. Additional inventories shall be conducted following any suspected loss such as fire, flood, etc. or large scale theft.

3. Responsibility of division heads: Each Deputy Chief managing a division will be responsible to ensure the annual inventory of items on the Small and Attractive Asset list that are within their purview. The Deputy Chief, Resource will provide each Deputy Chief, and the Fire Chief with the list of assets to be inventoried. All inventories shall be conducted in December of each year and the list submitted to the Deputy Chief, Resource by January 31st.

#### **103.11 CAPITAL ASSET MANAGEMENT**

*GOAL: Review and monitor the state of the District's capital equipment and infrastructure, setting priorities for replacement and renovation based on needs, funding alternatives, and available resources.*

103.11.1 Capital Improvement Plan: It is incumbent upon the District to care for and anticipate replacement of capital resources owned by the public. The Fire Chief shall create a Capital Improvement Plan (CIP) to assist the Board of Fire Commissioners in its decisions for replacement of capital assets. The CIP shall include the following subplans:

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##### 1. Capital Facilities Plan.

##### 2. Capital Apparatus and Equipment Plan.

The CIP shall be reviewed on an annual basis and updated as necessary. Facilities and Apparatus shall be replaced based upon the schedules listed within the subplans, unless replacement can be delayed based upon the condition of the facility or apparatus. Capital improvements shall be consistent with the District's mission and service delivery. The CIP shall include all details concerning the age, life expectancy, maintenance costs, estimated replacement costs, and funding source for all facilities, apparatus and equipment within the plan.

103.11.2 Capital Facilities Plan: New facilities shall be targeted for replacement at 50 years of service life, unless service life can be extended by remodel as follows:

1. All facilities will be evaluated and remodeled or upgraded every 20 years. The purpose of the 40 year remodel will be to extend the usable service life of the station to 60 years or more, if possible. If the evaluation determines that the remodel will not extend the life to at least 60 years, the facility will be identified for replacement at 50 years of service life.

103.11.3 Capital Apparatus and Equipment Plan: Apparatus and Equipment shall be targeted for replacement based upon the following schedules:

1. Equipment shall be replaced based upon its condition of repair or the manufacturer's recommendations. Capital equipment may include self contained breathing apparatus, protective personal equipment ensembles, generators, extrication equipment, etc..

2. Apparatus shall be replaced based upon its maintenance history, years of service life, and mileage as follows:

a. Maintenance History: Apparatus shall be considered for replacement when the maintenance costs of the apparatus meets or exceeds 10% of the original purchase cost for two (2) consecutive years.

b. Years of Service Life: Apparatus shall be replaced on the following schedule:

i. Engines - 20 years.

ii. Tenders - 25 years.

iii. Aerials - 25 years.

iv. Brush - 20 years.

v. Rescues - 15 years.

vi. MERVs - 10 years.

vii. Commands - 10 years.

viii. Utility - 15 years.

ix. Support - 15 years.

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x. Medium Duty Watercraft - 30 years.

xi. Light Duty Watercraft - 15 years.

xii. Trailers - as needed.

c. Mileage: Apparatus that does not meet the years of service life requirement but accrue high mileage shall be considered for replacement based on the following schedule:

i. MERVs - 120,000 miles.

ii. Commands - 120,000 miles.

iii. Utility - 120,000 miles.

iv. Support - 120,000 miles.

103.11.4 Insurance: All Capital assets shall be adequately insured to protect the District against loss. Capital assets shall be inventoried annually and insurance amended appropriately based upon valuation.

**103.12 ACCOUNTING PRACTICES**

*GOAL: Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA) where applicable.*

**103.12.1 General Accounting Principles**

1. The District shall use the cash basis of accounting which is a departure from generally accepted accounting principles.

2. The District shall use the Budgeting, Accounting & Reporting System (BARS) prescribed by the Washington State Auditor for its revenue and expenditure classifications.

3. The District budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all divisions, and as a communications tool for all significant budgetary issues, trends, and resources.

**103.12.2 Reporting**

1. A monthly budget reports showing the current status of revenues and expenditures shall be prepared and distributed to the Board of Fire Commissioners and staff in a timely manner and made available for public inspection.

2. Monthly financial reports shall be presented to the Board of Fire Commissioners prior to its regular monthly meeting.

3. The Annual Financial Report shall be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the Washington

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State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters. The Annual Financial Report shall be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.

#### 103.12.3 Auditing

1. A Financial Audit will be performed by the Washington State Auditor's Office every two years. A Federal Single Audit, conducted by the State Auditor's Office is required for each year that the District receives \$750,000.00 or more in Federal grant funding. The Auditor's Office will issue an official opinion on the annual financial statements.

2. An Accountability Audit will be performed by the Washington State Auditor's Office every two years. The Accountability Audit investigates accountability for public resources, compliance with state laws and regulations, and compliance with District policies and procedures.

#### **103.13 DEBT MANAGEMENT**

*GOAL: Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.*

#### 103.13.1 Purpose

1. This policy is create to ensure that all debt is issued both prudently and cost effectively. These comprehensive guidelines shall be used for all issuance and management of debt financing of the District. Adherence to the policy is essential to ensure that the District maintains a sound debt position and protects the credit quality of its obligations.

#### 103.13.2 Capital Planning

1. The District shall integrate its debt issuance with its Capital Improvement Plan (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt.

2. Planning must consider the long-term, with focus on financing priorities, capital outlays, and project completion.

3. Long-term borrowing shall be used only for the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs, nor may it be used to fund operating deficits.

4. For all capital projects under consideration, the District shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal.

#### 103.13.3 Governing Legal Principles

1. The District shall comply with the Washington State Constitution and all other legal requirements imposed by local, state and federal laws, rules, and regulations, concerning issuance and management of debt, as applicable.

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- a. Local: The District shall issue and manage debt in accordance with the limitations and constraints imposed by District and local rules, regulations and policies.
- b. State: The District may contract indebtedness as provided for by State Law, subject to the statutory and constitutional limits on indebtedness.
- c. Federal: The District shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended, the Treasury Department regulations thereunder, and the Securities Acts of 1933 and 1934.

103.13.4 Roles and Responsibilities

1. The Board of Fire Commissioners shall:

- a. Approve a Financial management policy that clearly addresses debt management.
- b. Approve any indebtedness based upon a thorough understanding of its ramifications.
- c. Approve appointment of the Bond Underwriter and Bond Counsel.
- d. Approve budgets sufficient to provide for the timely payment of principal and interest on all debt.

2. The Fire Chief, in consultation with the Finance Officer, shall:

- a. Assume primary responsibility for debt management.
- b. Provide for the issuance of debt at the lowest possible cost and risk.
- c. Determine the available debt capacity.
- d. Provide for issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures.
- e. Recommend the manner of sale of debt to the Board of Fire Commissioners.
- f. Monitor opportunities to refund debt and recommend such refunding as appropriate.
- g. Comply with all Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
- h. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date.
- i. Provide for and participate in the preparation and review of offering documents.
- j. Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued.
- k. Submit all recommendations to issue debt to the Board of Fire Commissioners.
- l. Provide for distribution of pertinent information to rating agencies.
- m. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2.

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n. Apply and promote prudent fiscal practices.

103.13.5 Ethical Standards Governing Conduct

1. All members of the District's staff shall adhere to the standard of conduct as stipulated by the Public Disclosure Act, RCW 42.17, and Ethics in Public Service, RCW 42.52.

103.13.6 Debt Instruments

1. The District may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to approval of the Board of Fire Commissioners, the District is authorized to sell:

a. Unlimited Tax General Obligation Bonds. The District may use Unlimited Tax General Obligation Bonds (UTGO), also known as "Voted General Obligation Bonds" for the purpose of capital improvements, remodels equipment purchases and property acquisition. Bond issues are limited to capital purchases only. Every project propose for financing through general obligation debt shall be accompanied by a full analysis of the future operating an maintenance costs associated with the project. UTGO bonds are payable from excess tax levies and are subject tot the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.

b. Limited Tax General Obligation Bonds. The District may use Limited Tax General Obligation Bonds (LTGO), also know as "Non-Voted General Obligation Bonds", requires the District to levy a property tax sufficient to meet its debt service obligations, but only up to a statutory limit. The District shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the District and is payable from non-voter approved property taxes and other money lawfully available. GTGO Bonds may only be used if:

- i. The District determines it can afford the payments; and
- ii. A project requires funding not available from alternative sources; and
- iii. Matching fund monies are available which may be lost if not applied for in a timely manner; or
- iv. Emergency Conditions exist.

c. Special Assessment/Local Improvement District Bonds. The District may use Special Assessment Bonds as permitted under State law for the purpose of assuring the greatest degree of public equity in place of general obligation bonds where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the District. LID's are formed by the Board of Fire Commissioners after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State law.

d. Short-Term Debt. The District may use short-term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long-term funding has been secure but not yet received. The District may use inter-fund loans rather that outside debt instruments to meet short-term cash flow needs

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for the project. Inter-fund loans shall be permitted only if an analysis of the affected fund indicates excess are available and the use of the funds will not impact the fund's current operations. All inter-fund loans shall be subject to Board of Fire Commissioner approval and will bear interest at prevailing rates.

e. Leases. The District is authorized to enter into capital leases under State law, subject to the approval of the Board of Fire Commissioners.

#### 103.13.7 General Requirements

1. The District shall not use long-term debt to pay for current operations. The use of bonds shall only be considered for significant capital and infrastructure improvements.

2. The term of the debt shall never extend beyond the useful life of the improvements to be financed, nor shall the term of any long-term debt exceed 20 years.

3. General obligation debt shall not be used for self-supporting enterprise activity. The general policy of the District is to fund general-purpose public improvements and capital projects that cannot be financed from current revenues with voter-approved general obligation bonds. Non-voter approved debt may be utilized provided it meets the requirements of Section 103.12.6(b).

4. The general policy of the District is to establish debt repayment schedules that use level annual principal and interest payments.

5. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds. Proceeds from debt shall be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed shall be used in accordance with the provision stated in the bond ordinance that authorized the issuance of the debt.

6. The District shall use prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case shall the District lease-purchase equipment with a useful life less than the term of the lease.

7. The District shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs, if any, are minimized and access to the credit market is preserved. The District shall encourage and maintain good relations with financial bond rating agencies and shall follow a policy of full and open disclosure.

8. The District shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the District shall refinance debt to achieve true savings as market opportunities arise. Refunding debt shall not, under any circumstances, be used to avoid debt service obligations. Unless otherwise justified, a target 5% cost savings, discounted to its present value, over the remainder of the debt must be demonstrated for any "advance refunding".

9. With Board of Fire Commissioner approval, interim financing of capital projects may be secured for the debt financing marketplace or from other funds through an inter-fund loans as appropriate in the circumstances.

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##### 103.13.8 Communications

1. It is the policy of the District to remain as open and transparent as possible.
2. The District shall manage relationships with the rating analyst assigned to the District's credit, using both informal and formal methods to disseminate information.
3. The District's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The Notes to the Financial Statements may be supplemented with additional documentation as required. The District shall report its compliance with debt targets and the goals of the Debt Policy each year included in the Notes to Financial Statements.
4. The District shall seek to maintain and improve its current bond rating.

##### 103.13.9 Compliance

1. Investment Proceeds. The District shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds. This included compliance with restrictions on the types of investments securities allowed, restrictions on the allowable yield of invested funds , as well as restriction on the time period over which some of the proceeds may be invested.
- 2, Legal Covenants. The District shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

#### **103.14 INVESTMENT & CASH MANAGEMENT**

*GOAL: Manage and invest the District's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.*

##### 103.14.1 Investment of Funds

1. Cash and Investment programs shall be maintained in accordance with District polices and shall ensure that proper controls and safeguards are maintained. District funds shall be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.
2. The District shall invest funds through Island County Government using the investment vehicle that maximizes investments for the period invested.
3. The District shall maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
4. Monthly investment reports shall be prepared and distributed to the Board of Fire Commissioners and each division indicating current cash position, and year-to-date budgeted and actual expenditures.
5. The District shall conduct annual reviews of its internal controls and cash handling procedures.
6. Internal controls shall be tested quarterly.

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**103.15 RESERVES**

*GOAL: Maintain reserves, contingencies, and ending fund balances of operating funds at sufficient levels to protect the District's credit as well as its financial position from emergencies.*

103.15.1 Fund Balances

1. Year end fund balances that are un-designated and unencumbered constitute available reserves for the District.
2. The District shall include all fund balances in the annual budget.

103.15.2 Capital Fund (Fund 2)

1. To facilitate safety and efficiency, and ensure sufficient reserves will be maintained to provide for scheduled replacement of the District's apparatus, equipment or facilities, it is the direction of the Board of Fire Commissioners that the Fire Chief present a final budget that reflects the intent to dedicate 25% of the estimated General Tax Levy, or other percentage directed by the Board, to the Capital Fund (Fund 2). Payments for any bond obligations incurred by the District shall be withdrawn from the Capital Fund (Fund 2).

103.15.3 Reserve Fund (Fund 3)

1. A Reserve Fund (Fund 3) shall be established to address temporary revenue losses due to economic cycles or other time-related causes.
2. A minimum target of 5% of the total current budgeted expenses shall be maintained in the Reserve Fund. In year one (1) of establishment of the fund, not less than 1% of budgeted expenses shall be placed in the Reserve Fund. In subsequent years two (2) and three (3), not less than 2% per year of budgeted expenses shall be placed in the fund until a minimum of 5% is achieved.
3. Year end funds not expended in the current budget shall be deposited to the Reserve Fund.
4. All fund transfers from the Reserve Fund to any other fund, or any expenditures from the Reserve Fund require prior approval by the Board of Fire Commissioners.

103.15.4 Contingency Fund (Fund 4)

1. The Board of Fire Commissioners may create a Contingency Fund (Fund 4) in order to meet any expense that the necessity or extent of which could not have been reasonably foreseen at the time of adopting of the annual budget.
2. The purpose of the account is to provide flexibility for unforeseen events without the necessity of appropriating funds from other reserve accounts.
3. The optimum fund balance is 5% of current budgeted expenses and would be established and reestablished as part of the annual budget preparation based upon available resources.
4. All transfers from the Contingency Fund (Fund 4) require approval by the Board of Fire Commissioners.

103.15.5 Addition Reserve Accounts

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1. Additional reserve accounts may be created from time to time by the Board of Fire Commissioners to set aside funds for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

#### **103.16 ELECTRONIC FUNDS TRANSFER (EFT)**

*GOAL: Establish guidelines for the use, management, and security of funds received and disbursed through electronic transfers.*

##### 103.16.1 Purpose

The purpose of this section is to ensure Electronic Funds Transfers (EFTs) are initiated, executed, and approved in a secure manner. This policy establishes requirements with respect to payroll payments via EFT, and for payments of District obligations to vendors should such payments meet the requirements of the Washington State Auditor's office and be approved by the Board of Commissioners.

##### 103.16.2 Definitions

1. Automated Clearing House (ACH): Generally refers to payments made via direct deposit and should be set up in a payroll/vendor master that denotes this payment method.

2. Bank Codes:

- ABA - American Banking Association
- BIC - Business Identifier Code
- IBAN - International Business Account Number
- IRC - International Routing Code
- SWIFT- Society of Worldwide Interbank Financial Telecommunications

3. Banking Information: information from the payee or their bank regarding their account' including bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

4. Electronic Funds Transfer (EFT): the electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs.

5. Wire Request Form: this form includes all required information necessary to complete the wire and is required to be submitted to the Finance Officer. Wire request forms can be requested by explaining the need for wire transfer via email to admin1@swfe.org.

6. Wire Transfer: an electronic transfer of funds from one bank account to another initiated directly with the payer's bank.

##### 103.16.3 General Requirements

All EFT payments will be coordinated and submitted through the Finance Officer. The Finance Officer or his/her designee will approve all new and changes to electronic funds transfer requests,

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ensuring that the payment via wire is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid.

#### 103.16.4 Procedures

To promote the safety of District funds in the EFT environment, the following procedures will be adhered to by all District employees requesting payments via EFT and all District employees involved in processing payments via EFT:

1. The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursements by any other payment mechanism.

2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statute and accepted business practices.

3. Authentication of new EFT requests and changes to existing EFTs is required prior to the transaction being input into the computer-based banking system and includes the following steps:

- Validate all new electronic payment instruction requests received.
- Contact the employee directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method of payment instructions; do use contact information known to be genuine such as the contact information in your master personnel file or information collected from the original contact. Have the contact confirm existing payment instructions on file prior to making changes to those instructions (i.e. current bank account and routing number provided in the original instructions).
- Verify the new information provided on the payment instructions provided with the known contact (i.e. contact bank to confirm correct account name, number and routing information).
- Document the verification process that was followed to validate payment instructions. The person responsible for entering/updating wire instructions and the person approving new/updated wire instructions must approve the record of verification. A record of the verification must be maintained in accordance with record retention policies.

4. Wire payments will be authorized by the Finance Officer or Fire Chief and will be disbursed through the Island County Treasurer's Office. The Treasurer's Office notifies the District of an incoming wire payment via email; the payment will then be recorded into the computer-based banking system upon monthly reconciliation and cannot be altered except by the Finance Officer. The set-up and modification to these payments will require approval by the Finance Officer and the Fire Chief.

5. ACH payments will be authorized by the Finance Officer or Fire Chief and will be disbursed through the Island County Treasurer's Office. The Treasurer's Office notifies the District of an incoming ACH payment via email; the payment will then be recorded into the computer-based

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banking system upon monthly reconciliation and cannot be altered except by the Finance Officer. The set-up and modifications to these payments will require approval by the Finance Officer and the Fire Chief.

6. Bank balances will be monitored monthly for unusual or unexpected transactions. The Island County Treasurer's Office monitors the District's bank account regularly and notifies the District of any suspicious activity.

7. Reconciliation of banking activity to the general ledger will be accomplished in a timely manner with investigations and resolution of reconciling items.

103.16.5 Disbursement Records

For each disbursement via EFT, a record shall be created to include the following information:

1. The chronological number of the EFT payment.
2. The time and date of the disbursement.
3. The amount of the disbursement.
4. The payee name, address and account number.
5. The purpose of the disbursement.
6. The BARS or other accounting system expenditure/expense account number.
7. The name and number of fund(s).
8. The disbursing bank's unique transaction identification number, if available.
9. The receiving bank or financial institution's identification number.

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## Annual Goals and Objectives

### 104.1 ANNUAL GOAL SETTING

In order to maintain a high level of service to the community, South Whidbey Fire/EMS must plan for the future. Long range planning is vital to maintaining services in the most effective and cost efficient manner. South Whidbey Fire/EMS should create and work to accomplish those strategies identified in a department master plan or strategic plan. Part of that process is setting goals by which to achieve success in application of the plan.

Each year the board of fire commissioners will formulate goals and objectives for the district. The process of identifying goals should involve commissioners, administration, staff, volunteers, business persons, and other community members. To meet this goal the district may schedule a retreat to include, but not be limited to:

Chief

Board

Board secretary

Union representative (where applicable)

Volunteer representative

Citizen

At the conclusion of the year the chief should submit a report to the board of fire commissioners which reflects the degree to which goals and objectives have been accomplished. Annual goals and recognition of accomplishments should be reported to the community each year.

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# Policy Manual

## 105.1 PURPOSE AND SCOPE

The Policy Manual of South Whidbey Fire/EMS is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules and guidelines of this District. All District members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

## 105.2 POLICY

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this District under the circumstances reasonably available at the time of any incident.

### 105.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of South Whidbey Fire/EMS and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for District administrative action, training or discipline. The District reserves the right to revise any policy content, in whole or in part.

### 105.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy or collective bargaining agreement, such law, District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

## 105.3 RESPONSIBILITIES

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

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##### 105.3.1 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives which shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as it is permanently incorporated into the manual.

##### 105.3.2 EXECUTIVE STAFF

Executive staff shall consist of the following:

- Fire Chief
- Deputy Fire Chiefs

Executive staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

##### 105.3.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her immediate supervisor.

#### **105.4 POLICY COMMITTEE**

A Policy Committee (PC) may be assigned to provide an intermediary review. The PC may provide suggestions to clarify the goals or objectives desired by the organization. Final drafts from the PC shall be forwarded to the executive staff for final disposition.

The PC will review the District Policy Manual periodically to ensure policies are relevant and appropriate to current practices.

#### **105.5 DISTRIBUTION OF THE POLICY MANUAL**

Copies of the Policy Manual shall be distributed to the following:

Board of Fire Commissioners

Fire Chief

Executive Staff

Administrative Staff

Divisions

Each fire station

Each member (electronically)

An electronic version of the Policy Manual will be made available on the South Whidbey Fire/EMS network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

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**105.6 POLICY MANUAL ACCEPTANCE**

As a condition of employment or volunteering, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

**105.7 REVISIONS TO POLICIES**

All members are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the district intranet.

The Training Officer will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email (or applicable method), review the revisions and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions and have accomplished appropriate tasks as described in this policy.

**105.8 BOARD POLICIES**

Adoption and Amendment of Board Policies: Policies of the Board constitute the binding principles of the organization and must be clearly articulated and reviewed. In order to ensure an open and transparent process by which to adopt policies, the policy approval process shall be as follows:

1. Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion.
2. Unless it is deemed by the board that immediate action would be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting.
3. Any written statement by any person relative to a proposed policy or amendment should be directed to the chair prior to the second reading.
  - a. The board may invite oral statements from citizens or staff as an order of business.
4. In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the fire district.
  - a. No further action is required.
5. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.
6. Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the fire district's policy manual.
7. Policies of the fire district shall be reviewed annually by the board of commissioners.
8. A policy of the board shall be subject to suspension by a majority vote of the commissioners present, provided:

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- a. An emergency or unique situation exists; and
- b. Failure to suspend the policy could; result in the loss of emergency services, cause unacceptable costs to the District, create a liability exposure for the district, or violate law, and
- c. All commissioners had received notice of the meeting, and
- d. Provided the notice included a proposal to suspend a policy and an explanation of the purpose.
- e. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

**105.9 DEFINITIONS**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The District of South Whidbey Fire/EMS.

Civilian - Employees and volunteers who are not engaged in fire suppression activities as part of their primary duties.

District/SWFE - The South Whidbey Fire EMS.

Employee - Any person employed by the District.

Fire Code - The Washington State Fire Code as adopted and modified by WAC 51-54A-003 et seq.

Firefighter - Those members, regardless of rank, who perform fire suppression activities as part of their primary duties as members of the South Whidbey Fire EMS.

Manual - The South Whidbey Fire EMS Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the South Whidbey Fire EMS, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

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Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances.

The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

A supervisor may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for directing the work of others without regard to formal job title, rank, or compensation.

## **Chapter 2 - Organization and Administration**

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## Organizational Structure

### 200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of South Whidbey Fire/EMS. This policy also provides guidance regarding the district's reporting process through the chain of command.

### 200.2 POLICY

It is the policy of South Whidbey Fire/EMS to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

### 200.3 SECTIONS AND DIVISIONS

The Fire Chief is responsible for managing South Whidbey Fire/EMS. In order to effectively do so, the following Sections and Divisions make up South Whidbey Fire/EMS.

- Administration Section
- Operations Section
- Training Section
- Resource Section
- Emergency Medical Services Division
- Fire and Injury Prevention Division

#### 200.3.1 ADMINISTRATION SECTION

Fire Administration is directed by the Fire Chief and provides administrative support to the Board and membership; prepares and coordinates the budget; acts as liaison with the sections and divisions regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the Board of Fire Commissioners

It is the responsibility of the Fire Chief to prepare and maintain a current organizational chart.

#### 200.3.2 OPERATIONS SECTION

The Operations Section is directed by the Assistant Chief . The Operations Section responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

#### 200.3.2 TRAINING SECTION

The Training Section is managed by a Deputy Chief. The Training Section is responsible to ensure that South Whidbey Fire/EMS personnel are in a state of response readiness. The Deputy Chief

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in charge of training shall also function as the department Safety Officer and ensure compliance with all federal, state, local, and District safety regulations pertaining to District functions.

#### **200.3.3 RESOURCE SECTION**

The Resource Section is managed by a Deputy Chief. The Resource Section is responsible to maintain all department apparatus and facilities in a response ready fashion.

#### **200.3.4 EMS DIVISION**

The EMS Division is managed by a Division Chief. The EMS Division is responsible to ensure that South Whidbey Fire/EMS personnel are in a state of response readiness to respond to all medical emergencies. The Division Chief manages the department's medical first responder program.

#### **200.3.5 PREVENTION DIVISION**

The Prevention Division is managed by a Captain. The Prevention Division is responsible for public education, and community risk reduction education.

#### **200.4 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct any subordinate if an operational need exists.

#### **200.5 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of South Whidbey Fire/EMS shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each South Whidbey Fire/EMS member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in South Whidbey Fire/EMS's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of South Whidbey Fire/EMS shall generally conduct South Whidbey Fire/EMS business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning South Whidbey Fire/EMS matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

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Other than the exceptions set forth below, no member of South Whidbey Fire/EMS shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting South Whidbey Fire/EMS without having first informed the Fire Chief through the chain of command.

#### **200.6 DIRECTIVES AND ORDERS**

Members of South Whidbey Fire/EMS shall make a good faith and reasonable effort to comply with lawful orders of superior officers. Refusal to comply with a lawful order may result in disciplinary action, up to and including termination.

#### **200.7 ALTERNATE CHANNELS OF COMMUNICATION**

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District or involves other members or supervisors, the member may consult directly with the Deputy Chief, the Fire Chief or a representative of the Office of the Fire Chief.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety and security without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints may be made to any supervisor or directly to the Office of the Fire Chief. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

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# Continuity Of Operations

## 201.1 PURPOSE

This Continuity of Operations Plan (COOP) is intended to help preserve, maintain and restore minimum and essential operations during and after natural or human caused disasters, civil disturbances, or other unusual event that may disrupt normal service.

## 201.2 APPLICABILITY AND SCOPE

This plan summarizes the steps necessary for South Whidbey Fire/EMS to resume mission critical functions when we are affected by an emergency. This department, while not immune from emergencies, is expected to assist others when emergencies arise. This plan identifies those issues that must be resolved in order for the department to mitigate, respond and recover from emergencies of any size or complexity which involve district resources. Natural and human caused disasters of various types and severity may occur at any given time, severely taxing department resources. South Whidbey Fire/EMS can enhance its preparedness by establishing detailed contingency plans. Emergency plans establish operational and reporting procedures to better manage the crisis situation. Contingency planning provides specific procedural responsibility, while allowing flexibility in dealing with unique or changing field conditions

Emergencies occur at any time of day, any month of the year. It is difficult to predict the level of severity of emergencies, however, it is prudent to plan for them to the greatest extent possible. Any of the department facilities may be impacted by emergency events. This plan is intended to apply to all department facilities. In the event of an emergency, South Whidbey Fire/EMS will meet the following objectives:

- Minimize the risk of injury to staff and volunteers.
- Ensure the provision of fire and medical services to the community.
- Ensure facilities and critical functions are maintained during the emergency.
- Following the emergency, resume normal operations as soon as possible.

Planning Assumptions: The following assumptions should be applied to all types of emergencies or disasters.

1. An emergency or a disaster may occur at any time of day or night, weekend, or holiday, with little or no warning.
2. Emergency Services are not immune from the effects of an emergency or disaster.
3. The succession of events in an emergency or disaster is not predictable; therefore, this plan should serve only as a guideline and checklist, and should be modified as necessary to meet the requirements of the emergency.
4. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.

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5. Disasters may be island-wide. Therefore numerous department facilities may be affected at the same time.

**201.3 CRITICAL FUNCTIONS**

South Whidbey Fire/EMS provides services critical to the community in times of emergency. Critical functions are broken down into two Priority Levels:

Priority Level 1 services are necessary to provide for the immediate safety of citizens and visitors.

Priority Level 2 services are necessary to provide for the long-term safety of citizens, visitors and department personnel.

**CRITICAL FUNCTIONS**

\*Priority Level 1\* - Policy/Emergency Funding

Primary Alternate 2nd Alternate 3rd Alternate

Kenon Simmons Mike Helland Robert Elliot None

360-221-3990 Home 360-579-3872 Home 360-331-3024 Home

\*Priority Level 1\* - Administration

Primary Alternate 2nd Alternate 3rd Alternate

H.L. "Rusty" Palmer Paul Busch Mike Cotton Jon Beck

360-321-1533 Office 360-321-1533 Office 360-321-1533 Office 360-321-1533 Office

360-221-6795 Home 360-331-5491 Home 360-321-2118 Home 360-341-1412 Home

360-661-0206 Cell 360-661-0205 Cell 360-661-0207 Cell 360-661-2817 Cell

307-413-2156 Cell

\*Priority Level 1\* - Emergency Medical Services

Primary Alternate 2nd Alternate 3rd Alternate

Paul Busch Wendy Moffatt Ken Starkweather None

360- 321-1533 Office 360-321-1533 Office 360-321-1533 Office

360-331-5491 Home 360-331-8924 Home 360-331-5604 Home

360-661-0205 Cell 360-661-2821 Cell 360-661-0297 Cell

\*Priority Level 1\* - Fire Suppression

Primary Alternate 2nd Alternate 3rd Alternate

Paul Busch Mike Cotton Jon Beck H.L. "Rusty" Palmer

360-321-1533 Office 360-321-1533 Office 360-321-1533 Office 360-321-1533 Office

360-331-5491 Home 360-331-2118 Home 360-341-1412 Home 360-221-6795 Home

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360-661-0205 Cell 360-661-0207 Cell 360-661-2817 Cell 360-661-0206 Cell

307-413-2156 Cell

\*Priority Level 2\* - Fire Prevention

Primary Alternate 2nd Alternate 3rd Alternate

H.L. "Rusty" Palmer Paul Busch Mike Cotton Jerry Beck

360-321-1533 Office 360-321-1533 Office 360-321-1533 Office 360-661-0600 Cell

360-221-6795 Home 360-331-5491 Home 360-331-2118 Home

360-661-0206 Cell 360-661-0205 Cell 360-661-0207 Cell

307-413-2156 Cell

\*Priority Level 2\* - Training

Primary Alternate 2nd Alternate 3rd Alternate

Mike Cotton Jon Beck Paul Busch Wendy Moffatt

360-321-1533 Office 360-321-1533 Office 360-321-1533 Office 360-321-1533 Office

360-331-2118 Home 360-341-1412 Home 360-331-5491 Home 360-331-8924 Home

360-661-0207 Cell 360-661-2817 Cell 360-661-0205 Cell 360-661-2821 Cell

**MINIMUM STAFFING LEVELS**

During large-scale events, staffing may be at a minimum. The follow indicates the minimum staffing levels necessary to provide Priority 1 Level functions. It may be necessary that personnel operate in areas outside their expertise in the provision of critical functions. For safety reasons, all attempts should be made to use personnel with the highest level of expertise for critical functions.

LOCATION APPARATUS PERSONNEL LEAD ADMINISTRATION  
Station 31 1 Staff Vehicle 1 Lange/Butler 301 Palmer 302 Busch 303 1 Cotton 304 1 Beck EMERGENCY MEDICAL SERVICES  
Station 31 3051 Shields  
Station 31 Aid 311 Starkweather  
Station 32 Aid 321  
Station 34 Aid 34 1 FIRE SUPPRESSION  
Station 31 Engine 313 Mason Tender 312 Rescue 312  
Station 32 Engine 323 Beck Tender 322  
Station 33 Engine 333 Peterson Tender 332  
Station 34 Engine 342 Towers Tender 342  
Station 35 Engine 352 Towers Tender 352  
Station 36 Engine 363 Vick Rescue 362

**201.4 CONCEPT OF OPERATIONS**  
**CONCEPT OF OPERATIONS**

South Whidbey Fire/EMS is not immune from the effects of emergency events or disasters. Due to the nature of our work, it is critical that we be ready to respond in spite of how the events affect us. The following steps will be taken for all emergencies involving South Whidbey Fire/EMS:

Mitigate the emergency

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Respond to the emergency

Restore critical services

Recover from the emergency

Restore normal operations

**PHASE I: ACTIVATION AND RELOCATION**

Activation of this plan is dependent upon the real or potential damage to department facilities and equipment, and more importantly, the safety of department personnel. The activation of this plan shall be at the discretion of the most senior officer, as identified in this section.

**1. Decision Process**

When notified of the emergency, the most senior officer will assume command of all department operations. The Incident Commander will activate this plan. The Incident Commander will appoint General Staff positions as necessary. The Operations, Planning and Logistics Sections must be considered for activation in all large-scale emergencies affecting the department.

**2. Alert, Notification, and Implementation Process**

Upon activation of this plan, the Incident Commander will notify all department personnel of the current situation. Any and all available means of communication may be used, to include but not limited to:

Paging on the department radio frequency.

E-mail through the department distribution lists.

Call tree via landline or cell phone.

Written messages.

**3. Order of Succession**

The Order of Succession is broken into two sections. Overhead Leadership are those command level members who are delegated the authority to make critical decisions for the organization countywide. Field Level Leadership are those members who, in the absence of Overhead Leadership are delegated the authority to make critical decisions for their immediate response area.

**a. OVERHEAD LEADERSHIP**

**NAME & TITLE**

<b>PHONE</b>	<b>&amp;</b>	<b>E-MAIL</b>	<b>ALT.</b>	<b>PHONE</b>	<b>&amp;</b>	<b>E-MAIL</b>	<b>H.L.</b>	
360-321-1533		chief@swfe.org	360-661-0206	or 307-413-2156		rustypalmer52@gmail.com	"Rusty"	Palmer, Fire
360-321-1533								Chief

ops@swfe.org

360-661-0205 or 360-331-5491 Mike Cotton, Deputy Chief

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360-321-1533

training@swfe.org

360-661-0207 or 360-331-2118

mlscotton@whidbey.net

Jon Beck, Deputy Chief

360-321-1533

resource@swfe.org

360-661-2817 or 360-341-1412

Connie Shields, Division Chief

360-321-1533

ems@swfe.org

360-661-2821 or 360-331-8924

**b. FIELD LEVEL LEADERSHIP**

Station 31 Freeland - 5535 Cameron Road Primary Alternate 2nd Alternate Don  
Mason Mari St. Amand Eldon Baker

360-331-6678 Home

360-661-3491 Cell

360-321-5111 Work

360-331-1008 Home

360-929-2601 Cell

360-331-7332 Home

360-661-0674 Cell

Station 32 Clinton - 6435 Central Avenue Primary Alternate 2nd Alternate Jerry Beck  
Hershel Rostov

360-341-2101 Home

360-661-0600 Cell

206-948-8242 Cell

Station 33 Maxwelton - 3405 French Road Primary Alternate 2nd Alternate Tom Peterson

360-579-0703 Home

360-914-7481 Cell

Station 34 Langley - 820 Camano Avenue Primary Alternate 2nd Alternate Jim Towers

360-730-8952 Home

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206-366-5689 Cell

Station 35 Saratoga - 3982 Saratoga Road Primary Alternate 2nd Alternate Jim Towers  
360-730-8952 Home

206-366-5689 Cell

Station 36 Bayview - 2874 Verlaine Street Primary Alternate 2nd Alternate Brian Vick Chris  
Blasko Robert Frye  
360-321-4754 Home

360-661-4164 Cell

360-321-4599 Home

360-661-5544 Cell

360-321-5884

EMS Division District Wide - 5535 Cameron Road Primary Alternate 2nd Alternate Wendy  
Moffatt Ken Starkweather  
360-331-8924 Home

360-661-2821 Cell

360-321-1533 Office

360-331-5604 Home

360-661-0297 Cell

Overhead leadership will move upward in the Order of Succession as listed in the charts above.  
In the event of an emergency that affects

**PHASE II: ALTERNATE FACILITY OPERATIONS**

The decision to move to an alternate location will be based upon the following consideration:

The facility affected.

The use of the facility affected.

The damage to the facility affected.

The time of day and season of the event.

The need to keep apparatus carrying water in a warm environment.

The length of time necessary to repair the affected facility.

The number of personnel necessary to operate from the alternate facility.

The equipment necessary to operate from the alternate facility.

**1. Vital Files, Records, and Databases**

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A great many of the department's functions revolve around the adequacy of record keeping. Each different record set has requirements for the type of data kept and the length of time necessary to retain them. The following chart lists those records critical to the department's operations and the location and methodology for dealing with those records in time of emergency.

Vital Record, File, Database Form of Record

Pre-Positioned

At Alternate

Facility

Hand Carried

To Alternate

Facility

Backed Up

At A Remote

Location

Policies & Procedures Electronic & Hard Copy XX X Personnel Records Electronic & Hard Copy X X Inspection Records Electronic & Hard Copy X X Inventory Records Electronic & Hard Copy X X Incident Reports Electronic & Hard Copy X X Maintenance Records Hard Copy X X Apparatus Records Hard Copy X Financial Records Electronic & Hard Copy X X Agreements & Contracts Hard Copy X X Emergency Response Plans Electronic & Hard Copy XX X Invoices & Vouchers Electronic & Hard Copy X X Investigation Files Electronic & Hard Copy X X Continuity of Operations Plan Electronic & Hard Copy XX X Contact List Electronic & Hard Copy XX X Phone Roster Electronic & Hard Copy XX X Program Software Hard Copy X

### PHASE III: RECOVERY

The intent of this plan is to operate outside of normal operations for the least duration of time possible. Recovery may take very little time, or in the event of significant facility damage, an extended period of time. In the event that this plan is activated, a detailed recovery plan based upon those criteria listed in Phase II shall be developed. That plan shall be the template used for resumption of normal operations in the long term.

In all cases where this plan is activated, an After Action Review (AAR) will be conducted to determine the effectiveness of the plans and procedures listed herein.

### **201.5 LOGISTICS**

#### ALTERNATE LOCATIONS

In the event of a large-scale emergency, it is possible that department facilities or equipment may be damaged or rendered inoperable. It may be necessary for operations to be relocated due to damage to facilities. The following sites may be considered Emergency Relocation Sites. The safety and integrity of each facility must be assessed prior to relocation efforts. Damage assessment must be documented for each alternate facility prior to moving personnel, apparatus or equipment to that site.

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**EMERGENCY RELOCATION SITES**

Primary Facility 1st Alternate 2nd Alternate 3rd Alternate Administration  
Station 34

820 Camano Ave, Langley

Station 36

2874 Verlaine St, Bayview

Station 32

6435 Central Ave, Clinton

Station 31

Trinity Lutheran Church

18341 Highway 525, Freeland

Station 32

Clinton Community Hall

6411 Central Ave, Clinton

Station 33

Little Brown Church

7041 Maxwellton Road, Clinton

Station 34

Fair Grounds

819 Camano Ave, Langley

The Island Church

503 Cascade, Langley

Station 35

Private House

To Be Determined

Station 36

County Road Shop

14566 Highway 525, Bayview

The Goose Parking Lot

14485 Highway 525, Bayview

**INTEROPERABLE COMMUNICATIONS**

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South Whidbey Fire/EMS maintains direct communications with I-COM and limited communications with all Fire District, City, County, and Federal agencies within Island County. The following modes of communication are maintained:

1. Phone Services
  - a. Telephone
  - b. Cell phone
  - c. Satellite phone
2. Intranet and Internet
  - a. Office computers
  - b. Chief Officer Command Units
  - c. Engines
  - d. MERVs
3. E-mail
4. Runners
5. Two-way Radio System
  - a. Repeater System
  - b. Base Radios in each Station
  - c. Mobile radios
  - d. Handheld radios

During a department emergency many modes of communications may be interrupted. It is the Incident Commanders responsibility to establish communication by whatever means necessary.

#### KEY INTERNAL DEPENDENCIES

South Whidbey Fire/EMS depends upon internal divisions in order to provide the services for which we are tasked. The following table lists those internal divisions that will provide necessary support should an emergency occur.

Provider Information Technology, Technical Support

Ryan Hanscom, Ategan

360-528-3426 x 135

ryan@agtegan.com

Keith Welch, Ategan

360-528-3426

keith@ategan.com

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Kayla Wilson, Ategan

360-528-3426

kayla@ategan.com

Provider Payroll

Kay Butler

360-321-1533

Kim Harpe, CWIFR

360-678-3602

Nancy Thuene, NWFR

360-675-1131

Provider Facilities Maintenance, Repair

Erick Westphal

360-320-8851

Ken Lindenstein

206-240-7376

Provider Apparatus Maintenance

Jon Beck

360-661-2817

Erick Westphal

360-320-8851

Ken Lindenstein

206-240-7376

Provider Security, Law Enforcement

Island Co. Sheriff

360-321-4400

Langley Police Department

360-221-4433

Provider Damage Assessment

Island Co. Building Department

360-321-5111

Provider Heavy Equipment, Water, Fuel, Apparatus Repair

Island Co. Road Shop

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360-321-5292

Provider Legal Claims, Documentation, Liability Issues  
Snure Law Offices

360-824-5630

Enduris Insurance

800-462-8418

Provider Water Testing, Environmental Assessment, Air Quality Testing  
Clinton Water

360-341-5487

Mike Helland

Freeland Water

360-331-5566

Andy Campbell

King Water

888-241-2503

Provider Radio Repair, Installation, Maintenance  
ICOM ETSU

360-321-4400

Jon Beck

360-661-2817

Jerry Beck

360-661-0600

**KEY EXTERNAL DEPENDENCIES**

South Whidbey Fire/EMS will require significant outside support in order to re-establish critical and non-critical functions. The following table lists those external suppliers that will provide necessary support should an emergency occur.

Provider Medical Supplies & Equipment  
Normed

800-288-8200

Whidbey General Hospital

360-321-5151

Provider Oxygen

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Air Gas

206-667-8487

Whidbey General Hospital

360-321-5151

Provider Fire Supplies & Equipment  
LN Curtis

800-826-8950

Sea Western

800-327-5312

Provider Office Supplies  
Quill

800-789-1331

Office Depot

800-463-3768

Provider Medication Supplies  
Normed

800-288-8200

Whidbey General Hospital

360-321-5151

Provider Copier Repair, Maintenance  
Bayshore Office Products

360-299-2399

Provider Propane  
CENEX

888-757-6053

Amerigas

360-331-6707

Provider Gasoline/Diesel  
Island Co. Road Shop

360-321-5292

Pacific Pride

360-321-6699

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**Provider Generator Parts & Service**

Jerry Beck Company Inc

360-341-2101

RR Rental

360-321-4440

**Provider Porta Potties**

Gabelein Brothers

360-331-3160

Diamond Rentals

360-679-6626

**Provider Tents & Canopies**

RR Rental

360-321-4440

Diamond Rental

877-273-6448

**Provider Heavy Equipment, Crane**

Island Crane

360-331-3131

Hanson Lumber

360-321-3200

**Provider Training & Reference Materials Provider Code Enforcement Assistance**

Island Co. Building Department

360-321-5111

Island Co. Sheriff

360-321-4400

**Provider Marine Rescue Equipment**

Fisheries Supply

800-426-6930

**Provider Fire Apparatus**

Fire Service Repair

425-760-2934

General Fire

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800-541-4218

Provider Trash Removal  
Island Disposal

360-321-1331

Island Recycling

360-331-1727

Provider Temporary Staff Vehicles  
A to Z Rental

360-341-4888

Cooper Auto

360-341-2949

Provider Private Security Provider Lumber  
Hanson's Lumber

360-32-3200

Frontier Lumber

360-331-1711

Provider Drinking Water, Food  
Payless Foods

360-331-4810

The Red Apple

360-341-2414

**201.6 PLAN TESTING, TRAINING & EXERCISING**

All divisions of the department will conduct initial training on this plan to familiarize personnel with its design and function. Regular exercises are importance to keep personnel familiar with the plan and identify problems or issues with the plan. South Whidbey Fire/EMS sections may utilize any or all of the following tests and exercises:

Staff Orientation Meeting

Call Tree Drill

Emergency Communications Test

Off Site Information Access Test

Tabletop Exercise

Emergency Assembly Drill

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**Full Scale Exercise**

An After Action Report will be generated for every test or exercise of this plan, to include positive and negative aspects of its function. All suggestions for plan amendment gathered as a result of such tests and exercises shall be forwarded to the Fire Chief.

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# Emergency Action Plan and Fire Prevention Plan

## 202.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (WAC 296-24-567).

## 202.2 POLICY

The South Whidbey Fire EMS is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

## 202.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Fire Chief will develop and maintain an EAP and FPP to provide for the safety of District members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in WAC 296-24-567, and will address all building, facilities and regular places of work or visitor access that are controlled by the district. The plan also will address actions that members of the district must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to:
  - 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
  - 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
  - 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
  - 4. Rescue and medical duties.
  - 5. Means of reporting fires and other emergencies.
  - 6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
  - 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation (WAC 296-800-310).
  - 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to:
  - 1. A list of major fire hazards, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures and the type of fire equipment necessary to control the hazard.

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2. Names and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
  3. Names and job titles of persons responsible for control of fuel source hazards.
  4. Procedures to control the accumulation of flammable and combustible waste.
  5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at the workplace and made available for member and visitor review.

#### 202.3.1 FACILITIES EMERGENCY PLAN

This plan is intended to provide guidance to employees/volunteers in the event of an emergency situation within or in proximity to facilities used by South Whidbey Fire/EMS. For the purpose of this plan, emergencies shall be classified as follows:

Medical Emergencies

Fire Emergencies

Earthquakes / Building Collapse

Floods / Tsunami

Bomb Threats

Terrorist Acts

Weather Emergencies

Hazardous Materials Emergencies

Active Shooter

#### SECTION I - GENERAL PROCEDURES

The general steps in an emergency are to protect yourself, protect others, move from harms way and get help. The type and severity of the emergency will dictate the order of those steps. Under all emergency situations protect yourself first and render aid when you can.

Should evacuation from the building be necessary, and time allows:

1. Turn off equipment.
2. Turn out the lights.
3. Close internal doors.
4. Proceed to the nearest exit.
5. If exits are blocked, use the nearest window.
6. Once outside, do not re-enter the building.

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7. Proceed to the primary collection point or secondary collection point, or other designated safe area.
8. Remain in the safe area until contacted by emergency responders and/or released from the scene.
9. Contact 911 and report the emergency.

#### SECTION II - SPECIFIC EMERGENCY ACTIONS

##### A. Medical Emergencies

1. Dial 911 and report the nature of the emergency.
2. Provide medical care to the level of your certification or ability.

##### B. Fire Emergencies

1. Sound an alarm to notify everyone in the building.
2. If trained to do so, and fire is small, use the portable fire extinguisher.
3. If the fire is growing or threatens exiting, evacuate the building immediately.
4. Dial 911 and report the nature of the emergency.
5. Move vehicles from the facility and parking lot, if possible, to allow room for fire suppression operations.

##### C. Earthquakes / Building Collapse

1. When the ground begins to move, DROP to the floor or sit on the floor.
2. COVER by getting beside a desk, table, counter or other substantial furniture to protect you from falling items.
3. HOLD on until the shaking stops.
4. Once the shaking has stopped, evacuate the building.
5. From the outside, turn off power, gas and water to the structure.
6. Do not re-enter the building.
7. Be prepared for aftershocks.
8. If the building has collapsed, but it is not due to earthquake, Dial 911 and report the emergency.

##### D. Flooding / Tsunami

1. Flooding may be caused by internal water main break, external water main break or natural events.
2. For flooding from internal or external water mains:
  - a. Shut off power to the building.

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- b. Shut off the water if possible.
- 3. For flooding from natural events:
  - a. Evacuate the building as soon as possible.
  - b. Shut off power to the building if possible.
  - c. Move as many apparatus to high ground as soon as possible.

**E. Bomb Threats**

If you receive a bomb threat for any facility by phone:

- 1. Remain calm and courteous.
- 2. **Do Not** interrupt the caller, place them on hold or try to transfer the call.
- 3. Pay close attention, write down the caller's exact words.
- 4. Try to gather as much information as possible, such as:
  - a. The exact time of the call.
  - b. Voice characteristics of the caller.
  - c. Approximate age of the caller and gender.
  - d. Accent or unusual words.
  - e. Background noises, traffic, laughter, etc.
  - f. Where the bomb is located.
  - g. What time it will explode.
- 5. Evacuate the building.
- 6. Dial 911 and report the emergency.

**F. Terrorist Acts via Mail**

- 1. If you open a letter with powder inside and a credible threat:
  - a. Remain calm, if the powder is a biological agent, you have already been exposed, but it does not mean you are going to get sick.
  - b. **Do Not** leave the immediate area.
  - c. Notify others in your immediate area to leave.
  - d. Control the spread of the powder by placing paper, files, etc. gently over the powder.
  - e. Close the doors and windows to your area if possible.
  - f. Dial 911 and report that you have been exposed to the powder and a threat exists.
  - g. Move away from the powder and wait for help to arrive.

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2. If you have been notified by another employee of a potential exposure:

- a. Do Not enter the space with the exposed employee.
- b. Calm and reassure the employee.
- c. Close all interior doors to limit the spread of the powder.
- d. Dial 911 and report the event.
- e. Shut off all air handling equipment (furnaces x4, air conditioners x2).
- f. Evacuate the building and remain in the area for assignment.

#### G. Weather Emergencies

1. Weather Emergencies may include severe electrical storms, hail storms, high wind events, tornados, snow and ice, or rain storms.
2. We will receive emergency information via our NOAA Weather Radio. When the alert sounds, listen and write down emergency information.
3. We also receive information directly from 911 Dispatch as part of the regional ring-down alert system.
4. For severe electrical storms, hail storms or high wind events:
  - a. Move away from windows and glass doors.
  - b. Move to a location within the building along interior walls.
  - c. Do Not leave the building, unless dispatched, until the event subsides.
5. For tornadic storms:
  - a. Immediately move to an interior room.
  - b. Shut off the utilities in the mechanical room if time allows.
  - c. Position yourself along the center of a wall of that room.
  - d. Remain in the room until the tornado passes or you are notified that all is clear.
  - e. If the tornado has passed over or close to the building, shut off all utilities to the building, if possible.

#### H. Hazardous Materials Emergencies

1. Hazardous materials emergencies may include LPG leaks, gasoline or diesel fuel spills, chemical releases, etc.
2. If the hazardous materials release occurs within the building, evacuate immediately. Once outside, Dial 911 and report the emergency.

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3. If the hazardous materials release is outside and in proximity to the building, evacuate the building away from the spill. Move in an up hill, upwind, upstream direction, not less than ½ mile away.

4. Do Not attempt to re-enter the area, unless trained to handle such events.

#### I. Active Shooter

If you hear the sound of gunfire, quickly determine the most reasonable method to protect your own life. Remember the phrase "Run, Hide, Fight".

#### Run

1. If you have an accessible escape path, attempt to evacuate the building. Be sure to:

- a. Have an escape route and plan in mind.
- b. If you can secure the building with one of the RED push buttons, do so on your way out.
- c. Evacuate regardless of whether others agree to follow.
- d. Leave all of your belongings behind.
- e. Help others escape, if possible.
- f. Prevent others from entering an area where the active shooter may be.
- g. Keep your hands visible.
- h. Follow ALL instructions from Law Enforcement officers.
- i. Do not attempt to move wounded people.
- j. Call 911 when you are safe.

#### Hide

1. If you cannot evacuate, find a place to hide where the shooter is less likely to find you. Your hiding place should:

- a. Be out of the shooter's view. Close and lock your door. If the shooter is outside the building, close your window blinds if possible. Hide away from the windows.
- b. Provide protection if shots are fired in your direction.
- c. Do not trap yourself or limit your options for movement. Remember, your window can be used to escape if possible.

2. To prevent the shooter from entering your hiding place:

- a. Lock your door.
- b. Barcade the door with heavy furniture.

3. If the shooter is nearby:

- a. Lock your door.

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- b. Silence your cellphone and/or pager.
  - c. Turn off any source of noise (radios, computer music, etc.).
  - d. Hide behind large items (desk, cabinets, etc.).
  - e. Remain quiet.
4. If evacuation and hiding are not possible:
- a. Try to remain calm.
  - b. Dial 911, if possible, to alert police to the shooter's location.
  - c. If you cannot speak, leave the line open and allow the dispatcher to listen.

**Fight**

1. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
- a. Arming yourself with a weapon of some sort.
  - b. Acting as aggressively as possible against him/her.
  - c. Throwing hard items at the shooter and improvising weapons.
  - d. Yelling.
  - e. Committing to your actions. Remember the person is trying to harm you.

**Once Law Enforcement Arrives**

1. Remember that law enforcement's role is to neutralize the shooter, either by lethal force or capture. First in officers will proceed directly to the sound of gunfire and will not stop to assist the wounded.
2. How to react when law enforcement arrives:
- a. Remain calm, and follow ALL of the officer's instructions.
  - b. Put down any items in your hands (jackets, bags, cell phones, etc.).
  - c. Immediately raise your hands and spread your fingers.
  - d. Keep your hands visible at all times.
  - e. Avoid making quick movements toward officers such as holding on to them for safety.
  - f. Avoid pointing at them, yelling or screaming.
  - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the building or area.

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#### **202.4 TRAINING**

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (WAC 296-24-567).

## District Directives

### **203.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish a process to make immediate changes to district policy. District directives will immediately modify or change and supersede the sections of this manual to which they pertain.

### **203.2 POLICY**

It is the policy of the South Whidbey Fire EMS to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

### **203.3 RESPONSIBILITIES**

The Fire Chief shall issue all district directives.

All district officers and/or supervisors shall be responsible for communicating district directives to all members under their command and/or direct supervision.

District directives will be rescinded upon incorporation into the manual.

All directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the District.

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# Annual Planning Calendar

## 204.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that there is a master schedule of annual activities that will assist with overall planning and coordination of district resources, training and other activities.

### 204.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; have a significant impact on the community if the target were destroyed.

## 204.2 POLICY

South Whidbey Fire/EMS will comply with all mandatory training requirements and inspections, as required by the State of Washington, and the Fire Chief.

## 204.3 RESPONSIBILITIES

The District will create and maintain a calendar that includes a schedule of all training required for compliance with state and federal regulations as well as required inspections.

### Deputy Chief, Training

The Deputy Chief, Training shall create and be responsible to maintain a calendar with the following events:

1. All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
2. All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
3. Training required for maintaining competencies in job specific duties and functions, including emergency response roles, the Incident Command System (ICS) and "all hazard" response training, hazardous material training, wildland interface training and target hazard training as required by federal, state and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work and simulations.
4. An inspection and review of all plot plans and pre-fire plans.
5. All other training required by any federal, state or local agency.

### Deputy Chief, Resource

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The Deputy Chief, Resource shall create and be responsible to maintain a calendar with the following events:

1. An annual vehicle inventory.
2. Protective clothing inspections.
3. Self-Contained Breathing Apparatus (SCBA) inspections and testing.
4. Hose and ladders, including aerials inspections.
5. Vehicle and pump capacity inspection and testing.
6. All other inspections required by any federal, state or local agency.

## Training Policy

### 205.1 PURPOSE AND SCOPE

It is the policy of this district to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### 205.2 POLICY

The District seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the Washington State Patrol's State Fire Marshal's Office, in addition to the U.S. Department of Homeland Security or other accredited entities.

### 205.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of South Whidbey Fire/EMS members.
- (c) Provide for increased safety during emergency operations.
- (d) Provide for continued professional development of South Whidbey Fire/EMS members.

### 205.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

### 205.5 TRAINING NEEDS ASSESSMENT

The Training Officer will conduct an annual training needs assessment. The needs assessment will be reviewed by executive staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

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# Reporting Known or Suspected Loss to State Auditor

## 206.1 PURPOSE

Washington State law (RCW 43.09.185) requires all state agencies and local governments to immediately notify the State Auditor's Office in the event of a known or suspected loss of public funds or assets or other illegal activity. The Fire Chief shall be responsible for notification to the State Auditor's Office. There is no minimum threshold of funds that would negate this requirement.

The State Auditor's Office will assist the District on the best process to be utilized to investigate the loss. No District Official shall have the authority to determine the scope of the investigation and audit.

## 206.2 PROCEDURES

**Notify County Auditor** - In addition to notifying the State Auditor, the Fire Chief shall also immediately upon learning of the suspected loss notify the County Auditor.

**Prepare a Chronology** - The Fire Chief shall prepare a chronology describing the events that led up to the reported loss. Staff research and any information obtained in interviews with employee(s) believed responsible for the loss, such as admission, should be included in this document. This document should be obtained and retained in the investigation file, a copy of which will need to be delivered to the State Auditor for their working paper file.

**Employee/Witness** - Critical elements to the interviews would be to determine what was done, how the irregular transactions were recorded in the accounting system, how long the irregular activity occurred, and the estimated amount of the loss. The interview should be conducted in a conference room for privacy purposes with the door closed, but not locked. The room set-up shall ensure that a custodial situation (Miranda Warnings) was not created (i.e., no blocking the employee's exit from the room).

**Administrative Leave** - Immediate suspension with pay is sometimes appropriate when reasons exist during investigations or pending discipline. Administrative leave may be imposed at the discretion of the Fire Chief whenever circumstances warrant. In such event the employee should be placed on administrative leave immediately after the interview has been conducted. At the conclusion of the interview the Fire Chief shall obtain from the employee all keys, the District's identification badge, and any other assigned District property. The Fire Chief shall immediately notify the appropriate departments to cancel telephone, computer and other electronic access to the facilities. It may also be necessary to change locks and safe/vault combinations if the employee had access/knowledge.

**Protect and Secure All Records and Evidence** - Upon discovery of the loss the Fire Chief shall take immediate action to secure and protect all records and evidence from loss or destruction. All related computers and other electronic recording records shall be secured. Original records related to the loss shall be secured in a safe place, such as a vault, safe or other locked file cabinet,

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until the State Auditor has completed an audit. Immediately search all District owned or leased vehicles, lockers, desks, computers or contents of other similar department controlled spaces. Such searches shall be approved by the Fire Chief or his/her designee, and if possible, notice will be given to the employee with an opportunity to be present. In matters affecting health and safety of other employees and the public at large, the District reserves the right to commence a search with or without notice to the Fire Chief or affected employee.

Restitution Agreements - No District Official has authority to accept restitution or enter into a restitution agreement with an employee prior to an investigation/audit to establish the amount of loss in the case. RCW 43.09.260 prohibits finalization of restitution until the State Auditor's Office and the applicable Attorney General Office/County Prosecuting Attorney representative have approved it. The restitution Agreement shall include the amount of the loss, the State Auditor's Office audit costs and the District's investigative costs.

Complaints of Criminal Activity - Complaints against employees which allege criminal violation shall be referred to law enforcement as appropriate. An internal investigation may be conducted at the same time as a criminal investigation. It is recognized that the standard of proof in disciplinary matters is substantially different than that affecting charging decisions and/or convictions in criminal matters. Charging or conviction in criminal matters is not a determining factor in the disposition of internal investigations.

Prepared Press Release - The District should be prepared to make a press release with details of the case once the police report has been filed. The press release should only be released at the advice and concurrence of the Audit Manager for Special Investigations and the appropriate Prosecuting Attorney. This document should indicate that the District's internal controls detected the loss (if appropriate), that all agencies have been notified as required by state law, and that any internal control weaknesses that allowed this loss to occur and not be detected over a period of time have been corrected.

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## Reporting Governmental Misconduct

### 207.1 PURPOSE

The District encourages the reporting of improper governmental actions by any District officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has, in good faith, reported alleged improper governmental action in accordance with this policy and related procedure.

The District Chief shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

### 207.2 ADMINISTRATION

A summary of this policy and procedure will be permanently posted where all employees will have reasonable access to it. The policy and procedure will be made available to any employee who requests them, and the policy and procedure will be given to all new employees.

The following is a list of agencies responsible for enforcing federal, state, and local laws and investigating issues involving potential improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact their supervisor, the District Chief, or the District Chief's designee.

Island County Sheriff's Office

Island County Prosecutor's Office

Island County Health Department

Island County Environmental Protection Office

Washington Attorney General's Office

Washington State Auditor's Office

Washington Department of Ecology

Washington Human Rights Commission

Washington Department of Labor & Industries

Washington Department of Natural Resources

Puget Sound Water Quality Authority

Washington Air Pollution Control Authority

Environmental Protection Agency

Equal Employment Opportunity Commission

Federal Emergency Management Agency

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U.S. Department of Labor, Occupational Safety and Health

National Transportation Safety Board

U.S. Department of Transportation

**207.3 DEFINITIONS**

As used in this policy and procedure, the following terms shall have the meanings indicated.

"Improper governmental action" means any action by a district officer or employee that is undertaken in the performance of the officer or employee's official duties, whether or not the action is within the scope of the employee's job; and:

- a. Is in violation of any federal, state, or local law or rule;
- b. an abuse of authority;
- c. Is of substantial and specific danger to the public health or safety; or
- d. Is a gross waste of public funds.

"Improper governmental action" does not include personnel actions.

"Retaliatory action" means any adverse change in the terms and conditions of a staff member's employment.

"Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

**207.4 REPORTING**

Employees who become aware of actions that they believe constitute improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor or designee, stating in detail the basis for the employee's belief that an improper governmental action has occurred.

Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the District Chief or the person whom the District Chief has designated to receive reports of improper governmental action.

In case of emergency where the employee believes that damage to persons or property may result if action is not taken immediately, or where the employee has a legal obligation to report (for instance, where child abuse is suspected), the employee shall report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

District employees who fail to make a good-faith attempt to follow this policy and procedure in reporting improper governmental conduct shall not be eligible for the protections outlined.

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**207.5 INVESTIGATION**

The employee's supervisor, the District Chief, or the District Chief's designee shall take prompt action to see that the report of improper governmental action is properly investigated.

Persons involved in the investigation shall keep the identity of reporting employee(s) confidential to the extent possible under law, unless the employee (s) authorize the disclosure of their identities in writing.

After an investigation has been completed, the reporting employee shall receive a summary of the investigation results, except to the extent that resulting personnel actions must be kept confidential. If a reporting employee reasonably believes that an adequate investigation was not done by the district, that insufficient action has been taken, or that the improper governmental action is likely to recur, the employee may report information about the improper governmental action directly to the appropriate government agency.

**207.6 PROTECTION FROM RETALIATION**

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the District chief, or the District chief's designee. Appropriate action to investigate and address complaints of retaliation shall be taken.

If the complaint cannot be informally resolved, the employee shall provide written notice to the District Chief that specifies the alleged retaliatory action and the relief requested by the employee. The written complaint must be filed within thirty days of the alleged retaliation. The District will respond to the complaint within thirty days of receiving the written notice.

If the employee alleging retaliation receives no response from the District or objects to the District's response, the employee may request a hearing before a state administrative law judge. The request for a hearing must be delivered in writing to the District Chief either fifteen days following the District's response, or 45 days after the complaint was filed, if there was no response.

The District will apply for a hearing within five working days to:

Office of Administrative Hearings

P..O. Box 42488

Row Six, Building 1

4224 Sixth SE.

Lacey, WA 98504-2488

(360) 459-6353

The District will consider any recommendation provided by the administrative law judge that an employee found to have retaliated against an employee who reported improper governmental action be suspended with or without pay or dismissed.

## Liability Claims

### **208.1 PURPOSE AND SCOPE**

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

### **208.2 POLICY**

It is the policy of the District to evaluate and resolve claims in a timely manner, as appropriate.

### **208.3 RESPONSIBILITY**

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of the District who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District should forward the information to the risk manager as soon as practicable.

#### **208.3.1 TORT CLAIMS NOTICE FORM**

The risk manager shall ensure that the public has access to a tort claims notice form that includes at least the information required by RCW 4.96.020 and instructions for returning the form to the District (RCW 4.96.020).

### **208.4 RESPONSE TO CLAIMS**

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the district governing body.

The risk manager should ensure the claim is accepted or rejected by the district's governing body within 60 days. Notice of acceptance or rejection should be given to the claimant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely (RCW 4.96.020).

## Electronic Mail

### 209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District. Email is a communication tool available to members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (RCW 19.190.020).

Messages transmitted over the email system must only be those that involve official business activities or contain information essential to members for the accomplishment of tasks and/or communication directly related to the business, administration or practices of the District.

### 209.2 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any South Whidbey Fire/EMS technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the South Whidbey Fire/EMS email system, computer network or any information placed into storage on any South Whidbey Fire/EMS system or device. This includes records of all keystrokes or Web-browsing history made at any South Whidbey Fire/EMS computer or over any South Whidbey Fire/EMS network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through South Whidbey Fire/EMS computers, electronic devices or networks.

### 209.3 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire South Whidbey Fire/EMS membership are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

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**209.4 EMAIL RECORD MANAGEMENT**

Email may, depending upon the individual content, be a public record under Washington Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Public Records Officer shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

**209.5 POLICY**

South Whidbey Fire/EMS members shall use email in a professional manner in accordance with this policy and Washington law.

## Administrative Communications

### 210.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

### 210.2 POLICY

It shall be the policy of the District to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

### 210.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

### 210.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead.

All district letterhead shall bear the signature element of the Fire Chief in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

### 210.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized district memorandum format include:

- A standard heading, including the name of the District.
- The date of the memorandum.
- The intended recipient of the memorandum.
- The name, rank and division of the district member creating the memorandum.

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- A brief statement of the subject of the memorandum.

**210.6 FACSIMILE COVER SHEETS**

All outgoing facsimile transmissions should include a standard district cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

**210.7 SURVEYS**

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

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## Minimum Staffing Levels

### 211.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for staffing levels on emergency vehicles and to ensure that proper supervision is available for all shifts.

Staffing levels may be established through adopted Standards of Coverage or at levels approved by the Authority Having Jurisdiction (AHJ) and/or Fire Chief.

### 211.2 POLICY

It is the policy of South Whidbey Fire/EMS to ensure adequate response to emergency calls for service. In lieu of a detailed Standards of Cover study, the District shall strive to meet the minimum requirements of NPFA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Services, and Special Operations to the Public by Volunteer Fire Departments, for rural and remote areas.

### 211.3 APPARATUS STAFFING

The minimum staffing for South Whidbey Fire/EMS apparatus for emergency response shall be as follows:

1. Engine company = 2 firefighters + 1 firefighter/EMT
2. Rescue company = 2 firefighter/EMT
3. Tender company = 1 firefighter
4. MERV = 1 firefighter/EMT or EMT
5. Rehab = 2 EMTs
6. Command = 1 Chief
7. Marine 3 = 1 Coxswain + 2 firefighter/EMTs
8. Marine 31 = 1 Coxswain + 1 firefighter/EMT or EMT

### 211.4 RESPONSE CARDS

First and Second Alarm assignments to specific emergencies by South Whidbey Fire/EMS shall be as follows. It shall be the responsibility of the Incident Commander to order any other resources beyond the second alarm necessary to mitigate the emergency.

1. Residential Structure Fire

NOTE: Tenders may be omitted when fire is supported by an adequate hydrant system.

1st Alarm

3 engines

2 tenders

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1 rescue

1 rehab

1 MERV

1 ambulance

1 Chief

2nd Alarm

2 engines

2 tenders

1 Chief

2. Commercial Structure Fire

NOTE: Tenders may be omitted when fire is supported by an adequate hydrant system.

1st Alarm

3 engines

2 tenders

1 rescue

1 rehab

1 MERV

1 ambulance

1 Chief

2nd Alarm

2 engines

2 tenders

1 ladder

1 Chief

3. Brush Fire

1st Alarm

2 engines

2 tenders

1 Chief

2nd Alarm

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2 engines

2 tenders

1 Chief

4. Vehicle Fire

1st Alarm

2 engines

1 Chief

2nd Alarm

1 engine

1 tender

1 Chief

5. Chimney Fire

1st Alarm

2 engines

1 tender

1 Chief

2nd Alarm

Full Structure Fire assignment

6. Aircraft Crash

NOTE: Response to aircraft crashes is dependent upon the size of the aircraft, amount of fuel and number of souls on board. Aircraft are classified as Small, Medium, and Heavy.

Small Aircraft: Max Pass./Fuel = <15 pass. / <100 gallons. Examples: Most General Aviation aircraft (Piper, Cessna, Beech) single or twin engine

2 engines

1 tender

1 rescue

1 MERV

1 ambulance

1 Chief

Medium Aircraft: 16-30 pass. / 101-1000 gallons. Examples: Beech 1900, Dornier 328, EMB 120, Business Jets, Citations, Falcons, Gulfstreams or similar

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4 engines

3 tenders

1 rescue

2 MERVs

2 ambulances

1 rehab

3 Chiefs

1 Navy ARFF unit

Heavy Aircraft = >30 pass. / >1000 gallons. Examples: Regional Jets; Boeing 737 & 757, Airbus A319/320, large military or cargo aircraft

6 engines

4 tenders

1 rescue

3 MERVs

3 ambulances

1 rehab

1 ladder

5 Chiefs

2 Navy ARFF units

7. Motor Vehicle Crash

1st Alarm

2 engines

2 MERVs

1 rescue

1 Chief

2nd Alarm

1 engine

1 MERV

2 tenders

1 Chief

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8. Medical

Illness/Injury

1 MERV

1 ambulance

CPR in Progress

2 MERVs

1 ambulance

1 engine

1 Chief

9. Rescue

Confined, 1st Alarm

1 engine

1 MERV

1 Chief

Confined, 2nd Alarm

2 engines

1 MERV

1 rescue

1 Chief

Over-the-Bank, 1st Alarm

1 SWFE rope rescue team

1 Chief

Over-the-Bank, 2nd Alarm

1 Navy rope rescue team

1 Chief

10. Marine Operations

Marine Rescue

3 rescue boats

1 Chief

Marine Fire

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2 fire boats

1 rescue boat

1 Chief

11. HazMat

1st Alarm

1 engine

1 Chief

2nd Alarm

2 engines

1 tender

1 decon trailer

1 rehab

1 Chief

12. Automatic Fire Alarm

Residential

2 engines

1 tender

1 Chief

Commercial

3 engines

2 tenders

1 Chief

13. Assist Utility

1 engine

1 Chief

14. Service Call or Advisory

1 Chief

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## Post-Incident Analysis (PIA)

### 212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 212.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of South Whidbey Fire/EMS to use PIA as a tool for Incident Commanders, Station Officers, and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in District-wide training to communicate continuous improvement of emergency scene operations.

#### 212.2.1 RESPONSIBILITIES

Incident Commanders, Station Officer and command staff have shared responsibility for the overall effectiveness of the PIA process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a particular incident have a PIA. Any PIA requests must be made through the chain of command.

### 212.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

A PIA may include the following:

- Evaluation of the overall operational effectiveness
- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures

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- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff teams to:

- Reinforce the incident management system.
- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- Evaluate fire prevention inspection and public education effectiveness.

#### **212.4 TYPES OF POST-INCIDENT ANALYSIS**

##### 212.4.1 HOT WASH

An incident hot wash should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the Incident Commander to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

##### 212.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

##### 212.4.3 COMPANY LEVEL PIA

Company level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple company stations where more than one company participated in the incident.

Company level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company level PIA can take place at the fire station or any location that provides privacy.

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##### 212.4.4 FORMAL PIA

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any “close call” incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander's discretion or at the direction of a senior officer.

The Training Section Deputy Chief is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Notification of Shift Commanders.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.
- Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged, to allow them to prepare or gather any necessary documentation.

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Copies of the formal PIA should be posted at each fire station for all personnel to review.

A copy of all PIAs shall be forwarded to the Fire Chief, in addition to any determinations or conclusions reached through the PIA presentations.

## Line-of-Duty Death

### 213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty or while engaged in firefighting or EMS activities off-duty, is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

### 213.2 POLICY

It is the policy of South Whidbey Fire/EMS to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications and fielding press inquiries.

### 213.3 RESPONSIBILITIES

#### 213.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Notify District officials. Request a full toxicology screening from the County Coroner, as required by the Public Safety Officer's Death Benefit Program.
- (b) Conduct briefings in order to communicate activities to the assigned officers.
- (c) Make an announcement to the District members at the appropriate time.
- (d) Immediately after the announcement, all flags at fire stations and other South Whidbey Fire/EMS facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event shall they be for longer than 10 days.

The Fire chief should determine the need to request outside resources to assist in the staffing or investigation of the incident, as needed.

#### 213.3.2 DUTY OFFICERS

In the event of a line-of-duty death, the Duty Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel and local law enforcement.

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- (b) Immediately notify the Fire Chief.
- (c) Gather all available information concerning the incident and circumstances leading to the death.
- (d) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (e) Preserve all tactical worksheets, video and/or audiotapes for the investigation.

**213.3.3 FIRE CHIEF OR AUTHORIZED DESIGNEE**

In the event of a line-of-duty death, the Fire Chief or the authorized designee shall:

- (a) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (b) Request that the Administration Section assemble personal data, such as date of birth, file photo, marital status, dependents and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (c) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Section.
- (d) Assign a family support liaison to facilitate communication between the deceased member's family and the District.
- (e) Document all actions, contacts, requests and other pertinent data. This information should be provided to the Fire Chief at regular intervals.
- (f) Within eight hours of a serious injury or line-of-duty death the Fire Chief shall notify the Washington State Department of Labor and Industries to be in compliance with state law (WAC 296-800-32005).
- (g) Notify the National Fallen Firefighters Foundation.
- (h) Notify the Washington State Fire Marshals Office to give verbal confirmation of the line of duty death.
- (i) Complete the Washington State Patrol Fire Fatality Report within 48 hours after the line of duty death.

**213.3.4 PUBLIC INFORMATION OFFICER**

In the event of a line-of-duty death, the Public Information Officer shall:

- (a) Collect facts of the incident from the Duty Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.

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- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy.

**213.3.5 AUDITING OFFICER**

The Deputy Chief, Resource is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of his/her line-of-duty death. Personal effects include all property owned by the deceased member that are kept on South Whidbey Fire/EMS property, as well as personal items on the person of the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of his/her personal effects:

- (a) All personal effects at the station house shall be taken to the Fire Administration to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Deputy Chief, Resource and secured.
- (c) A designee from the Fire Administration should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forward to the Records Management Officer for placement in the deceased member's personnel file.

**213.3.6 ADMINISTRATION SECTION**

The Administration division will have the following responsibilities:

- (a) Receive, inventory and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits, (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits and other salary and vacation pay).
- (c) Review the Public Safety Officer's Benefit Act to determine benefits and process for securing benefits for surviving next of kin.

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- (d) Assist and coordinate with the next of kin in the process of securing all of the benefits to which the survivor is entitled.

**213.4 FAMILY SUPPORT LIAISON**

The appointed family support liaison should conduct all duties in accordance with the Family Support Liaison Policy.

**213.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with district funeral protocol.

**213.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

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# Line-of-Duty Death and Serious Injury Notification

## 214.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications and identifies roles and responsibilities.

## 214.2 POLICY

It is the policy of South Whidbey Fire/EMS to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized or killed in the line of duty. The District shall make it a priority to offer assistance and support to the member's family.

## 214.3 PROCEDURE

- (a) For the purpose of this policy, an injury or hospitalization is defined as a medical condition that is life threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander at the scene of the injury or death will immediately notify the Fire Chief and provide the necessary information.
- (c) The Fire Chief will be the point of contact for making assignments and will coordinate actions to be taken.

All inquiries related to the incident should be referred to the Incident Commander, PIO or the Fire Chief, as appropriate.

- (d) In the event of the death of a member, the Duty Officer must immediately initiate the procedures in the Line-of-Duty Death Investigation Policy.

## 214.4 DEATH NOTIFICATIONS

The Fire Chief or the authorized designee, will assign a two-person notification team consisting of either the Fire Chief and another Chief Officer or two Chief Officers to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Fire Administration to obtain information regarding the employee's next of kin.
- (b) Call-back operations staff, if necessary.

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##### 214.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Fire Chief learning of the injury or death.

##### 214.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, he/she should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
  - 1. Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- (e) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

##### 214.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Fire Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy, another person in the area who has a relationship with the family or with the assistance of the local fire department/law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Fire Chief.
- (e) The Fire Chief or the authorized designee should be prepared to speak to the family by phone as soon as the notification is made.

##### 214.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All Officers should be notified.

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- (b) All members should be notified as soon as possible after the family notification is made.

#### 214.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Duty Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Board of Fire Commissioners.
- (b) Employee labor representatives, if members are represented.
- (c) District Health and Safety Officer, who will make the necessary notifications in coordination with the Duty Chief.
- (d) Other notifications as determined by the Fire Chief.

#### 214.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to other local county fire agencies
- (b) Notification to the Department of Labor and Industries, by telephone or in person, shall be made within eight hours for a line-of-duty death. This notification is also mandatory for a probable death or inpatient hospitalization. The Washington Division of Occupational Safety and Health shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization (WAC 296-305-01501; WAC 296-27-031).
- (c) Notification to the Washington State Fire Marshal's Office, by telephone, shall be made within two business days for a line-of-duty death. This should be followed by a written Washington State Patrol Fire Fatality Report Form (RCW 43.44.060).
- (d) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (e) Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- (f) Notification to the United States Fire Administration (USFA)
- (g) Notification to the National Fallen Firefighters Foundation (NFFF)
- (h) Notification to other agencies as mandated by federal and state law and local ordinance

#### 214.5 FAMILY SUPPORT

The Fire Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

#### 214.6 NEWS MEDIA RELATIONS

It is the policy of South Whidbey Fire/EMS to follow the News Media Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to, the following:

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- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.
- (c) The Fire Chief must have approved the release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name shall be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and are aware of the death, the PIO will simply confirm that a death has occurred and communicate the District's compassion and concern for the employee's family and colleagues. The PIO will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the PIO will focus on handling the details concerning the death. Another trained spokesperson will be assigned by the Incident Commander or Fire Chief to handle the media relations for the incident.

**214.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE**

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the injured employee has been taken to a hospital, the Fire Chief should assign a Chief Officer, who is not involved in the incident, to go to the hospital and become the hospital liaison.
- (b) The Chief Officer should establish communications with the hospital and report regularly to the Fire Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if applicable.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and his/her family. In addition, the Chief Officer should ensure close coordination with the treating medical facility.

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# Line-of-Duty Death and Serious Injury Investigations

## 215.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a serious injury or line-of-duty death, the documentation of the events leading to the injury or death and to make recommendations directed toward preventing similar occurrences in the future.

## 215.2 POLICY

It is the policy of South Whidbey Fire/EMS to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

South Whidbey Fire/EMS may utilize external resources to assist or lead the investigation. These resources include: the Washington State Patrol, the State Fire Marshal, local law enforcement and area fire department Fire Marshals. In the event an investigation utilizes multiple agencies, South Whidbey Fire/EMS will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

## 215.3 PROCEDURE

As soon as practicable after the serious injury or a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Chief Officer designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in incident. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of South Whidbey shall give their full and complete cooperation to the investigation team.
- (c) The Washington State Department of Labor and Industries will conduct an investigation of the incidents involving the death or serious injury of an employee. The investigation team shall provide a liaison to the state investigators.
- (d) South Whidbey Fire/EMS shall cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own

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reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

- (e) The investigation team report and all related documentation shall be an internal South Whidbey Fire/EMS administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Public Records Act (RCW 42.56).

**215.4 INVESTIGATION TEAM**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Chief Officer
- (b) Fire investigator
- (c) South Whidbey Fire/EMS Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative, if applicable.

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

**215.4.1 DUTIES AND RESPONSIBILITIES**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees should have the right to have their labor representatives present.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Investigations to avoid interference with any criminal investigation.

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##### 215.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the seriously injured or deceased employee.
  - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
  - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
  - 4. Equipment involved in the incident shall not be moved until a representative of the Washington State Department of Labor and Industries investigates and releases such equipment except when removal is essential to prevent further accident. When it is necessary to remove the victim, such equipment may be moved only to the extent of making such removal possible (WAC 296-305-01503).
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

##### 215.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

## **Chapter 3 - General Operations**

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# Incident Management

## 300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish practices and standards by which the South Whidbey Fire EMS operates at emergency incidents, drills, exercises or other situations that are similar to those encountered at emergency incidents (WAC 296-305-05000).

### 300.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Cold zone - The control zone of an incident that contains the command post and such other support functions deemed necessary to control the incident.

Exclusion zone - The control zone designated to exclude all unauthorized personnel, responders, and equipment.

Hazard control zones - Geographic incident areas and perimeters identified by the Incident Commander (IC).

Hot zone - The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone presents the greatest risk to members and will often be classified as an IDLH atmosphere.

IDLH - Immediately dangerous to life and health.

Warm zone - The control zone outside the hot zone where personnel and equipment decontamination and hot zone support takes place.

## 300.2 POLICY

It is the policy of South Whidbey Fire/EMS to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant Incident Management System (IMS) for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

## 300.3 INCIDENT MANAGEMENT

The District shall ensure that emergency incidents are managed according to NIMS/ICS guidelines. The District shall adopt written ICS/NIMS-compliant guidelines for all-hazard incident management that are compatible with neighboring jurisdictions (WAC 296-305-05000).

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory, or command level assignments.

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##### 300.3.1 IC RESPONSIBILITIES

The IC shall be responsible for the overall safety of members at the scene and shall manage the incident according to the risk management strategy and rules of engagement developed by the District.

Responsibilities shall include but not be limited to (WAC 296-305-05000):

- (a) Assuming and confirming command.
- (b) Performing situation evaluations including a risk assessment.
- (c) Initiating, maintaining, and controlling incident communication.
- (d) Developing an overall strategy and incident action plan, and revising the plan as required by incident conditions.
- (e) Developing an effective ICS organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional area supervisors as appropriate for the scope and size of the incident.
- (f) Controlling access to the incident by establishing designated hot, warm, cold, and exclusion hazard control zones.
- (g) Continuing, transferring, and terminating command.
- (h) Coordinating with law enforcement as appropriate to notify any affected or nearby school if the incident reasonably appears to require evacuation (RCW 28A.320.125).

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## News Media Relations

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

### 301.2 POLICY

It is the policy of South Whidbey Fire/EMS to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

### 301.3 PUBLIC INFORMATION OFFICER DESIGNATION

As soon as practicable after basic fire and rescue operations are completed on the fireground or at any significant emergency incident, the Incident Commander will designate a Public Information Officer if the District does not have a full-time Public Information Officer. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Public Information Officer will be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multiagency or multijurisdictional incidents, it may be necessary to establish a joint information center with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information approved by the Incident Commander to the media.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the Incident Commander, obtain an incident briefing and be assigned the Public Information Officer radio designator for the incident.

### 301.4 DISSEMINATION OF INFORMATION

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (high rise, technical rescue, etc.)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

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#### **301.5 RESTRICTED INFORMATION**

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the Incident Commander, or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

#### **301.6 MEDIA INQUIRIES**

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the Public Information Officer may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact Dispatch supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident. The Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander and in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

#### **301.7 MEDIA ACCESS**

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes. Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

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1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

#### **301.7.1 TEMPORARY FLIGHT RESTRICTIONS**

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Dispatch. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

#### **301.8 NEWS RELEASES**

News releases are documents specifically prepared for release to the media. News releases should be authored by the Public Information Officer and approved by the Fire Chief, the Incident Commander, or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

#### **301.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, opening of a new fire station or if a public appearance by a representative of the District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time and location, and may reference other officials, dignitaries or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the district spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time and location of all news conferences. District members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

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#### **301.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL**

Upon approval from a supervisor, district members may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the Washington Department of Labor and Industries.

## Performance of Duties

### 302.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 302.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 302.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

### 302.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 302.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

### 302.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

### 302.7 DRIVER LICENSE

All members shall possess a valid state-issued driver's license of the class required for their assigned duties (RCW 46.20.001).

All members should be familiar with the state vehicle code, any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures.

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All members shall report to their supervisor any change in their driver's license status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

Any falsification of driver's license status may include disciplinary action, up to and including termination.

**302.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable District policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

Any member knowingly entering false or inaccurate information will be subject to disciplinary action.

**302.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall carry their badges while in Class B uniform and identification cards at all times on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and District identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

**302.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

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## Emergency Response

### 303.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of South Whidbey Fire/EMS members and the public by requiring operators of District vehicles to conform to applicable Washington laws and regulations during an emergency response (RCW 46.61.035).

#### 303.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

### 303.2 POLICY

It is the policy of the South Whidbey Fire/EMS to appropriately respond to all emergency calls.

### 303.3 EMERGENCY CALLS

Fire personnel dispatched with emergency lights and siren shall consider the call an emergency and shall proceed immediately. Personnel responding to an emergency call shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light and shall sound the siren as reasonably necessary (RCW 46.37.184; RCW 46.37.190).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Motor Vehicles Code.

Personnel should only respond with emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required.

### 303.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

### 303.5 INITIATING AN EMERGENCY RESPONSE

If an emergency vehicle operator or company officer believes an emergency response to any call is appropriate, the operator or company officer shall ensure ICOM is immediately notified.

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#### **303.6 RESPONSIBILITIES OF RESPONDING PERSONNEL**

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators shall reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or company officer should ensure ICOM is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

#### **303.7 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or company officer shall notify the Duty Officer of the equipment failure so that another apparatus may be assigned to the emergency response.

## Reserved

304.1

304.2

## Response Time Standards

### 305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

#### 305.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between ICOM notifying responders of the emergency and when the emergency response unit begins travel.

### 305.2 POLICY

It is the policy of South Whidbey Fire/EMS to establish response time goals and performance objectives for response to emergencies by Volunteer Fire Departments, for rural and remote areas.

(a)

### 305.3 EVALUATIONS

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

### 305.4 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established South Whidbey Fire/EMS Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Fourteen minutes or less for the arrival of the first engine company at a fire suppression incident.

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- (e) Fourteen minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- (f) Eight minutes or less for the arrival of a unit with first responder or higher level capability at an EMS incident.
- (g) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an EMS incident when this service is provided by the District.

## Fire Ground Accountability

### 306.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

#### 306.1.1 DEFINITIONS

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

### 306.2 POLICY

It is the policy of this district that written procedures and guidelines will be established for tracking all members operating at an emergency incident. Supervisors are responsible to periodically account for members working under their direction at emergency incidents and ensure that all members participate in accountability systems (WAC 296-305-05001).

All members will participate in an accountability system in order to ensure the complete and accurate tracking and accounting for each member at an emergency scene.

### 306.3 RESPONSIBILITIES

The Incident Commander is responsible for establishing an accountability element within the incident organization to control the position and function of all members operating at the emergency scene (WAC 296-305-05001). A personnel accountability system shall be used by the Incident Commander primarily to track personnel. On smaller incidents, the Incident Commander may be responsible for tracking both personnel and resources. As the incident grows in complexity, the Incident Commander should use judgment and discretion in determining the need to assign an accountability officer to track personnel at the incident.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained to assist the Incident Commander with tracking all personnel on both small and large incidents.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel shall be accounted for from the time of dispatch to the time of demobilization.

Supervisors shall implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

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##### 306.3.1 WILDAND FIRE ACCOUNTABILITY

Due to the unique nature, geographic scope and organizational complexity of fires in the wildland environment, specific measures shall be incorporated into tracking personnel. These measures include (WAC 296-305-07007):

- (a) Supervisors shall maintain positive communication with any member assigned to an ancillary firefighting task such as scouting, reconnaissance or lookout person.
- (b) Members working urban wildfires and wildland fires engaged in direct fire attacks shall work in teams of two or more unless they are in visual or voice contact with a supervisor.
- (c) The Incident Commander shall maintain responsibility or shall assign organizational elements to maintain tracking and accountability for all personnel assigned to the incident.
- (d) Individual resources, company officers and crew supervisors shall ensure that their unit/team leaders, division and/or group supervisors are aware of the position and location of all members under their supervision.

##### **306.4 REPORTING**

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

##### 306.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

For structure fires, a PAR shall be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs shall be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR shall be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the Incident Commander, shall be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

## Staging

### 307.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

### 307.2 POLICY

It is the policy of South Whidbey Fire/EMS to safely stage resources at emergency incidents.

### 307.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the district's Incident Command System (ICS) program.

As incident resources grow, the Incident Commander should identify a staging area manager, when practical, to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize and make reasonable efforts to return the property to its original condition.

#### 307.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities South Whidbey Fire EMS personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for all incoming units, should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the Incident Commander.
- (b) During extended attack or multiple alarm incidents, the Incident Commander should establish a secondary staging area early and assign a staging area manager. place an officer in charge of staging. A radio designation of "staging" should be utilized. Additional location factors should be considered when identifying and establishing staging areas:
  1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal amount of disruption to traffic flow, business activity and scheduled community activities.
  2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the Incident Commander or a designee should, when practicable, contact the

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owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property; however, in addition, the Public Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

#### **307.4 STAGE-AWAY OPTION**

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired calls
- Stabbings
- Civil disturbance calls
- Calls involving criminal gang activity
- Attempted suicide calls
- Domestic disputes, including family fights
- Unknown assault calls
- Bomb incidents

It is the policy of South Whidbey Fire/EMS to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, District members should take the following actions:

- (a) Whenever possible, ICOM should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. At any time ICOM or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with ICOM that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving

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by or through the line of sight of the incident until it is determined to be safe to enter the scene.

- (d) All units should report “on-scene staging” upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify ICOM of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

## Tactical Withdrawal

### 308.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

### 308.2 POLICY

South Whidbey Fire/EMS is committed to the safety of its members. It is the policy of South Whidbey Fire/EMS to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

### 308.3 THREAT ASSESSMENT

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

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The Incident Commander, scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

### **308.4 CONDUCTING TACTICAL WITHDRAWALS**

#### **308.4.1 WITHDRAWAL OPTIONS**

Members of South Whidbey Fire/EMS may have cause to conduct a tactical withdrawal from an incident under any of the following general circumstances:

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
  - 1. If a tactical withdrawal occurs during the response phase of an incident the SWFE member responsible for initiating the withdrawal is responsible for notifying all responding units and ICOM of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have ICOM notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
  - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the Incident Commander or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The Incident Commander should also notify Dispatch/ICOM of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.
  - 2. In the event that a tactical withdrawal is not possible, and the member is under immediate threat, if possible and safe to do so members should attempt to key their radio mic to allow ICOM to monitor on-scene conversation. If allowed by the threatening individual for the member to check in with ICOM under the guise of standard radio procedures, the member should contact ICOM and precede the transmission with the code phrase "Island County". As an example,

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"ICOM. Island County Aid 32 on-scene". Such use of the code phrase "Island County" triggers and immediate dispatch of law enforcement to the scene for a recognized threat situation.

#### **308.4.2 WITHDRAWAL GUIDELINES**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming in as few and as large of groups as practicable, and withdraw in those groups.
- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Dispatch should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the Incident Commander or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are safe and accounted for.
- (e) Once all involved units have gathered at the staging area, the Incident Commander or scene supervisor should again conduct a Personnel Accountability Report to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

#### **308.5 PATIENT CARE CONSIDERATIONS**

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for

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safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have eloped and the appropriate documentation should be prepared.

#### **308.6 NOTIFICATIONS**

Whenever a tactical withdrawal is initiated, the circumstances of the incident will be relayed up the chain of command to the on-duty 300 Duty Officer. The 300 Duty Officer should ensure that all personnel are immediately notified of the location and circumstances of the incident.

The 300 Duty Officer shall notify the Fire Chief of the circumstances of the situation as soon as reasonably possible.

## Rapid Intervention/Two-In Two-Out

### 309.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped, or injured by adhering to the two-in/two-out standard and designating Rapid intervention Crews (RIC) (WAC 296-305-05002).

#### 309.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive, or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial stages - Tasks undertaken by the first arriving company with only one crew assigned or operating in the hot zone.

Known rescue - A situation of compelling evidence where a member sees, hears, or is directly told of a trapped and viable victim by an occupant who has escaped or is a credible witness.

Standby firefighters - On-scene members designated to effect an immediate rescue of the initial team operating in the hot zone.

Mayday -The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid Intervention Crew (RIC) - On-scene team of at least two members designated, dedicated, and equipped to effect an immediate rescue of firefighters if the need arises (also known as a Rapid Intervention Team (RIT)).

### 309.2 POLICY

It is the policy of the South Whidbey Fire EMS to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before a designated RIC has assembled or to prevent reasonable actions taken by members to determine the nature and extent of fire involvement.

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### **309.3 PRE-DEPLOYMENT WITHOUT RESCUE EXCEPTION**

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (WAC 296-305-05002).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
  1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

### **309.4 INITIAL STAGE DEPLOYMENT WITH KNOWN RESCUE**

In the initial stage of an incident, known rescues should take priority. Where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizens or firefighters and where additional resources can reasonably be expected, at least one additional firefighter must be assigned to stand by outside the hot zone where the entry team is operating.

The standby firefighter (WAC 296-305-05002):

- (a) Must remain aware of the status of firefighters in the hot zone.
- (b) Must maintain positive communication with the entry team and wear full protective clothing with SCBA donned in the standby mode.
- (c) May be permitted to perform other duties outside the hot zone, provided constant communication is maintained with the team in the hot zone, and provided that those duties will not interfere with his/her ability to initiate a rescue.

All members operating in IDLH environments should be tracked and accounted for at all times.

### **309.5 RIC DUTIES**

The RIC must be assembled from on-scene resources whose primary function is to prepare for, monitor, and provide effective emergency rescue for responders. One of the RIC members may be permitted to perform other duties outside the hot zone, provided constant communication is maintained between the RIC members and the entry teams, and provided that those duties will not interfere with the RIC members' ability to participate in a rescue (WAC 296-305-05002).

- (a) The RIC members must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.
- (b) The RIC members shall not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.

Additional companies may be assigned to the RIC duties as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

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#### **309.6 EMERGENCY DEPLOYMENT OF A RIC**

When a Mayday broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing, injured, or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location, and condition of the trapped, injured, or missing firefighter, while the second person should communicate and offer support on the tactical channel.

For an emergency deployment of a RIC, a RIC Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the RIC Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIC Group Supervisor should notify the Operations Chief or Incident Commander (IC) before making entry for emergency rescue. The RIC Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RICs, medical treatment and transportation groups, or other organizational elements.

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# Mayday Protocol

## 310.1 PURPOSE

The purpose of this procedure is to identify the actions that should be taken in the event a firefighter is endangered beyond normal firefighting operations. This guideline identifies operational approaches for search and rescue for lost, trapped, or injured firefighters. An immediate and well-organized search and rescue response will be implemented to rescue endangered firefighters. South Whidbey Fire/EMS will utilize Rapid Intervention Crews (RIC) to provide immediate rescue to missing, lost, trapped, or injured firefighters.

## 310.2 MAYDAY PROTOCOL

### GENERAL PROVISIONS

1. A RIC shall be established at all offensive attack structure fires and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health.
2. A Rescue Group will be established and a Rescue Group Supervisor assigned at any incident where a RIC is established.
3. The term "Mayday" will be used only when personnel are in immediate life-threatening situations. SWFE will use "Emergency Traffic" to report other emergencies.
4. Upon recognition that a firefighter(s) is missing, lost, trapped, or injured, Command will immediately upgrade the incident to a greater alarm(s).
5. Lost or trapped firefighters will utilize "Mayday, Mayday, Mayday" to announce an emergency. Division/Group Supervisors will use "Mayday" if they have personnel that are missing or have been involved in a building collapse.
6. A firefighter reporting Mayday will have priority over all other radio traffic. All firefighters operating on scene will use radios for immediately critical information only. Command should move all personnel that are not directly involved in rescue operations to a different fire ground radio channel to keep the victim's radio channel clear.
7. The RIC will be assigned a designated radio channel to assure direct communications with the Incident Commander. Once activated the RIC crew leader will communicate directly with the Incident Commander.
8. During Mayday Operations, Division/Group Supervisors and firefighters will continue with assignments as given by Command. They will not redirect their activities without the knowledge and consent of the Incident Commander.
9. Any incident involving a firefighter rescue operation or a near-miss incident shall be reported to the Chief and the SWFE Health and Safety Committee for investigation. The Incident Commander that was in charge of the incident shall conduct a critique of the rescue operation or near-miss situation.

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#### RAPID INTERVENTION CREW

When a dedicated RIC has been assigned, they have the following responsibilities.

1. A Rapid Intervention crew (RIC) will be established based on 2-in/2-out guidelines for structural firefighting.
2. A RIC is a fully equipped crew (minimum of two firefighters) with appropriate protective clothing, SCBAs, portable radio, and equipment based on the conditions and hazards of the incident.
3. The RIC will assume a ready state to immediately react and respond to rescue endangered firefighters. The RIC will be positioned by Command to maximize their effectiveness.
4. Multiple RIC's may be required for an incident depending on the size and complexity of the incident.
5. The RIC will refrain from other tactical functions. RIC's should be reserved for immediate deployment when firefighters become endangered.
6. The RIC will receive a briefing of incident conditions and locations of operating crews and continually monitor tactical radio channels.
7. The RIC will complete a survey of the involved structure or area to:
  - a. Determine access and egress points. Ladders may be required for elevated access or egress from the structure.
  - b. Determine specialized equipment that may be required for rescue operations.
  - c. Determine fire and structural conditions that would hinder rescue operations.
  - d. Identify protection systems and other factors that will aid rescue operations.
8. The RIC will establish a dedicated tool drop area with appropriate equipment such as:
  - a. Air Supply for victim (RIC bag or SCBA) - Air supply should be operationally checked prior to RIC deployment.
  - b. Portable radio for victim.
  - c. Thermal Imager.
  - d. Forcible entry tools.
  - e. Portable hand lights.
  - f. Guide rope.
  - g. Specialized rescue equipment (i.e. power saws, hydraulic tools, webbing)
9. The RIC will identify and deploy a dedicated hoseline (with a separate water supply if practicable).
10. The RIC will remain in readiness until the Incident Commander declares the incident under control and there is no longer an IDLH atmosphere.

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**EJECTION PARAMETERS**

It is critical that a firefighter that faces a possible life-threatening emergency immediately take action to avoid the situation and/or call for assistance early – before they become incapacitated. The following “Ejection Parameters” should be used by SWFE firefighters as a basis to make a decision to leave the situation, call “Mayday,” or both:

NOTE: Any firefighter that makes the decision to leave the situation makes that decision for the crew. If one firefighter ejects, all firefighters assigned to that crew eject as well.

1. If you (or your partner) are injured, eject.
2. If you are trapped, eject.
3. If you become lost/disoriented, eject.
4. If your SCBA malfunctions, eject.
5. If your air supply is low, eject.
6. If you have used ½ of your air supply getting to your current position, eject.
7. If your PPE is compromised, eject.
8. If you have lost communications, eject.
9. If backdraft/flashover conditions exist, eject.
10. If fire threatens your escape route, eject.
11. If indicators of building collapse exist, eject.
12. If water supply is lost, eject.
13. If electrical hazards are encountered, eject.
14. If the fire attack is ineffective, eject.
15. If you are exhausted, eject.
16. If you encounter intentionally set hazards (traps, explosives, etc,) eject.
17. If you encounter a human threat (guns, baseball bats, etc,) eject.
18. If you encounter unexpected hazardous materials, eject.
19. If Fire/Pressurized Smoke is coming from vent opening, eject (from roof.)
20. If Command orders immediate evacuation, eject.

**LOST OR INJURED FIREFIGHTER MAYDAY PROCEDURES**

The following guidelines pertain to firefighters that are lost or are injured in a hazardous environment and are unable to self-rescue.

1. Firefighters must recognize that being lost or disoriented is an emergency and must take immediate actions to extricate themselves from the danger before becoming incapacitated:

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a. Inform Command of the emergency situation using “Mayday, Mayday, Mayday.”

i. Use E.S.C.A.P.E. acronym to explain situation to Command.

Engine Assignment and Name.

Situation – injuries, cause of entrapment (i.e., structure collapse, wire entanglement, lost, etc).

Conditions.

Air supply remaining.

Position - rescue crew access routes (i.e., following hose line, stairwell, etc.).

Escape Plan.

ii. Relate information to Command that will assist in determining location (i.e. floor number, sounds of nearby activity, entry point, assignment).

b. Activate the alarm on the P.A.S.S.

c. Make efforts to contact RIC by making noise and using flashlight as signals.

d. Conserve air supply and continue to attempt self-rescue.

2. Command Responsibilities:

a. Deploy a RIC to begin rescue operations.

b. Initiate next greater alarm and establish staging area.

c. Adjust the incident management plan to a high priority rescue: implementing appropriate sectors, establishing protection zones, implementing medical/triage, providing additional ventilation, etc.

d. Establish a new RIC to back up crews involved in the rescue operation. Two firefighters for each rescuer should be on standby outside the entry point(s).

e. Conduct a personnel accountability assessment to determine which firefighter(s) is missing.

f. Move personnel that are not directly involved in rescue operations to a different fire ground radio channel. This will allow the person involved in the Mayday event to have radio priority and keep that channel clear of excess traffic.

g. Open doors/windows of structure to provide escape routes for endangered firefighters and access points for RIC.

h. Set high-intensity lighting at points of egress.

i. Ensure Dispatch is monitoring all radio frequencies for emergency transmissions.

j. Withdraw uninvolved crews (those not victims or assigned as rescuers) from affected area.

k. Ensure Supervising Officers and personnel continue to operate within the Incident Action Plan and not attempt rescue operations without direction.

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l. When the rescue operations are complete, Command will declare the emergency situation over and a return to normal operations.

m. A firefighter rescue operation is a stressful event whether it is successful or not. CISM shall be activated to conduct defusing/debriefing as necessary.

**RAPID INTERVENTION CREW ACTIVATION**

The following guidelines will be used when the RIC is activated:

1. Command will deploy the RIC to the last reported location of the company or the most effective access point.
2. Command will upgrade the incident to the next greater alarm.
3. Command will establish a new RIC to back up crews involved in the rescue operation.
4. Command will redirect other operating divisions or groups to support RIC operations as necessary. Division and Group Supervisors will continue with previously assigned functions until reassigned by Command.

**RESCUE OPERATIONS**

1. The Rescue Group Supervisor will be a South Whidbey Fire/EMS officer of the rank of Captain or higher.
2. The Rescue Group Supervisor will coordinate rescue activities. Such activities include:
  - a. Develop and assign search areas/grids based on information regarding location and situation of missing/lost firefighter
  - b. Deployment of RIC to best access point
  - c. Establish protection zones around endangered firefighter(s)
  - d. Request resources required to perform rescue
  - e. Ensure back up crews are in place
3. Division/Group Supervisors and firefighters will continue with assignments as given by Command. They are not to redirect their activities without the knowledge and consent of the Incident Commander.
4. The Rescue Group Supervisor should consider using crewmembers that were with the missing or trapped firefighter(s) as part of the rescue crew or as an intelligence resource to help identify the possible location of the lost/trapped firefighter.
5. The RIC should consider the following when searching for missing/lost firefighters:
  - a. Developing information of firefighter's possible location: speak with crewmembers, follow hoseline, identify landmarks
  - b. Implementing a search and rescue plan.

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- c. Identify immediate hazards that could endanger RIC members
  - d. Assign one member of RIC crew to listen for and locate sounds generated by firefighter, SCBA, P.A.S.S, or portable radio.
  - e. Use portable radio feedback to locate firefighter(s)
  - f. Identify fans, lights, or other equipment that may have been used by missing firefighters.
6. The RIC should consider the following when the missing firefighter(s) have been located:
- a. The RIC crew/s should be equipped with RIC Bags and a Thermal Imaging Camera.
  - b. Assessment of immediate hazards in the area.
  - c. Victim status: level of consciousness, ability to assist with rescue, breathing, air supply, injuries, entrapment, etc.
  - d. Identify and remove life-threatening conditions. If the victim is not breathing, immediate extrication from the hazardous area is imperative; replacing the air supply will not increase chances of survival.
  - e. Request resource requirements: extrication equipment, manpower, extra air cylinders, area protection, ventilation, lighting, etc.
  - f. Identify egress and escape routes.

#### **BUILDING COLLAPSE**

The following guidelines pertain to building collapse that involves firefighters working in, on, or near a structure that has collapsed:

1. Command and all Supervisors will immediately initiate an evacuation of the collapse area, rescuing firefighters as necessary.
2. Command will initiate a personnel accountability assessment for all firefighters operating in the sector or area.
3. If it is determined that firefighters are missing, Command will follow the procedures listed in the sections - Lost or Injured Firefighter(s) and Rescue Operations.
4. Command will activate necessary special rescue crews.
5. Rescue crews must be cautious not to cause an additional collapse while searching or removing trapped firefighters from the collapse area.

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## Operations On or Near the Roadway

### 311.1 PURPOSE

This procedure identifies safe parking practices for fire department apparatus and POV's that will provide maximum protection and safety for emergency responders operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep all emergency responders safe while exposed to vehicle traffic. The Department priorities are:

1. Rescuer Safety.
2. Patient Safety.
3. District and Responder's Property.
4. The motoring public.

All personnel should understand and appreciate the high risk that emergency responders are exposed to when operating in or near moving vehicle traffic. We should always operate from a defensive posture. Always consider moving vehicles as a threat to your safety.

Nighttime and inclement weather operations are particularly hazardous to emergency responders. Visibility is reduced, and the flashing of emergency lights tends to confuse motorists.

Emergency personnel are at great risk while operating in or around moving traffic. There are approaches that can be taken to protect emergency responders and the general public:

1. Never trust the traffic.
2. Engage in proper protective parking.
3. Wear high visibility reflective vests.
4. Reduce motorist vision impairment.
5. Use traffic cones and flares (flares should not be used during severe dry conditions).

### 311.2 BENCHMARKS FOR SAFE PERFORMANCE

Listed below are benchmarks for safe performance when operating in or near moving vehicle traffic:

1. Advise I-Com that law enforcement is needed for traffic control if roadway is to be blocked and fire department resources are not available to safely perform all the following safety tasks. Provide specific direction to I-Com for the police officer as to exactly what your traffic control needs are. Position apparatus to protect patient loading areas. Even with law enforcement on scene the following must be observed to protect the emergency responders. For incidents that will last over an hour (i.e. fatal accidents, structure fires, and marine emergencies), Command should request road department via I-Com for traffic control.
2. Always maintain an acute awareness of the high risk of working in or around moving traffic. Never trust moving traffic. Always look before you step! Always keep an eye on the moving traffic!

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3. Always position apparatus to protect the emergency personnel, scene, patients, provide a protected work area and protect the motoring public. Where possible, angle apparatus at 45 degrees away from street side. This will direct motorist around the scene (See Figure 1). Apparatus positioning must also allow for adequate parking space for other fire apparatus (if needed), medical personnel/apparatus, and a safe work area for emergency personnel. Allow enough distance to prevent a moving vehicle from knocking fire apparatus into the work areas if struck.
4. At intersections, or where the incident may be near the middle of the roadway, two or more sides of the incident may need to be protected. Block all exposed sides. Where apparatus is in limited numbers, prioritize the blocking from the most critical to the least critical (See Figures 2, 3 and 4). This generally refers to the oncoming traffic in the lane blocked.
5. For first arriving apparatus where a charged hoseline may be needed, angle the engine so that the pump panel is "down stream," on the opposite side of on-coming traffic. This will protect the pump operator (See Figure 5).
6. The initial apparatus, 300 officer (or Command) must assess the parking needs of later-arriving fire apparatus and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking of the scene. Command must operate as the safety officer until one is established if needed.
7. During daytime operations, leave all emergency lights on to provide the maximum amount of warning to drivers.
8. For NIGHTTIME operations, turn OFF fire apparatus headlights and forward facing white emergency lights. This will help reduce the blinding effect to approaching vehicle traffic. Other emergency lighting should be reduced to yellow lights and emergency flashers where possible.
9. Emergency responders should exit the curb side or non-traffic side of the vehicle whenever possible.
10. Always look before stepping out of apparatus, or into any traffic areas. When walking around fire apparatus parked adjacent to moving traffic, keep an eye on traffic and walk as close to fire apparatus as possible.
11. Wear provided PPE and a safety vest any time you are operating in or near vehicle traffic.
12. When parking apparatus to protect the scene, be sure to protect the work area also. The area must be protected so that patients can be extricated, treated, moved about the scene, and loaded into ambulances safely.
13. Once enough fire apparatus have "blocked" the scene, park or stage unneeded vehicles and POV's off the roadway whenever possible. Bring in ambulances one or two at a time and park them in safe locations at the scene. Parking may be "down stream" from other parked apparatus, or the ambulances maybe backed at an angle into a protected loading area to prevent working in or near passing traffic. At residential medical emergencies, allow ambulances to park in driveways for safe loading when possible. If driveways are inaccessible, park ambulances to best protect patient loading areas. (See Figures 6 and 7).

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14. Place traffic cones at the scene to direct traffic. This should be initiated by the first arriving apparatus on the scene and expanded, if needed, as later arriving units arrive on the scene. Always place and retrieve cones while facing on-coming traffic.

15. Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Place flares to direct traffic where safe and appropriate to do so. Flare use during high fire danger periods is not advised unless attended by emergency responders properly equipped to extinguish a fire.

Listed below are general recommendations for the start of traffic cones/flares:

Speed Distance

25 mph 65 feet

40 mph 105 feet

60 mph 160 feet

### **311.3 HIGHWAY OPERATIONS**

Highway emergencies pose a particular high risk to emergency personnel. Speeds are higher, traffic volume is significant, and motorists have little opportunity to slow, stop or change lanes. The Washington State Patrol will also have a desire to keep the highway flowing. Where need be, the highway can be completely shut down. This, however, rarely occurs.

For roadway emergencies, SWFE will continue to block the scene with the first apparatus on the scene to provide a safe work area. Other apparatus may be used to provide additional blocking if needed to ensure the safety of the emergency personnel.

The initial arriving apparatus, 300 officer or command must thoroughly assess the need for apparatus on the roadway and their specific positions. Apparatus should be directed to specific parking locations to protect the emergency personnel, patients, equipment and the work area. Other apparatus and POV should be parked downstream when possible and always on the same side of the roadway as the incident. This provides for the safety parking area and reduced confusion for passing motorist.

Staging of rescue equipment and ambulance off the roadway may be required. Ambulances should be brought into the scene one or two at a time. A safe loading area must be established to ensure safety for members who are tending to patient care.

Traffic cones and flares should be placed farther apart, with the last cone or flare approximately 160 feet "upstream," to allow adequate warning to drivers. Place and retrieve cones and extinguisher flares while facing the traffic.

It is recommended that Command establish a liaison or directly interface with law enforcement or road department as soon as possible to jointly provide a safe parking and work area and to quickly resolve the incident.

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The termination of the incident must be managed with the same aggressiveness as initial actions. Emergency Responders, apparatus, equipment, and POV's must be removed from the roadway promptly, to reduce personnel and apparatus exposure to moving traffic.

#### Figure #1

Where possible, angle apparatus at a 45 degree angle from the curb. This will absorb and redirect the force of a motor vehicle if struck.

#### Figure #2

Prioritize placement of the apparatus by blocking from the most critical to the least critical side.

#### Figure #3

Often times two or more sides of the incident may need to be protected. Position all apparatus as close to the incident as possible. This allows quick use of the crew and operator of the apparatus once in position.

#### Figure #4

With limited equipment and efforts to keep traffic flowing, position apparatus as close to the scene as possible. Provide room for ambulances to back in to the incident, use traffic cones/flares to control the flow of traffic.

#### Figure #5

To protect pump operator, position apparatus with the pump panel on the opposite side of on-coming traffic.

#### Figure #6

Where possible, park resources in driveways or position apparatus to protect patient loading area.

#### Figure #7

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## Marine Operations

### 312.1 PURPOSE & POLICY

#### Purpose

The guidelines herein establish operational policies and procedures to provide and maintain high quality, efficient, safe and professional response to marine emergencies on the waters on and surrounding South Whidbey Island. South Whidbey Fire/EMS responds to emergencies via Marine 3 and Marine 31. All procedures apply to both vessels unless specifically stated.

#### Policy

It is the policy of South Whidbey Fire/EMS to respond to all water rescue, fire suppression, evacuation, searches, and EMS emergencies to which we are dispatched. Firefighting operations shall be limited to those operations conducted from Marine 3. Shipboard firefighting is prohibited. Marine 3 and Marine 31 may be authorized for other water related operations as approved by the Fire Chief.

### 312.2 MARINE PERSONNEL QUALIFICATIONS

#### Purpose

To establish procedures for the qualification of personnel in the operation of Marine 3 and Marine 31. To set personnel qualifications and training standards for all District personnel participating in the Marine Rescue Program.

#### Personnel Qualifications

Membership on the Marine Rescue Crew is limited to active members of South Whidbey Fire/EMS who have fulfilled the specific requirements for training and certification.

#### Training Requirements

Initial/Annual certification in department marine safety guidelines.

Initial/Annual certification in boat towing and launch procedures.

Initial/Annual certification in marine equipment checkout procedures.

Initial/Annual certification in rescue boat handling.

Initial/Annual certification in specialized rescue tools.

First time members must demonstrate the ability to swim.

First time members must have 1 hour of driving time in the boat prior to certification.

#### Certification

Certification shall be awarded by the Operations Chief following successful completion of all training.

Certification in department marine safety guidelines

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Demonstrate knowledge of:

Safety equipment to be worn

Minimum crew members to launch

Command structure for marine operations

Operational safety procedures

Demonstrate ability to:

Use GPS

Use compass

Use fire net radio

Use marine radio

Certification in boat towing and launch procedures

Demonstrate the ability to:

Safely hitch the trailer and prepare for the road.

Do a pre-response safety check and engine warm-up.

Load the proper rescue gear.

Safely drive towing the boat.

Safely back the boat trailer.

Safely launch the boat.

Safely retrieve the boat.

Properly clean and store the boat.

Certification in marine equipment checkout procedures

Demonstrate the ability to:

Safely conduct the monthly boat checks.

Safely conduct the monthly marine equipment checks.

Safely conduct a pre-launch check.

Safely conduct a post-incident equipment check.

Certification in rescue boat handling

Demonstrate the ability to:

Safely start the motor of all vessels.

Safely maneuver forward through the buoy course with each vessel.

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Safely maneuver backwards through the buoy course with the rescue boat.

Safely dock each vessel.

Safely retrieve a victim from the water as a vessel operator and as crew member.

**Recertification Period**

The time frame for annual certifications is July 1st through June 30th of each year. Certifications completed by June 30th are good through the next certification year. Members who have begun but have not yet completed the specific requirements by June 30th will be notified and placed on probation for a period of 90 days during which time they may complete the requirements without losing membership. A certified Marine Rescue Crew Member will be given a letter of certification for each certification period and a copy of this letter will be placed in his/her personnel and training file.

**312.3 LAUNCH CRITERIA**

This protocol establishes launch criteria to aid South Whidbey Fire/EMS Command Officers in determining if it is advisable to launch marine vessels during times of inclement weather. The following criteria shall be used when evaluating conditions to launch Marine 3.

NOTE: When using this criteria to evaluate conditions for launching Marine 31, conditions in the Caution category shall be considered NO GO.

**GO / NO GO Criteria**

**1. Weather**

Go - clear to moderate rain or snow, scattered fog

Caution - heavy rain or snow with good visibility

No Go - heavy rain or wind driven snow with limited visibility, dense fog

**2. Wind**

Go - 0 to 25 knots

Caution - 26 - 34knots

No Go - 35 knots

**3. Seas**

Go - Calm to 4 foot swells

Caution - 4 to 6 foot swells

No Go - 6 foot swells

**4. Temperature**

Go - 10F> - <100F

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Caution - 0F to 10F or 100F to 105F

No Go - <0F or 105F>

5. Crew

Go - 3 experienced crew

Caution - 2 experienced crew

No Go - 1 experienced crew

6. Time of Day

Go - Daylight

Caution - Night with clear sky, moonlight

No Go - Night with fog, low cloud cover, foul weather, or rapidly changing conditions

**312.4 OPERATIONS**

**312.4.1 DEFINITIONS**

Marine Incident - any water related incident to which Island County Sheriff's Office is dispatched and does not involve individuals in danger.

Marine Rescue - any water related incident to which SWFE is dispatched that was reported as individuals in distress, in the water, or suspected to be in the water.

Disabled Vessel - a vessel that is having mechanical, fuel or other problems where the crew and passengers are not in any imminent danger and the vessel is in no immediate danger of damage, sinking or running aground.

Vessel in Distress - a vessel that is experiencing a situation that requires prompt action to mitigate, but does not reflect an immediate danger to the vessel or crew. Such situations include, but are not limited to, the following:

1. Taking on water with pumps still operating.
2. Stranded on a sand bar.
3. Drifting towards the shipping lanes or other dangerous conditions.
4. Flare sightings.
5. Non-emergent medical conditions of crew members or passengers.

Vessel or Individuals in Immediate Danger - a vessel that is in immediate danger of damage or sinking, or individuals that are in imminent danger. Such situations include, but are not limited to, the following:

1. Vessel fires.
2. Vessels that are sinking.

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3. Vessels in contact with or in danger of contacting rocks.
4. Drownings or near drownings.
5. Search and Rescue missions.
6. Medical Emergencies.
7. Any other incident with an immediate threat to life or property.

Marine 3 - 34' Catamaran stationed at the Langley Marina.

Marine 31 - 15' Nautica quartered at Station 31

Rescue 31 - Vehicle used to tow Marine 31, quartered at Station 31.

#### 312.4.2 MARINE 3

##### Scope

This Standard Operational Guideline applies to the operation of Marine 3 and it is recognized that SOGs can only address a number of set conditions in an operational perspective. It is impossible to anticipate every situation that may occur during either an actual service call or training. The Coxswain may modify this SOG as the situation dictates and with reasonable cause as justified for the situation. When utilizing or adapting this SOG to a specific situation, safety is of paramount importance. This SOG pertains to all personnel involved directly or indirectly with water related responses, or water related training.

##### Operations

Whenever Marine 3 leaves its docking area either on a mission or for training, notification must take place as follows:

1. The Coxswain shall advise the Duty Officer.
2. The Coxswain shall advise ICOM that:
  - a. Marine 3 is underway.
  - b. Number of Souls On Board (SOB).
  - c. Purpose of trip.

##### General Information

1. Personal floatation devices (PFD) shall be worn at all times by all onboard personnel. Work or survival suits shall be worn when weather or sea conditions warrant. Wet suits are not considered PFDs and members wearing wet suits must also wear a vest type PFD. Helmets shall be worn during rough seas both inside the wheel house and on the deck.
2. The Coxswain shall be in complete control of the vessel whenever Marine 3 is underway.
3. No smoking onboard.
4. A professional image shall be projected at all times.

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5. All vessel electronics shall be in operation at all times when underway.
6. At all time the vessel's running lights shall be illuminated. The emergency lights will be used when involved in an emergency operation.
7. Systems checks shall be performed before and after each use of Marine 3 and documented.
8. All equipment shall be maintained, organized and kept clean. Pre-determined positioning of equipment shall not be deviated from to insure uniformity. Preventative maintenance shall be performed regularly per the onboard checklist and documented.
9. Any damage shall be documented and reported ASAP to the Duty Officer and Resource Officer.
10. Only qualified, designated Helmsmen and Coxswains shall operate the vessel. When training new operators, a qualified and designated Trainer shall be immediately beside the trainee so as to insure expedient intervention if necessary.

#### Incident Command

1. The Incident Commander should establish command in a location where he/she has visual contact with the vessel or victim if possible and where he/she can make a determination as to weather and sea conditions.
2. The safety of our personnel is always the primary concern when conducting a marine rescue operation. The IC should make a decision as early as possible as to the current sea and weather conditions and should hold Marine 3 from launching if it is not safe to do so.

\*\*\*A go/no go assessment shall be completed prior to launching/departing the dock\*\*\*

3. The IC shall obtain and document the names of all crew members on each vessel deployed for accountability purposes.
4. All communications should be on the assigned OPS channel, all traffic to dispatch should be handled through the IC. The Incident Commander shall conduct periodic status checks with Marine 3 during extended operations.
5. The Incident Commander shall ensure that the U. S. Coast Guard have been notified and are responding for any water rescue situation.
6. When operating on mutual aid calls, the Duty Chief will ensure Marine 3 operates on the radio channel assigned by the IC.
7. The IC should request additional resources from mutual aid communities and other agencies as required.
8. The IC should either personally meet, or assign a unit to meet with the complainant whenever possible to gather as much information as possible.

#### Coxswain's Responsibilities

1. The Coxswain's main responsibility is the safety of the crew and Marine 3. All South Whidbey Fire/EMS and United States Coast Guard safety regulations and shall be adhered to explicitly.

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2. The Coxswain is and will be held accountable for all actions on Marine 3 during operations and training.
3. The Coxswain shall not leave the helm and must maintain control of the vessel at all times while underway. Only when the vessel is safely moored at a stationary site and the transmission has been taken out of drive, shall the Coxswain be excused from the helm.
4. Risk/benefit shall be utilized in all operations. Sea conditions, weather, experience of the crew, experience of the Coxswain, vessel condition, incident type, etc. shall all be taken into account when assessing the risk/benefit. A go/no go assessment shall be completed prior to launching/departing the dock.
5. Marine 3 shall only be operated by those members that have been certified as Coxswains as outlined in the training requirements.
6. The monitoring of all vessel gauges and electronics to insure safe and damage free operation shall be constant and on-going during all operations and training. When responding to a non life threatening incident or when training and negative or possibly damaging readings are observed, termination of the operation and or training shall be exercised. When responding to a life threatening incident and negative readings are observed the risk/benefit of continuing the operation must be assessed.

#### Crew Responsibilities

1. The crew of Marine 3 shall fall under the command of the Coxswain.
2. All tending of lines, firefighting, patient care, underway maintenance, rescues, monitoring of instrumentation in conjunction with the Coxswain, bumper/fender placement, and hazardous objects watch such as floating debris, other boats, etc. are the ongoing responsibilities of all crew members.
3. Marine 3's maintenance is the responsibility of all personnel. Regular inspection records shall be kept and maintained of all maintenance, responses and engine operations. Any outside of normal parameters occurrences shall be reported immediately to the Duty Officer.
4. Proficiency in all aspects of vessel operations is the responsibility of all crew members and is and shall be ongoing. Operational training to maintain a safe level of proficiency is paramount and shall be scheduled and participated in by all crew members on a regular basis.
5. All personnel that are approved as Coxswains shall receive a yearly skill check off to demonstrate proficiency for all aspects pertaining to Marine 3.
6. At no time should any of the crew enter the water to assist a victim.

#### Medical Responsibilities

1. Only basic medical supplies shall be maintained onboard Marine 3.
2. Paramedics will need to bring an ALS jump kit and cardiac monitor to Marine 3 if deploying with the crew to a medical emergency.

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##### Minimum Staffing for Deployment

1. A minimum of three (3) personnel is required to safely operate and respond to most incident, with a preferred staffing of four (4). In addition to the Coxswain, one crew member shall be capable of piloting Marine 3 to safe harbor in the event that something happens to the Coxswain.
2. At all time there will be an approved SWFE Coxswain onboard whenever the Marine 3 is underway.

##### Firefighting

1. All fire fighting shall be conducted from the deck of Marine 3. Shipboard firefighting is prohibited.
2. All marine firefighting shall be conducted according to the applicable section of IFSTA Marine Firefighting, first edition.
3. Rescue is South Whidbey Fire/EMS's first priority. Any fire fighting, protection and preservation of property, is secondary to rescue efforts.
4. When firefighting a vessel fire, the minimal amount of water needed to extinguish the fire shall be used in an effort to prevent sinking of the vessel on fire.

##### Towing

1. South Whidbey Fire/EMS is not in the commercial marine towing business. Vessels dead in the water shall only be towed at the discretion of the Duty Officer in conjunction with the Coxswain's ability to safely operate Marine 3 under the prevailing conditions. When towing is deemed necessary, the vessel shall be towed to the closest safe mooring site.
2. When towing is deemed necessary, tows shall be performed using a pre-tied towing harness insuring even placement of weight load.
3. Emergency lights shall be illuminated at all times that a towing operation is ongoing.
4. While towing, one crew member shall be placed in a position as to maintain visual contact with the vessel being towed. During nighttime towing operations, one spotlight shall be placed in the direction of the bow of the vessel being towed in an effort to maintain a visual reference on the towline by the crew of Marine 3.
5. All persons onboard the vessel being towed shall be required to wear life jackets and to maintain a safe distance from the tow line.
6. It shall be the Coxswain's responsibility to advise the owner/operator of the vessel being towed that the SWFE assumes no responsibility or liability for damages while rendering aid and have them sign the department's waiver. If the owner/operator does not accept SWFE's position on responsibility, then the Coxswain will notify the appropriate vessel towing services and will assist the vessel in distress to anchor until such towing services arrives.

##### Vessel Wake

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1. Marine 3 can produce a significant wake. All personnel operating the vessel shall be held accountable for negative effects due to negligent wake creation.
2. Negligent wake creation is not excused during emergency responses. Good judgment must be exercised at all times.

#### Refueling

1. When possible refueling shall be done at the Everett Marina. The alternate location shall be the Langely Marina.
2. When refueling the engine must be shut down and all electrical equipment turned off.
3. When possible Marine 3 shall be refueled when the fuel gauges read  $\frac{3}{4}$  full.
4. Crews of Marine 3 shall avoid allowing fuel levels to reach  $\frac{1}{2}$  tanks when possible.
5. No smoking in the immediate area of refueling.
6. No bystanders allowed in the immediate refueling area.
7. All fuel shall be documented in the log book.

#### State of Readiness Maintenance

1. All state of readiness maintenance of Marine 3 shall be performed using manufacturer's guidelines.
2. All state of readiness maintenance performed by the boat's crew members, department maintenance staff or private contractor shall be documented.
3. All state of readiness maintenance work documentation shall be legible and organized. Any immediate issue that could possibly render the boat inoperable, unsafe or cause damage shall be immediately reported to the Duty Officer.

#### Security

1. All security systems shall be kept in the secure position when personnel are not in the immediate vicinity of Marine 3.
2. All mooring lines shall be kept in the secure position when personnel are not in the immediate vicinity of Marine 3.
3. When any security issue arises the Duty Officer shall be notified immediately.

#### Dry Docking

1. Marine 3 shall be removed from the water and "dry docked" each spring for maintenance. During this time all manufacturers' guidelines for hull inspections, repairs and servicing will be completed.
2. Annual dry dock servicing is critical to extended vessel service, safety and warranty compliance.
3. Marine 3 will be returned to the water once any repairs have been completed.

#### Unauthorized Use

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1. Marine 3 shall not be used for any purpose other than its intended purpose unless authorized by the Fire Chief
2. Tours of Marine 3 may occur with the approval of the Duty Officer. Safety is of the utmost importance when individuals unfamiliar with the vessel are on board.

#### 312.4.3 MARINE 31

##### Scope

This Standard Operational Guideline applies to the operation of Marine 31 and it is recognized that SOGs can only address a number of set conditions in an operational perspective. It is impossible to anticipate every situation that may occur during either an actual service call or training. The Coxswain may modify this SOG as the situation dictates and with reasonable cause as justified for the situation. When utilizing or adapting this SOG to a specific situation, safety is of paramount importance. This SOG pertains to all personnel involved directly or indirectly with water related responses, or water related training.

##### Operations

Whenever Marine 31 leaves its launch area either on a mission or for training, notification must take place as follows:

1. The Coxswain shall advise the Duty Officer.
2. The Coxswain shall advise ICOM that:
  - a. Marine 31 is underway.
  - b. Number of Souls On Board (SOB).
  - c. Purpose of trip.

##### General Information

1. Personal floatation devices (PFD) shall be worn at all times by all onboard personnel. Work or survival suits shall be worn when weather or sea conditions warrant. Wet suits are not considered PFDs and members wearing wet suits must also wear a vest type PFD. Helmets shall be worn during rough seas both inside the wheel house and on the deck.
2. The Coxswain shall be in complete control of the vessel whenever Marine 31 is underway.
3. No smoking onboard.
4. A professional image shall be projected at all times.
5. All vessel electronics shall be in operation at all times when underway.
6. At all time the vessel's running lights shall be illuminated. The emergency lights will be used when involved in an emergency operation.
7. Systems checks shall be performed before and after each use of Marine 31 and documented.

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8. All equipment shall be maintained, organized and kept clean. Pre-determined positioning of equipment shall not be deviated from to insure uniformity. Preventative maintenance shall be performed regularly per the onboard checklist and documented.
9. Any damage shall be documented and reported ASAP to the Duty Officer and Resource Officer.
10. Only qualified, designated Coxswains shall operate the vessel. When training new operators, a qualified and designated Trainer shall be immediately beside the trainee so as to insure expedient intervention if necessary.

#### Incident Command

1. The Incident Commander should establish command in a location where he/she has visual contact with the vessel or victim if possible and where he/she can make a determination as to weather and sea conditions.
2. The safety of our personnel is always the primary concern when conducting a marine rescue operation. The IC should make a decision as early as possible as to the current sea and weather conditions and should hold Marine 31 from launching if it is not safe to do so. A go/no go assessment shall be completed prior to launching/departing the launch.
3. The IC shall obtain and document the names of all crew members on each vessel deployed for accountability purposes.
4. All communications should be on the assigned OPS channel, all traffic to dispatch should be handled through the IC. The Incident Commander shall conduct periodic status checks with Marine 31 during extended operations.
5. The Incident Commander shall ensure that the U. S. Coast Guard have been notified and are responding for any water rescue situation.
6. When operating on mutual aid calls the Duty Chief will ensure Marine 31 operates on the radio channel assigned by the IC.
7. The IC should request additional resources from mutual aid communities and other agencies as required.
8. The IC should either personally meet, or assign a unit to meet with the complainant whenever possible to gather as much information as possible.

#### Coxswain's Responsibilities

1. The Coxswain's main responsibility is the safety of the crew and Marine 31. All South Whidbey Fire/EMS and United States Coast Guard safety regulations and shall be adhered to explicitly.
2. The Coxswain is and will be held accountable for all actions on Marine 31 during operations and training.
3. The Coxswain shall not leave the helm and must maintain control of the vessel at all times while underway. Only when the vessel is safely moored at a stationary site and the transmission has been taken out of drive, shall the Coxswain be excused from the helm.

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4. Risk/benefit shall be utilized in all operations. Sea conditions, weather, experience of the crew, experience of the Coxswain, vessel condition, incident type, etc. shall all be taken into account when assessing the risk/benefit. A go/no go assessment shall be completed prior to launching/departing the dock.
5. Marine 31 shall only be operated by those members that have been certified as Coxswains as outlined in the training requirements.
6. The monitoring of all vessel gauges and electronics to insure safe and damage free operation shall be constant and on-going during all operations and training. When responding to a non life threatening incident or when training and negative or possibly damaging readings are observed, termination of the operation and or training shall be exercised. When responding to a life threatening incident and negative readings are observed the risk/benefit of continuing the operation must be assessed.

#### Crew Responsibilities

1. The crew of Marine 31 shall fall under the command of the Coxswain.
2. All tending of lines, firefighting, patient care, underway maintenance, rescues, monitoring of instrumentation in conjunction with the Coxswain, bumper/fender placement, and hazardous objects watch such as floating debris, other boats, etc. are the ongoing responsibilities of all crew members.
3. Marine 31's maintenance is the responsibility of all personnel. Regular inspection records shall be kept and maintained of all maintenance, responses and engine operations. Any outside of normal parameters occurrences shall be reported immediately to the Duty Officer.
4. Proficiency in all aspects of vessel operations is the responsibility of all crew members and is and shall be ongoing. Operational training to maintain a safe level of proficiency is paramount and shall be scheduled and participated in by all crew members on a regular basis.
5. All personnel that are approved as Coxswains shall receive a yearly skill check off to demonstrate proficiency for all aspects pertaining to Marine 31.
6. At no time should any of the crew enter the water to assist a victim.

#### Medical Responsibilities

1. Only basic medical supplies shall be maintained onboard Marine 31.
2. Paramedics will need to bring an ALS jump kit and cardiac monitor to Marine 31 if deploying with the crew to a medical emergency.

#### Minimum Staffing for Deployment

1. A minimum of two (2) personnel is required to safely operate and respond to most incidents, with a preferred staffing of three (3). In addition to the Coxswain, one crew member shall be capable of piloting Marine 31 to safe harbor in the event that something happens to the Coxswain.

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2. At all time there will be an approved SWFE Coxswain onboard whenever the Marine 31 is underway.

**Firefighting**

1. No firefighting activities are authorized from Marine 31.

**Towing**

1. Marine 31 shall not be used to tow disabled vessels.

**Refueling**

1. When possible Marine 31 shall be refueled after each mission.
2. No smoking in the immediate area of refueling.
3. No bystanders allowed in the immediate refueling area.
4. All fuel shall be documented in the log book.

**State of Readiness Maintenance**

1. All state of readiness maintenance of Marine 31 shall be performed using manufacturer's guidelines.
2. All state of readiness maintenance performed by the boat's crew members, department maintenance staff or private contractor shall be documented.
3. All state of readiness maintenance work documentation shall be legible and organized. Any immediate issue that could possibly render the boat inoperable, unsafe or cause damage shall be immediately reported to the Duty Officer.

**Unauthorized Use**

1. Marine 31 shall not be used for any purpose other than its intended purpose unless authorized by the Fire Chief.

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## Urban Search and Rescue (USAR)

### 313.1 PURPOSE AND SCOPE

Urban Search and Rescue The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

### 313.2 POLICY

It is the policy of South Whidbey Fire/EMS to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

### 313.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the South Whidbey Fire EMS's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team

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- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

## Utility Hazards

### 314.1 ELECTRIC UTILITIES

#### Purpose

The purpose of this section is to establish procedures to handle incidents where electrical utilities are damaged. Electrical utilities include, but are not limited to:

1. Overhead electric lines.
2. Underground electric vaults.
3. Surface mounted transformer.
4. Electric substations.

#### Policy

It is the policy of South Whidbey Fire/EMS to ensure public safety and safe operations at all electrical utility incidents by establishing a defensive position in the area of the incident and denying entry to all unauthorized individuals. Authorized individuals include Puget Sound Energy (PSE) personnel or those personnel authorized by PSE to resolve the power issue. South Whidbey Fire/EMS will conduct all emergency rescues and firefighting operations in accordance with this procedure.

#### General Safe Distance Guide

Emergency Type/

Operation Phase

Minimum Safe

Approach Distance

Public Exclusion

Safe Distance

Special

Considerations

Initial Assessment:

Downed wire, pole fire,

transmission line failure

300 feet

(2 full pole spans)

300 feet

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(2 full pole spans)

Watch for downed lines

that have energized fences,

guardrails, cable

transmission lines, etc..

Downed wires

30 feet

(as safety permits)

300 feet

(2 full pole spans)

Responders should only

approach to 30 feet away

from the vehicle to instruct

occupants of precautions

to protect life provided it

is safe to do so.

Pole fire

300 feet

(2 full pole spans)

300 feet

(2 full pole spans)

Approach from the opposite

side of the road from the

poles. Be watchful for

downed lines or energized

objects such as fences or

guardrails. Protect exposures

until power is shut down.

Substation fire/emergency 500 feet 1000 feet

Position all apparatus upwind

from the fire or emergency.

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DO NOT ENTER substations.

Be watchful of BLEVE from

oil filled equipment.

Vault fire 300 feet 1000 feet

Position all apparatus

upwind from the fire.

Protect exposures.

Be watchful for downed

lines or energized objects.

Check nearby buildings

smoke and CO accumulation.

Be watchful of BLEVE from

oil filled equipment.

Structure fire or wildfire

near transmission lines

150 feet (3 full tower

heights and upwind

300 feet (1full tower span)

Smoke and steam from fires

underneath high voltage

transmission lines may

conduct electricity and may

cause an arc to the ground

or nearby personnel within

100 feet of the line.

#### General Precautions

Safety is paramount during electrical hazard emergencies. Electricity hazards may not be apparent and pose a life safety risk to personnel. The following DO and DO NOT lists identify generally accepted practices when operating during electrical utility incidents.

DO

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1. Assume an initial position in accordance with the Safe Distance Guide, based upon the type of emergency.
2. Establish Incident Command.
3. If not done, instruct ICOM to notify PSE.
4. Treat all lines, including cable, as high power lines and energized and unsafe.
5. Look for overhead lines when arriving on scene, park opposite.
6. Avoid any downed lines.
7. Beware of step voltage/potential. Keep at least 30 feet or more away from any downed wires.
8. If a vehicle is involved, instruct occupants to remain in the vehicle until power is shut off and verified by PSE personnel.

NOTE: if vehicle is on fire and occupants must exit, instruct them to jump clear and hop or shuffle away from the vehicle,

9. If utility equipment is on fire, let it burn, protect exposures, and instruct ICOM to advise PSE. Be aware of the potential for a BLEVE for equipment containing oil.
10. Use great caution and good situational awareness at all times.

#### DO NOT

1. Park emergency vehicles under or near downed lines.
2. Touch any downed line, including cable lines, even with gloves, sticks, or tools.
3. Assume PSE has been notified or that power is out.
4. Allow aerial equipment or ladders closer than 10 feet to overhead lines <50kV. For voltages over 50kV use 10 feet + 0.5 inches for each 1kV over 50kV. (example: a 100kV line would require 10 feet + 25 inches clearance (0.5 x 50)).
5. Pull meters or cut any lines.
6. Apply water to burning electrical equipment until authorized by PSE personnel.
7. Cut trees or limbs in contact with powerlines until the power is off.
8. Enter substations or switch yards unless authorized by PSE personnel.
9. Enter underground vaults or manholes unless authorized by PSE personnel.
10. Risk your safety.

#### Specific Actions

##### 1. Downed Lines or Pole

- a. Approach reported location with extreme caution. Lines may be down some distance before you get to the scene.

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- b. If lines or pole is across the road, position apparatus in a blocking position on both sides of the line, visible at as great a distance to approaching traffic as possible.
- c. Position apparatus one pole back from the downed line or no closer than 50 feet from lines, which ever is greater, in order to allow personnel to operate on both sides of the apparatus.
- d. Do not move personnel or equipment closer than 30 feet from the lines until power is off and verified by PSE personnel.
- e. Do not cut trees, limbs, or remove debris in contact with lines until power is off and verified by PSE personnel.
- f. If a person(s) is down within 30 feet of the line, it may be necessary to delay rescue due to step voltage/potential. Use restraint, good judgment, and extreme caution when assessing rescue operations.
- g. Keep situational awareness alert to changing conditions. Downed wires can be deadly to first responders.

2. Vehicle Into Pole, With or Without Occupants

a. Unoccupied vehicle, or deceased occupants, with or without fire:

- i. Protect scene as described in Section 1 above.
- ii. Protect exposures if fire is involved. Do not fire the fire or attempt to remove occupants until power is shut down.

b. Occupied vehicle, lines across it, not on fire:

- i. Protect scene as described in Section 1 above.
- ii. Stay at least 30 feet from the vehicle.
- iii. Instruct the occupants to stay inside the vehicle and remain calm.
- iv. If occupants are injured, you may need to instruct them on first aid procedures until the power is off.
- v. Keep the occupants informed and calm.
- vi. Be prepared for rapid entrance once the power is off.

c. Occupied vehicle, occupants conscious, lines across it, on fire:

- i. Protect scene as described in Section 1 above.
- ii. Instruct occupant to try to stay calm while crews approach.
- iii. Approach the vehicle with a dry chemical extinguisher to attempt fire suppression. Use Extreme Caution.
- iv. Shuffle as you approach to avoid step voltage. When you stop, keep your feet together.
- v. Keep at least 30 feet away.

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vi. When the extinguisher is expended, withdraw. Never allow another firefighter to hand you another extinguisher as once in contact you may complete the step voltage circuit and be shocked.

vii. Fight fire one firefighter at a time.

viii. If occupants must exit due to the fire, brief them of what you want them to do as follows;

1. Caution them not to touch the ground and vehicle at the same time.
2. Have them open the door as far as it will open and stand on the doorsill.
3. Instruct them to jump and land on both feet and maintain their balance.
4. Instruct them to hop away from the vehicle until they are at least 30 feet away.

d. Occupied vehicle, occupant unconscious, lines across it, on fire:

- i. Protect scene as described in Section 1 above.
- ii. Approach the vehicle with a dry chemical extinguisher to attempt fire suppression. Use Extreme Caution.
- iii. Shuffle as you approach to avoid step voltage. When you stop, keep your feet together.
- iv. Keep at least 30 feet away.

v. When the extinguisher is expended, withdraw. Never allow another firefighter to hand you another extinguisher as once in contact you may complete the step voltage circuit and be shocked.

vi. Fight fire one firefighter at a time.

**3. Substation or Vault Fire.**

- a. Approach from the upwind side.
- b. Position apparatus not less than 500 feet away.
- c. Do not park under transmission lines.
- d. Do not enter the substation.
- e. Deny entry to all persons, except authorized PSE personnel.

**4. Generator Backfeed Potential**

- a. Assume all conductors are hot, even if you do not hear generators.
- b. Transformers may step the 120/240 volts produced by the generator to high voltage.

**314.2 FUEL GAS UTILITIES**

**Purpose**

The purpose of this section is to establish procedures to handle incidents where fuel-gas utilities are damaged. Fuel-gas utilities include, but are not limited to:

1. Underground LNG and LPG pipelines.

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2. Underground, aboveground, and vehicle mounted LPG tanks.

#### Policy

It is the policy of South Whidbey Fire/EMS to ensure public safety and safe operations at fuel-gas utility incidents by establishing a defensive position in the area of the incident and denying entry to all individuals, except personnel trained and authorized to resolve the issue. Furthermore, South Whidbey Fire/EMS will conduct all emergency rescues and fire fighting operations in accordance with this procedure.

#### General Precautions

Safety is paramount during fuel-gas emergencies. Fuel-gas hazards may not be apparent and pose a life safety risk to personnel. The following DO and DO NOT lists identify generally accepted practices when operating during fuel-gas utility incidents.

#### DO

1. Approach the incident from an upwind position.
2. If the incident is an LNG emergency, be aware that fuel vapors will rise and may drift to up hill positions.
3. If the incident is an LPG emergency, be aware that fuel vapors will sink and may drive to down hill positions.
4. Establish Incident Command.
5. Establish the HOT Zone.
6. Wear full PPE, including SCBA, when in the HOT Zone.
7. Deploy properly calibrated multigas meters.
8. Identify sources of ignition in the immediate area. Use only intrinsically safe equipment within the HOT Zone.
9. Instruct ICOM to notify PSE for underground utilities, or tank provider for aboveground tanks.
10. Evacuate all structures in the HOT Zone immediately. Shut of risers for structures in the HOT Zone.
11. Be aware of multiple gas leaks.
12. Be aware of and expect an explosion to occur.
13. If meter reading is 1% or greater in open air, or 20% or greater LEL, evacuate the HOT Zone immediately.

#### DO NOT

1. Park over manholes, valve covers, storm drains, or too close to structures.
2. Park in front of or downwind of emergency locations.

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3. Use open flames such as flares.
4. Operate any in-ground or underground valves.
5. Operate any device capable of generating a spark, including but not limited to, light switches, doorbells, radios, pagers, cell phones, or other devices.
6. Turn off or restrict venting relief valves.
7. Extinguish gas fed fires until the fuel source is secured and off.
8. Turn on any gas valve.
9. Shut off gas service to commercial or industrial facilities without knowing the consequences of such action.
10. Pull the electric meter to try to de-energize the structure.

#### Specific Actions

##### 1. Gas Odor, inside structure:

- a. Evacuate the structure immediately.
- b. Take a multigas meter reading at the front door. If interior reading is 1% or greater open air or 20% LEL, do not enter and withdraw immediately. Ventilate from the outside of the structure via windows and doors.
- c. If meter readings are below 1% open air or 20% LEL, enter and measure room by room. If a door is shut, crack it, introduce the meter at arms length, and measure. If the meter reading exceeds b. above, close the door and evacuate immediately.
- d. If meter readings are above the UEL, ventilation must be measured and controlled. Ensure all ignition sources in the area are identified and secured.
- e. If a small gas leak is discovered, such as a pilot, measure the entire structure.
- f. Ventilate the structure via windows and doors.

##### 2. Gas Odor, outside structures:

- a. Take a meter reading in the area outside of structures.
- b. If meter readings of 4% or greater open air or 80% LEL are found outside near buildings, do not enter a structure and evacuate the area immediately.
- c. If gas is found venting from a relief vent, do not stop the flow of fuel from the vent.
- d. Identify and secure ignition sources in the area.

##### 3. Excavation Damage:

- a. The quantity of gas liberated from a dig in where the underground pipe has been damaged can be extremely high. Furthermore, static electricity may be produced by gas leaking under pressure from plastic pipe which may provide an ignition source.

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- b. If gas pipe has been pulled up by the excavator, there may be multiple leaks from pipe separation.
  - c. Approach the scene from the upwind position if possible.
  - d. Place engines in a blocking position 100 feet or more from the dig in. Blocking roads on the downwind side is risky and will require distances be significantly increased from the dig in. Position at a downwind location where there is no reading on the gas meter.
  - e. Check all structures in the immediate area with a multigas meter. Structures downwind of a high volume leak must be evacuated immediately. The number and distance of structure to evacuate depends on wind velocity, temperature and volume of gas being liberated.
  - f. Deploy one 1 3/4 inch handline to protect gas crews. All firefighters shall be in full PPE including SCBA.
  - g. Do not attempt to plug or squeeze the pipe shut.
  - h. Be aware of overhead electrical lines in the event that the gas ignites.
4. Fuel Gas Fires:
- a. Do not attempt to extinguish fuel gas fires until the flow of gas is shut off.
  - b. Protect exposures.
  - c. If an LPG tank is involved and the fire is from the vent pipe, allow it to burn and cool the tank.
5. Evacuation Considerations when Fuel Gas is Present:
- a. Clearly instruct occupants to leave a building directly without operating any switches, cell phones, or other devices capable of creating an arc.
  - b. Evacuate in an upwind direction whenever possible.
  - c. Evacuate to a locations outside the established HOT and WARM Zones.

## Motor Vehicle Crashes

### 315.1 PURPOSE

This procedure identifies safe practices for fire department apparatus, equipment, personnel and POV's that will provide maximum protection and safety for emergency responders operating at motor vehicle accidents (MVA). The responsibilities of SWFE when responding to Motor Vehicle Accidents is to protect life and property through;

1. fire suppression
2. gaining patient access (vehicle extrication & stabilization)
3. initial emergency medical care

These are all second only to the safety of the emergency responders.

Initial dispatched SWFE resources on incidents involving motor vehicle accidents:

- 1 Chief Officer
- 2 Aid units (MERVs)
- 1 Nearest engine
- 1 Rescue

Additional resources can be requested by Command at any time of the incident. If additional resources are suspected to be required, Command should request resources as early in the incident as possible and cancel them if not needed.

All personnel should understand and appreciate the high risk that emergency responders are exposed to when operating in or near moving vehicle traffic. We should always operate from a defensive posture. Always consider moving vehicles as a threat to your safety. Each day, emergency personnel are exposed to motorists of varying abilities, with or without licenses, with or without legal restrictions, and driving at speeds from creeping to well beyond the speed limit. Some of these motorists are the vision impaired, alcohol and/or drug impaired. On top of everything else, motorists will often be looking at the scene and not the road.

Emergency personnel are at great risk while operating in or around moving traffic. There are approaches that can be taken to protect emergency responders and the general public:

- (a) Never trust the traffic
- (b) Engage in proper protective parking
- (c) Wear high visibility reflective vests
- (d) Reduce motorist vision impairment
- (e) Use traffic cones and flares (flares should not be used during severe dry conditions)

Refer to *Operations On or Near the Roadway* which identifies several approaches for individual practices to keep all emergency responders safe while exposed to vehicle traffic.

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**315.2 BENCHMARKS FOR SAFE PERFORMANCE**

Listed below are benchmarks for safe performance when operating at motor vehicle accidents:

1. The initial apparatus, 300 officer, or responder must assess the incident needs and specifically direct the parking and placement of responding apparatus or privately owned vehicles as they arrive to provide protective blocking of the scene. Command must operate as the safety officer until one is established if needed. Additional equipment and/or personnel must be requested as soon as it is deemed necessary.
2. Advise I-Com that law enforcement is needed for traffic control if roadway is to be blocked and fire department resources are not available to safely perform all the safety tasks associated with traffic control and SOP 20.05. Provide specific direction to I-Com for the law enforcement officer as to exactly what your traffic control and incident needs are. Position apparatus to protect patient loading areas. Even with law enforcement on scene the following must be observed to protect the emergency responders. For incidents that will last over an hour (i.e. fatal accidents, structure fires, and marine emergencies), Command should request the appropriate road department (i.e. DOT or County Roads) via I-Com for traffic control.
3. It is recommended that Command establish a liaison or directly interface with law enforcement or appropriate road department as soon as possible to jointly provide a safe parking and work area and to quickly resolve the incident.
4. Always maintain an acute awareness of the high risk to the rescuers and patient when working in or around automobiles with supplemental restraint systems (SRS) which may remain active for seconds to hours. Consult the Holmatro's The Rescuer's Guide to Vehicle Safety System for SRS active times following battery power removal.
5. Prior to engaging in any extrication activities, responders shall identify all potential vehicle hazards to rescuers and patients and mitigate them prior to entering the automobile. Rescuers should consult the current version of Holmatro's The Rescuer's Guide to Vehicle Safety System which are in all apparatus with extrication equipment and/or the vehicle's Operator Guidebook on newer the 2005 model year vehicles.
6. Always approach a burning apparatus where possible at 45 degrees. High temperatures engine compartment fires in automobiles with gas charged impact absorbing bumpers, shocks and lift struts are prone to becoming projectiles under these conditions.
7. The first arriving pumping apparatus shall pull and charge a hose line where one may be needed. The apparatus operator should angle the engine so that the pump panel is "down stream," on the opposite side of on-coming traffic. This will protect the pump operator. Times when a hose line is needed are as follows, but not limited to:
  - a. Fire involvement.
  - b. Leaking fluids (oil, brake fluid, gasoline, and diesel).
  - c. Heavy intrusion into engine compartment.

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- d. Incidents where extrication using hydraulic tools is required.
- e. Incidents where cutting of metal, potentially causing sparks occurs.
8. When working in or around automobiles involved in an accident, responders shall wear issued PPE (turnouts), and a safety vest any time you are operating in or around extrication activities.
9. Prior to engaging in extrication activities, one extrication trained member shall be designated as "Rescue Operations" if resources are available. Rescue Ops shall coordinate extrication activities and communicate with Command for additional resources and Medical for patient needs.
10. A medical officer should be designated as soon as possible. Whidbey General Hospital members should be considered first for this position as they are ultimately in charge of patient care.
11. From time to time, law enforcement may request lighting during the investigation at night. If available, Rescue 36 may be requested. Command must advise law enforcement that the apparatus is the only one of its kind in the district and therefore must remain in service as other emergency calls and returning equipment on the apparatus back in service (refilling SCBA bottles, fuel tanks or small equipment to ready state) may take precedence.
12. While working with law enforcement, if the vehicle operator is suspected to have been operating under the influence of alcohol or illegal drugs (this may not be obtainable on scene), the Operations Chief shall be notified following the incident for possible forwarding a list of expenses (see attached billing sheet) to the investigating law enforcement officer. These costs are based on the Washington State Association of Fire Chiefs 2004 rate schedule.
13. Patient confidentiality rules do not apply to the release of medical information pertaining to what SWFE members observed, performed, or discovered while on scene to the investigating law enforcement officer of an accident. Patient medical information shall not be released to any other individuals.

#### ROADWAY CONSIDERATIONS

Highway emergencies pose a particular high risk to emergency personnel. Speeds are higher, traffic volume is significant, and motorists have little opportunity to slow, stop or change lanes. The Washington State Patrol will also have a desire to keep the highway flowing. Where need be, the highway can be completely shut down. This, however, rarely occurs.

For roadway emergencies, SWFE will continue to block the scene with the first arriving apparatus to provide a safe work area. Other apparatus may be used to provide additional blocking if needed to ensure the safety of the emergency personnel. Other apparatus and POV should be parked downstream or on side streets when possible and always on the same side of the roadway as the incident. This provides for the safety parking area and reduced confusion for passing motorists.

The termination of the incident must be managed with the same aggressiveness as initial actions. Emergency Responders, apparatus, equipment, and POV's must be removed from the roadway promptly, to reduce personnel and apparatus exposure to moving traffic.

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## Natural Disaster Operations

### 316.1 PURPOSE

The purpose of this protocol is to establish procedures by which South Whidbey Fire/EMS operates during disaster events. By their nature, disasters overwhelm local resources from the onset. A thorough preplanning process and guidelines to safe actions will make the difference between coordinated operations and chaos.

### 316.2 EARTHQUAKE

It is likely that an earthquake will occur in or near the District. Earthquake is the most potentially damaging of all natural disasters and may significantly impact South Whidbey Fire/EMS and its ability to provide service to the community.

#### Planning Assumptions

No portion of South Whidbey is protected from earthquake. The South Whidbey Fault is one of the major fault lines in the Puget Sound region and can result in earthquake of a magnitude 7 or greater. If a damaging earthquake occurs, the following assumptions may be made during operations.

1. There may be loss of life.
2. There may be significant property damage.
3. Large landslides may have occurred along the bluffs.
4. Transportation routes used for evacuation may be damaged.
5. Large-scale evacuations may be necessary.
6. Power and communications systems may be disrupted.
7. Release of toxic pollutants due to flooding may occur.
8. Staffing may be significantly reduced.
9. The need to establish Unified Command will be high.

#### Pre-planning Considerations

The scope and nature of potential problems resulting from a significant earthquake dictate the need for special forethought and planning with the intent of reducing the impacts of probable shortfalls in resources and time due to heightened demand for service.

District members should take steps to ensure family members are safe during and after the earthquake by preparing a home plan. District members are strongly encouraged to provide for extended tours of duty by maintaining an adequate supply of food, water, and personal items to sustain them for 7 days.

The 24 hour emergency food cache provided in each station will only be used with the approval of the Command.

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Station Captains shall pre-designate the following:

1. A primary and alternate “safe area” to which apparatus, personnel, and essential equipment are to be moved as soon as possible following an earthquake. The safe area should be proximal to the regular station location which is believed to be on stable ground and safe from earthquake hazards, particularly falling buildings, trees and power lines and free from hazards of flooding, or other secondary effects.
2. Safe locations for command posts and staging areas within their first in response area.

It is critical to the Districts response effort to quickly size up the community wide situation. The sooner the most significant threats to life, property and the environment are known, the faster, and more appropriately resources can be deployed.

#### Post Earthquake Actions

It must be assumed, based upon the severity of the earthquake, that normal means of communications and dispatching may be interrupted. In order to determine if radio communications are intact, the On Duty Officer shall attempt to establish communications with ICOM. If communications are intact, a second alarm tone should be requested for all SWFE personnel to report to their stations.

Whether dispatched or not after the event, all District members will report for duty at their regular station, EMS members will report to the nearest fire station. All administrative staff shall report to headquarters.

The first consideration for members that are toned to report is to be concerned about the welfare of their families and to take appropriate preparedness and mitigation steps to ensure their safety. All members have a duty to take reasonable steps to prepare for probable effects of emergencies at their residences, which tend to impact public services such as electric power, propane gas, water and availability of food.

Once members are on duty they will be encouraged to make contact with their families when it is practical.

As the earthquake or other disaster situation subsides the officer in charge at the station shall move all apparatus and personnel to the designated safe area (or if unusable the alternative safe area). Be prepared to respond by radio with a status report when requested by Command. This radio report is intended to be a rapid status report that advises manpower capability and status of apparatus and facilities. Consider any propane connections to the station and shut down if leaks are detected.

As soon as possible the station officer shall assess the condition of the area immediately visible from the safe area.

After securing the safe area and accounting for personnel the station officer should take a crew to do an initial reconnaissance of the pre-planned special considerations area by driving the pre-established route.

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Keep in mind that the initial reconnaissance is to establish a rapid first in response area assessment of the conditions and to provide that information to Command so that District wide damage can be quickly evaluated. This assessment is not intended to be a lengthy in-depth analysis of conditions. Area command will need this evaluation so that limited resources can be allocated.

In order to complete an initial reconnaissance in a timely manner a station officer may need to be decisive and bypass fire, collapsed buildings, and other ongoing emergencies. Implementing this concept of initial “triage” will require considerable self discipline and firm leadership.

The type of damage that the assessment crew is looking for is: building collapse, fire (structural and utility), roadway damage/blockage, utility damage, flooding and landslide.

The officer in charge will notify area command or the 300 officer of any significant situations that are encountered during the initial damage assessment survey and then again when the survey is completed. If the crew is unable to complete the survey route Command must be notified immediately.

The officer in charge should keep Command advised whenever they are available for assignment.

#### Initial Damage Assessment

Station Captains shall establish an “Initial Damage Assessment Route” within their response area to check for significant damage. The route should enable companies to visually scan critical community facilities. The initial size-up is critical to decisions that must be made immediately about how the Districts resources will be used to respond to the event.

The station Captains shall pre-establish an approved reconnaissance map route identifying hazards within their response area district that might merit special consideration following an earthquake. Examples of special consideration would be:

1. Schools
2. Communications towers (i.e. Cultus Bay)
3. Water storage tanks
4. Pipelines
5. Electrical relay stations, substations, and high voltage transmission lines
6. Whidbey Telecom facilities
7. Major streets and highways
8. Sprinklered buildings
9. Any structures of concern due to type of construction ( i.e. Kens Corner)

Drive the routes and record the amount of time it takes. This route should not take longer to drive during normal, pre-earthquake conditions or about 30 minutes. 20 minutes would be optimal. It is also prudent to determine alternate routes in case some roads may be impassable.

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Command will dispatch Marine 3 to evaluate the condition of bluffs around the District. Marine 3 should start reconnaissance in Holmes Harbor and travel a near shore route to Bush Point. Any landslide discovered should be documented and photos taken to provide to Incident Command.

#### Tactical Considerations

The officer in charge shall establish their operational objectives based on problem assessment, resource availability, and normal incident priorities (1) life hazard (2) incident stabilization (3) property conservation. Strategy and tactics appropriate for normal emergency operations may have to be modified in the face of multiple, simultaneous fires and rescues. The officer in charge (incident commander) will need to consider:

1. Selective extinguishment
2. Tactics directed at quick knockdown (exterior only)
3. De-emphasis or elimination of salvage and overhaul

Incident commanders must be mindful of the need to modify normal strategies and tactics based on problem assessment and availability of resources. Consider that the overall objectives during a major disaster such as an earthquake will be to:

1. Save lives---Hard choices will have to be made as to which actions, given limited resources, will save the most lives.
2. Save the community---In a mass fire situation, the primary mission is to control those fires that have conflagration potential. Some fire involved structures or areas may have to be bypassed in order to accomplish the mission.

Once the disaster is stabilized units can return to the safe area and standby for reassignment or release. Command can initiate a radio status check when it appears the situation is stable.

#### **316.3 LANDSLIDE**

Landslides are a common occurrence on South Whidbey. Bluffs along the water pose the most significant risk, however, slump type slides have been noted in the interior. The risk of landslide is higher during winter and spring months due to high water content in the soils from seasonal rains. Landslides may occur at any time of year, and may be triggered by earthquake, significant rain storms, or excavation practices.

#### Pre-planning Considerations

The scope and nature of potential problems resulting from a landslide dictate the need for special forethought and planning with the intent of reducing the impacts of probable shortfalls in resources and time due to heightened demand for service. Landslide often are predicated by warning signs such as ground cracks, trees leaning, springs becoming visible, or slumping.

District members are strongly encouraged to provide for extended tours of duty by maintaining an adequate supply of food, water and personal items to sustain them for a period of 24 hours.

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The 24 hour emergency food cache provided in each station will only be used with the approval of the Command.

#### Planning Assumptions

Many shoreline areas of South Whidbey are at risk of landslide due to the bluffs that exist in those areas. Many communities are at sea level below the bluffs and could experience significant damage from a slide. If a damaging landslide occurs, the following assumptions may be made during operations.

1. There may be loss of life.
2. There may be significant property damage.
3. Transportation routes used for evacuation may be damaged.
4. Large-scale evacuations may be necessary.
5. Power and communications systems may be disrupted.
6. Release of toxic pollutants due to the slide may occur.
7. Staffing may be significantly reduced.
8. The need to establish Unified Command will be high.

#### Landslide Warning System

While there is not a specific landslide warning system similar to other natural conditions, landslide monitoring gives emergency services some ability to predict the event. Predicting the precise time a landslide may occur is difficult, however, warning signs may be present. Signs of a potential landslide include, but are not limited to, the following:

1. Springs, seeps, or saturated ground in areas that have not typically been wet before.
2. New cracks or unusual bulges in the ground, street pavements or sidewalks.
3. Soil moving away from foundations.
4. Ancillary structures such as decks and patios tilting and/or moving relative to the main house.
5. Tilting or cracking of concrete floors and foundations.
6. Broken water lines and other underground utilities.
7. Leaning telephone poles, trees, retaining walls or fences.
8. Offset fence lines.
9. Sunken or down-dropped road beds.
10. Rapid increase in creek water levels, possibly accompanied by increased turbidity (soil content).
11. Sudden decrease in creek water levels though rain is still falling or just recently stopped.

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12. Sticking doors and windows, and visible open spaces indicating jambs and frames out of plumb.

13. A faint rumbling sound that increases in volume is noticeable as the landslide nears.

14. Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.

#### Post Landslide Actions

While some may be massive in size, landslides are generally isolated to a relatively small area. District responsibilities will be primarily search and rescue, hazard mitigation, and damage assessment.

#### Initial Damage Assessment

If a landslide occurs it will be important for Command to understand the full breadth of the problem. District resources will be dispatched to the slide area to determine the scale of the event and any at risk areas. A Command Center will be established for the District and all information gathered by field crews shall be forwarded to Command.

Priority shall be given to rescue and medical needs of citizens during the damage reconnaissance.

The initial reconnaissance is to establish a rapid first in response area assessment of the conditions and to provide that information to Command that District wide damage can be quickly evaluated. This assessment is not intended to be a lengthy in-depth analysis of conditions. Command will need this evaluation so that limited resources can be allocated.

Command will dispatch Marine 3 to the landslide to gather information from the water. Marine 3 shall document its findings and take photographs if possible to provide to the Command Center.

The type of damage that the assessment crew is looking for is: casualties, building collapse, fire (structural and utility), roadway damage/blockage, utility damage, and hazardous materials release.

The officer in charge will notify Command of any significant situations that are encountered during the initial damage assessment survey and then again when the survey is completed. If the crew is unable to complete the survey route Command must be notified immediately.

The officer in charge should keep Command advised whenever they are available for assignment.

#### Tactical Considerations

The officer in charge shall establish their operational objectives based on problem assessment, resource availability, and normal incident priorities (1) life hazard (2) incident stabilization (3) property conservation. Strategy and tactics appropriate for normal emergency operations may have to be modified in the face of multiple, simultaneous fires and rescues. The officer in charge (incident commander) will need to consider:

1. Limited access to slide areas.

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2. Citizens buried, trapped, and/or injured within the slide area.
3. Fires occurring within the slide area.
4. Incidents, such as car crash or medical emergency, that occur outside of the slide area or along evacuation routes.
5. Large numbers of evacuees needing information and assistance.

Incident commanders must be mindful of the need to modify normal strategies and tactics based on problem assessment and availability of resources. Consider that the overall objectives during a major disaster are to:

1. Save lives---Hard choices will have to be made as to which actions, given limited resources, will save the most lives.
2. Save the community---In a landslide situation, the primary mission is to rescue and move people from harms way. Some incidents or areas may have to be bypassed in order to accomplish the mission.

Once the disaster is stabilized units can return to the safe area and standby for reassignment or release. Command shall initiate a radio status check when it appears the situation is stable.

#### **316.4 TSUNAMI**

While the risk of large scale Tsunami is relatively low for the District, South Whidbey has experience them in the past. Two types of Tsunamis pose a threat to the South Whidbey area. Distant Source tsunamis, or those that originate in the Pacific areas away from the Pacific Northwest and enter the Straits of Juan de Fuca from the Pacific, could result in tidal flooding along beach communities in the District. Near Source tsunamis, or those originating within the Puget Sound or along the Washington coast, could result in “bathtub” type action with high waves that increase the potential for beach/bluff erosion and significant flooding in beach communities and communities further inland.

#### Pre-planning Considerations

The scope and nature of potential problems resulting from a significant tsunami dictate the need for special forethought and planning with the intent of reducing the impacts of probable shortfalls in resources and time due to heightened demand for service. Tsunamis entering the Puget Sound from the Pacific may be the result of earthquake at a great distance from Whidbey Island. Bathtub tsunamis will be the result of earthquake with the Puget Sound or in proximity to it.

District members should take steps to ensure family members are safe during or after tsunami resulting from a local earthquake by preparing a home plan. District members are strongly encouraged to provide for extended tours of duty in case of earthquake by maintaining an adequate supply of food, water, and personal items to sustain them for a period of 7 days.

The 24 hour emergency food cache provided in each station will only be used with the approval of the Command.

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If an earthquake occurs prior to the tsunami, District members should refer to the Earthquake section of this policy.

#### Planning Assumptions

Much of South Whidbey is protected from tsunami due to the height of the bluffs in all areas of the shoreline. Many communities, however, area at sea level and would experience significant inundation fro a damaging tsunami. If a damaging tsunami occurs, the following assumptions may be made during operations:

1. There may be loss of life.
2. There may be significant property damage.
3. Transportation routes used for evacuation may be damaged.
4. Large-scale evacuations may be necessary.
5. Power and communications systems may be disrupted.
6. Release of toxic pollutants due to flooding may occur.
7. Staffing may be significantly reduced.
8. The need to establish Unified Command will be high.

#### Tsunami Warning System

The West Coast/Alaska Tsunami Warning Center monitors tsunamis around the Pacific that may affect Alaska, British Columbia, Washington and Oregon. The system utilizes three levels of threat to qualify the potential size, destructive force, and threat to people as follows:

**Tsunami Watch:** A watch is the lowest level of concern and is issued when a tsunami is detected in the northern Pacific. The danger level of a watch is unknown, and advised citizens to prepare and stay alert for more information.

A watch does not require District action other than information dissemination about the potential of a tsunami occurring. A watch may be increased at any time to an advisory or warning based upon new information provided to the District.

**Tsunami Advisory:** An advisory is a higher level of concern and is issued when the possibility of strong currents and dangerous waves exist. An advisory alerts citizens to stay away from the shore and prepare to evacuate if living in proximity to the shore.

An advisory may require District action to evaluate shoreline communities and inform citizens of the potential for damage and injury from strong currents and waves, and evacuation precautions.

**Tsunami Warning:** A warning is the highest level of concern and is issued when a tsunami with potential for widespread inundation and damage is imminent or expected. A warning advises citizens to expect flooding and evacuate shoreline areas.

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A warning requires District action to evacuate shoreline areas and prepare for potential rescues from inundated areas.

#### Post Tsunami Actions

It must be assumed, if the location of the earthquake that triggered the tsunami is on or near Whidbey Island, that normal means of communications and dispatching may be interrupted. In order to determine if radio communications are intact, the On Duty Officer shall attempt to establish communications with ICOM. If communications are intact, a second alarm tone should be requested for all SWFE personnel to report to their stations. If the earthquake is on or near Whidbey Island, the earthquake procedures in this policy should be followed prior to other actions.

#### Initial Damage Assessment

If a damaging tsunami occurs it will be important for Command to understand the full breadth of the problem. District resources will be dispatched to shoreline areas to determine the scale of inundation that has occurred and any at risk areas. A Command Center will be established to the District and all information gathered by field crews shall be forwarded to Command.

Priority shall be given to rescue and medical needs of citizens during the damage reconnaissance.

The initial reconnaissance is to establish a rapid first in response area assessment of the conditions and to provide that information to Command so that District wide damage can be quickly evaluated. This assessment is not intended to be a lengthy in-depth analysis of conditions. Command will need this evaluation so that limited resources can be allocated.

In order to complete an initial reconnaissance in a timely manner a station officer may need to be decisive and bypass fire, collapsed buildings, and other ongoing emergencies. Implementing this concept of initial "triage" will require considerable self discipline and firm leadership.

The type of damage that the assessment crew is looking for is: casualties, flooding, landslide, building collapse, fire (structure and utility), roadway damage/blockage, utility damage.

The officer in charge will notify Command of any significant situations that are encountered during the initial damage assessment survey and then again when the survey is completed. If the crew is unable to complete the survey route Command must be notified immediately.

The officer in charge should keep Command advised whenever they are available for assignment.

#### Tactical Considerations

The officer in charge shall establish their operational objectives based on problem assessment, resource availability, and normal incident priorities (1) life hazard (2) incident stabilization (3) property conservation. Strategy and tactics appropriate for normal emergency operations may have to be modified in the face of multiple, simultaneous fires and rescues. The officer in charge (incident commander) will need to consider:

1. Limited access to inundated areas.
2. Citizens trapped and/or injured within the inundated area.

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3. Fires occurring within the inundated area.
4. Incidents, such as car crash or medical emergency, that occur outside of the inundated area or along evacuation routes.
5. Large numbers of evacuees needing information and assistance.

Incident commanders must be mindful of the need to modify normal strategies and tactics based on problem assessment and availability of resources. Consider that the overall objectives during a major disaster are to:

1. Save lives---Hard choices will have to be made as to which actions, given limited resources, will save the most lives.
2. Save the community---In an inundation situation, the primary mission is to move people from harms way. Some incidents or areas may have to be bypassed in order to accomplish the mission.

Once the disaster is stabilized units can return to the safe area and standby for reassignment or release. Command shall initiate a radio status check when it appears the situation is stable.

#### **316.5 FLOOD**

The risk of inland flooding on South Whidbey is relatively low due to a lack of rivers or streams with significant capacity. South Whidbey has experienced flash flooding in the past, as well as coastal flooding due to high tides and wind. District action is limited during such events. Flash flooding can occur from heavy, sustained rainfall or from failure of dams or impounds.

##### Pre-planning Considerations

The scope and nature of potential problems resulting from a flash flooding and coastal flooding dictate the need for special forethought and planning with the intent of reducing the impacts of probable shortfalls in resources and time due to heightened demand for service. Coastal flooding is a predicatble event and District actions may be prior to the event to warn reseident of low lying shoreline areas of potetial flooding.

District members are strongly encouraged to provide for extended tours of duty by maintaining an adequate supply of food, water and personal items to sustain them for a period of 24 hours.

The 24 hour emergency food cache provided in each station will only be used with the approval of the Command.

##### Planning Assumptions

Most of South Whidbey is protected from flash flooding. Many communities are at sea level and would experience significant coastal flooding during extreme high tides, particularly those associated with wind. If flash flooding or coastal flooding occurs, the following assumptions may be made during operations:

1. There may be loss of life.
2. There may be significant property damage.

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3. Transportation routes used for evacuation may be damaged.
4. Large-scale evacuations may be necessary.
5. Power and communications systems may be disrupted.
6. Release of toxic pollutants due to flooding may occur.
7. Staffing may be significantly reduced.
8. The need to establish Unified Command may be high.

#### Flood Warning System

The National Weather Service monitors rainfall amounts around the Puget Sound that may affect South Whidbey. The system utilizes two levels of threat for flash flooding and coastal flooding to qualify the potential size, destructive force, and threat to people as follows:

**Flash Flood Watch:** A watch is the lowest level of concern and is issued to indicate current or developing hydrologic conditions that are favorable for flash flooding, but the occurrence is neither certain or imminent.

A watch does not require District action other than information dissemination about the potential of a flash flood occurring.

**Flash Flood Warning:** A warning is the highest level of concern and is issued to inform the public and emergency response agencies that flash flooding is in progress, imminent or highly likely.

A warning requires District action to evacuate areas and prepare for potential rescues from inundated areas.

**Coastal Flood Watch:** A watch is the lowest level of concern and is issued when minor flooding is expected along shoreline areas.

A watch does not require District action other than information dissemination about the potential for minor flooding.

**Coastal Flood Warning:** A warning is the highest level of concern and is issued when moderate flooding is expected along shoreline areas.

A warning does not require District action other than information dissemination about the potential for moderate flooding and damage assessment after the event.

#### Post Flooding Actions

All emergency communications should be intact since flooding is isolated to certain areas.

#### Initial Damage Assessment

If significant flooding occurs it will be important for Command to understand the full breadth of the problem. District resources will be dispatched to shoreline areas to determine the scale of inundation that has occurred and any at risk areas. A Command Center will be established to the District and all information gathered by field crews shall be forwarded to Command.

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Priority shall be given to rescue and medical needs of citizens during the damage reconnaissance.

The initial reconnaissance is to establish a rapid first in response area assessment of the conditions and to provide that information to Command so that District wide damage can be quickly evaluated. This assessment is not intended to be a lengthy in-depth analysis of conditions. Command will need this evaluation so that limited resources can be allocated.

The type of damage that the assessment crew is looking for is: casualties, citizens isolated but safe, building inundation, fire (structural and utility), roadway damage/blockage, utility damage, and landslide.

The officer in charge will notify Command of any significant situations that are encountered during the initial damage assessment survey and then again when the survey is completed. If the crew is unable to complete the survey route Command must be notified immediately.

The officer in charge should keep Command advised whenever they are available for assignment.

#### Tactical Considerations

The officer in charge shall establish their operational objectives based on problem assessment, resource availability, and normal incident priorities (1) life hazard (2) incident stabilization (3) property conservation. Strategy and tactics appropriate for normal emergency operations may have to be modified in the face of multiple, simultaneous fires and rescues. The officer in charge (incident commander) will need to consider:

1. Limited access to inundated areas.
2. Citizens trapped and/or injured within the inundated area.
3. Fires occurring within the inundated area.
4. Incidents, such as car crash or medical emergency, that occur outside of the inundated area or along evacuation routes.
5. Large numbers of evacuees needing information and assistance.

Incident commanders must be mindful of the need to modify normal strategies and tactics based on problem assessment and availability of resources. Consider that the overall objectives during a major disaster are to:

1. Save lives---Hard choices will have to be made as to which actions, given limited resources, will save the most lives.
2. Save the community---In an inundation situation, the primary mission is to move people from harms way. Some incidents or areas may have to be bypassed in order to accomplish the mission.

Once the disaster is stabilized units can return to the safe area and standby for reassignment or release. Command shall initiate a radio status check when it appears the situation is stable

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### **316.6 HIGH WINDS**

High wind events are common to South Whidbey and normally result in significant call volume for the District. The risk to responders during high wind events is significant and as a result it is the policy of South Whidbey Fire/EMS to respond to calls for service after the wind event has subsided. It shall be the responsibility of the Incident Commander to determine when and under what circumstances it is safe to dispatch personnel to the field. A risk/benefit evaluation should be completed prior to dispatching personnel.

#### Pre-planning Considerations

The scope and nature of potential problems resulting from a significant high wind events dictate the need for special forethought and planning with the intent of reducing the impacts of probable shortfalls in resources and time due to heightened demand for service.

District members should take steps to ensure family members are safe during or after the high wind event by preparing a home plan. District members are strongly encouraged to provide for extended tours of duty by maintaining an adequate supply of food, water, and personal items to sustain them for a period of 48 hours.

The 24 hour emergency food cache provided in each station will only be used with the approval of the Command.

#### Planning Assumptions

There are no areas of South Whidbey protected from high wind events. Those areas that are heavily treed may suffer the greatest damage to property.

1. There may be loss of life.
2. There may be significant property damage.
3. Transportation routes may be damaged.
4. Large-scale evacuations will be unlikely.
5. Power and communications systems may be disrupted.
6. Staffing may be significantly reduced.
7. The need to establish Unified Command may be high.

#### High Wind Warning System

The National Weather Service monitors storm events that affect the Pacific Northwest. The system utilizes three levels of threat to qualify the potential size, destructive force, and threat to people as follows:

**High Wind Watch:** A watch is the lowest level of concern and is issued when a high wind event is detected in the region where high winds may cause damage and are sustained between 20 to 30 miles per hour for one hour or more. Citizens are advised to prepare and stay alert for more information.

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A watch does not require District action other than information dissemination about the potential of high winds occurring. A watch may be increased at any time to an advisory or warning based upon new information provided to the District.

**High Wind Advisory:** An advisory is a higher level of concern and is issued when the possibility of strong and dangerous winds are developing that may pose a hazard or are life threatening. An advisory is issued when sustained winds are equal to or greater than 30 to 39 miles per hour for one hour, with gusts between 46 and 57 miles per hour for any period.

An advisory may require District action to respond to rescue calls, downed powerlines, and trees that block major roadways or fall on homes.

**High Wind Warning:** A warning is the highest level of concern and is issued when wind speeds are occurring or are imminent that pose a hazard or are life threatening. A warning is issued when sustained winds are equal to or greater than 40 miles per hour for one hour, with gusts equal to or greater than 58 miles per hour for any period.

A warning requires District action once the winds subside to isolate downed powerlines, rescue individuals that may be in homes where trees have fallen on them, or open major roadways blocked by downed trees.

#### Post High Wind Actions

It must be assumed that normal means of communications and dispatching may be interrupted. In order to determine if radio communications are intact, the On Duty Officer shall attempt to establish communications with ICOM. If communications are intact, a second alarm tone should be requested for all SWFE personnel to report to their stations.

#### Initial Damage Assessment

If a high wind event occurs it will be important for Command to understand the full breadth of the problem. District resources will be dispatched to shoreline areas to determine the scale of inundation that has occurred and any at risk areas. A Command Center will be established to the District and all information gathered by field crews shall be forwarded to Command.

Priority shall be given to rescue and medical needs of citizens during the damage reconnaissance.

The initial reconnaissance is to establish a rapid first in response area assessment of the conditions and to provide that information to Command so that District wide damage can be quickly evaluated. This assessment is not intended to be a lengthy in-depth analysis of conditions. Command will need this evaluation so that limited resources can be allocated.

In order to complete an initial reconnaissance in a timely manner a station officer may need to be decisive and bypass some reported emergencies in order to assess greater emergencies. Implementing this concept of initial "triage" will require considerable self discipline and firm leadership.

The type of damage that the assessment crew is looking for is: casualties, trees into buildings, fire (structural and utility), roadway damage/blockage, and utility damage.

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The officer in charge will notify Command of any significant situations that are encountered during the initial damage assessment survey and then again when the survey is completed. If the crew is unable to complete the survey route Command must be notified immediately.

The officer in charge should keep Command advised whenever they are available for assignment.

#### Tactical Considerations

The officer in charge shall establish their operational objectives based on problem assessment, resource availability, and normal incident priorities (1) life hazard (2) incident stabilization (3) property conservation. Strategy and tactics appropriate for normal emergency operations may have to be modified in the face of multiple, simultaneous fires and rescues. The officer in charge (incident commander) will need to consider:

1. Limited access due to trees and powerlines down.
2. Citizens trapped and/or injured.
3. Fires occurring due to powerline disruption.
4. Incidents, such as car crash or medical emergency, that occur that are not related to the high wind event.
5. Large numbers of citizens needing information and assistance.

Incident commanders must be mindful of the need to modify normal strategies and tactics based on problem assessment and availability of resources. Consider that the overall objectives during a major disaster are to:

1. Save lives---Hard choices will have to be made as to which actions, given limited resources, will save the most lives.
2. Save the community---In a high wind situation, the primary mission is to rescue trapped or injured individuals, keep people from downed powerlines, open critical transportation routes, and keep people from harms way. Some incidents or areas may have to be bypassed in order to accomplish the mission.

Once the disaster is stabilized units can return to the safe area and standby for reassignment or release. Command shall initiate a radio status check when it appears the situation is stable.

## Aircraft Operations

### 317.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

### 317.2 POLICY

South Whidbey Fire/EMS will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident. For specific guidance regarding utilization of aircraft on wildland fire incidents, refer to Wildland Firefighting Policy.

### 317.3 ICS STANDARDS

Members shall follow the District's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

### 317.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

South Whidbey Fire/EMS should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for hospital clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies if a roadway is selected as a landing site.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

#### 317.4.1 LANDING ZONE SET UP LANDING ZONE SET UP

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The Heli-Spot Coordinator (HSC) is responsible for ensuring a safe and appropriate landing zone (LZ). The set up will usually be handled by the HSC, but may be delegated to qualified persons on scene. However accomplished, the ultimate responsibility for this task fall to the HSC. An LZ should be:

1. 100 feet by 100 ft (may be slightly smaller on some occasions)
2. Level as possible – must be less than 8 degrees of slop.
3. Hard surface; grassy; hard-packed snow. Avoid loose dirt, dust or powder snow.
4. Free of overhead obstructions; wires, antennas, poles.
5. Clear of debris and other hazards, and anything that could be blow or dislodged by rotor wash.
6. HAZ-MAT. Find a site at least ¼ to 1 mile upwind from the accident if hazardous material are present. Avoid low areas where vapors may collect. Pt must be decontaminated before flight.
7. Plan for alternate LZs (pilot may determine LZ to be unsuitable).

#### LANDING ZONE SAFETY

1. Night LZs require increased situational awareness.
2. Establish radio contact with airship on approach and describe location, lighting, hazards, overhead wires, slope, surface conditions, wind direction and speed.
3. Maintain radio contact at all times until helicopter has landed, loaded and departed scene.
4. Always avoid tail rotor. Do not approach from upslope and only when directed by flight crew.
5. Alert pilot of any hazards at any time.

See below diagrams for optimal LZ set-up (this diagram is specifically for nighttime landings) and approach hazards. Note the 3 lights on the wind direction side.

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# Technical Rescue Operations

## 318.1 PURPOSE

The purpose of this SOP is to establish a written guidelines for site operations, scene safety and related considerations for the Technical (Tech) Rescue Response Team (Team). This S.O.P. applies to all personnel operating on the Team whose responsibility it is to follow these procedures. Procedural guidelines may be deviated from at the discretion of the Tech Rescue Team Leader, Incident Command or 300, as the incident needs change, providing that WAC 296-305-2019, 5005, 6003; ANSI Z89.1; and the most recent edition of NFPA 1983 - Fire Service Life Safety Rope, Harness and Hardware are adhered to.

## 318.2 TEAM MEMBERSHIP AND LEADERSHIP

### Team Membership

1. The minimum training requirements of the Technical Rescue Response Team members shall be at the Technician level.
2. All Team members are required to complete at least fifty percent of monthly technical rescue team training, and other team training sessions.
3. The Team Program Leader shall maintain all records for the Team. This includes, but is not limited to, training, certification level, and any other records required by applicable regulations.
4. The Team Leader (per incident) shall be the most experienced member on-scene for the type of response being performed. Where two or more members of same experience are present, rank or membership longevity will prevail.

### Team Leadership

1. ProgramLeader: The program leader shall appointed by the Operations Chief. They shall be responsible for the following:
  - a. Coordination of the team training in scheduling, instructing and maintaining any records required.
  - b. Assure team member participation in training.
  - c. Assisting in team policy development with the Operations Chief.
  - d. Maintain all equipment in a safe working order and any required records.
  - e. Recommend any equipment purchases or replacements.
2. Team Leader (Minimum Technician certified): The Team Leader shall be a member of the Department and have the most experience for the type of rescue being performed. Where multiple members of the same experience level are present, rank or Team longevity shall prevail. All members of the Team are eligible to be Team Leaders. Team Leaders shall be responsible for the following:

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- a. Oversees all Team operations.
  - b. Performs size-up.
  - c. Meets with I.C. to determine objectives.
  - d. Reports to assigned person within the ICS and keeps them informed on Tech Rescue operations.
  - e. Leads Team meeting to determine tactics.
  - f. Coordinates Team personnel/efforts.
  - g. Assigns Team roles.
  - h. Reassesses all incident roles and activities.
3. Team Safety Officer (Minimum Technician certified):
- a. Coordinates with the I.C., Incident Safety Officer and Team Leader on an overall Incident Safety Plan. Lead mandatory safety briefing prior to any entry into hazard area.
  - b. Oversees all Team operations, ensuring they are safe.
  - c. Monitors all radio traffic.
  - d. May terminate Tech Rescue operations at any time if actions or operations are deemed unsafe.
4. Staging Officer:
- a. Handles all staging operations including personal movement to/from rehab operations.

### **318.3 TEAM ACTIVATION**

#### Team Notification

The Team shall be activated through I-COM via the long Rescue tone. I-COM shall page out over voice pagers for the Technical Rescue Team members to respond. All available team members shall contact 300 to advise they are in route before they respond or I-COM if no answer.

#### Initial Team Response

1. The Team shall be requested when the rescue slope is greater than 40 degrees, lifts higher than 10 feet or where conditions warrant additional equipment or technical assistance (e.g., loose footing or slippery conditions).
2. Rescue 31 shall respond from its assigned station. All other personnel shall respond to their assigned station and then respond with the assigned vehicle or POV.
3. All units shall switch to and operate on assigned Fire channel. All operations at the scene shall work on the assigned tactical radio channel.
4. The Team shall respond to Technical Rescue incidents above the Operational level that the on duty personnel cannot deal with. The Fire Chief or designee shall approve any response outside the District not covered by a mutual or automatic aid agreement.

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5. If possible while in route, make radio or cellular phone contact with on-scene I.C. for briefing. If appropriate, make recommendations, which may prevent injuries to emergency workers and civilians.
6. Ensure appropriate agencies are notified.
7. Size up the incident and make an initial determination of the incident level.
8. The Team Leader should seek out the local authority or I.C. for a briefing.
9. Identify all hazards if possible.
10. Establish the type of rescue and the equipment to perform all tasks. Ensure that resources are on scene and set up before attempting rescue.
11. Ensure any additional resources that may be required are requested.

#### Reporting to the Incident

1. The Team Leader shall report to the Incident Commander all pertinent information regarding the incident. If any operations are to be terminated because of unsafe conditions or unsafe operations, the Team Leader will so advise the Incident Commander.
2. A Team Safety Officer shall be established on all incidents. All members should report safety hazards immediately to the Team Safety Officer.
3. The Team Leader shall meet with the Team to discuss the Incident Commander's briefing and to assign the following team roles:
  - a. Team Safety Officer
  - b. Edge Officer
  - c. Rigging (during setup only)
  - d. Anchor (during setup only)
  - e. Staging/Rehab Officer
4. Any team functions not assigned shall be the responsibility of the Team Leader.

#### Incident Termination

1. Incident Termination may proceed when the Incident Commander and Team Leader determine operations are no longer needed and/or the incident has been turned over to the proper agency.
2. Proper termination of an incident is vital to the overall management of the incident. All material used should be secured and the equipment gathered and sorted. Careful termination procedures will facilitate the remainder of the operation assisting in development of critique.
3. Duties of the Team Leader (Incident Termination):
  - a. Verify that Team services are no longer required.
  - b. Verify that Team functions have been completed.

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- c. Verify scene control by agencies assuming responsibility for scene.
- d. Verify that apparatus and equipment have been returned to response status.
- e. Account for all damaged, lost, destroyed or used equipment.
- f. Hold informal meeting with Command and all agencies involved to be certain Team may clear the scene and whether there are any additional requirements.

#### 4. Duties of Team Safety Officer:

- a. Verify that all breakdown operations are done safely.

#### Incident After Action Review

- 1. The Team Leader should initiate the after action review process by:

- a. Outlining Team duties.
- b. Stating the overall objectives.
- c. Describe the outcome of mitigation procedures.
- d. A quick informal hot wash of the incident immediately upon completion and prior to leaving the scene (if possible). The after action review process should allow the participants to express how they performed their activities, the effects of decisions made, usability of equipment and the overall command of the scene. Situations such as safety, and anything unique or abnormal should be discussed.

### **318.4 SCENE OPERATIONS**

Low and High Angle ropework has a significant level of risk. The goal of all scene operations is to reduce the risk to rescuers and patients prior to commencing the operation in order that the outcome is successful.

#### 318.4.1 LOW AND HIGH ANGLE RESCUE

The purpose of this SOP is to establish a written guideline for low and high angle rope rescue operations. It is the responsibility of the incident commander at a scene requiring rope rescue capabilities to enforce this policy and make sure that all operations performed are done in a safe and efficient manner as required by WAC 296-395-05005 Rope Rescue Operations.

#### DEFINITIONS:

**Low Angle Rope Rescue:** Any rescue that involved slopes with stable surfaces and pitch not greater than 40 degrees or a vertical lift not greater than 10 feet.

**High Angle Rope Rescue:** Any rescue that involved slopes with unstable surfaces and pitch greater than 40 degrees or a vertical lift greater than 10 feet.

**Life Safety Rescue Rope:** Any new or used rope or line (< 6 years old) that has passed the initial and annual safety inspection and meets the minimum load ratings for applications as designed by the manufacturer.

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**Main Line:** The primary life safety rope that supports the entire load of all personnel, equipment and accessories for rescues and training.

**Belay Line:** An additional life safety rescue rope (line) that backs up a main line.

**Tri-Link:** Triangular shaped link with a screw gate, screw gate must be closed while in operation. Screw link shall only be tightened by hand.

**Wrap 3 pull 2:** Using 1" tubular or flat webbing wrap webbing three times around the anchor, tie the ends together with a water knot then pull the first two wraps of webbing away from the anchor allowing the water knot to come to rest against the anchor. The water knot should have no tension on it. Attach a Tri-link to the two wraps of webbing.

**3 Bight:** Using pre-tied webbing loop with a water knot wrap the loop around the anchor one time attach a Tri-link to the ends of the loop.

**High strength Tie-off:** Wrap a length of rope around the anchor a minimum of three times (four is better) tie a figure eight on a bight to the end of the rope clip a carabineer to the figure eight then over the standing end of the rope. Screw gate shall be closed while in use.

**Low angle rescue kit:** 1 Contents List, 1 Rope log, 1 Bag, 150' Rope (Orange), 1 Single prussic minding pulley, 1 Double prussic minding pulley, 2 sets of prussic (Red & Green), 4 carabineers, 1 Tri-link, 1 Brake rack, 2 of each length of webbing (Green 5', Yellow 10', Blue 12', Red 15', Black 25').

**Tie-back or Back-tie:** Used to secure an anchor of questionable holding to a sound anchor or anchors. The wrap 3 pull 2's shall interlock at the main anchor.

#### **PROCEDURE:**

After call out for the Technical Rope Rescue team Members should respond to St 31 until it is determined that Recue 31 is in route to the incident. This may be coordinated through 300 by radio or phone. The first arriving member should assess the situation for the need for a low angle or high angle rescue. If it is determined that aide or rescue can be provided with the manpower on scene following the guidelines below then proceed with caution. If the rescue meets the criteria for a high angle rescue, personnel shall not undertake the rescue until such time that a team capable of high angle rescue is assembled and on-scene.

Rope team leader shall be established prior to operating the system. This shall be a member at the technician level.

Determination should be made whether the patient will be lowered or raised. Consider the patients best interest.

Establish the type of rescue and the equipment to perform all tasks. Ensure that resources are on scene and set up before attempting rescue.

Low angle rescue kits should be used any time there is a risk of falls or other injury while transiting a slope of less than 40 deg. As the risk increases the complexity of the system should increase

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as well. The first arriving member should assess the situation for the need of the Technical Rope Rescue team. If it is determined that aide or rescue can be provided with the manpower on scene following the guidelines below then proceed with caution.

1. The Technical Rope Rescue Team shall be called for any rescue as follows (this is not a complete list but a guide):

- a. On slopes above 40 deg.
- b. Vertical more than 10 feet.
- c. Any slope that a fall would have significant risk to patients or rescuers.
- d. Any slope with a drop off beyond the victim.
- e. Any slope with unstable surfaces.

2. In the event that the Technical Rope Rescue Team is needed beyond the capabilities of the first due responders, the Technical Rope Rescue Team should be called through I-COM with 300's permission.

3. All patients being moved on unstable surfaces shall be secured to a back board or Stokes Basket in a manor that does not allow for the patient to slide out of the basket or back board.

4. Vehicles parked at the scene shall be positioned so that if they accidentally roll or are hit will not encroach the extrication site.

5. No member shall be suspended by a rope or be directly involved in the suspension of an individual by a rope higher than 10 feet unless the Technical Rope Rescue Team has taken over the operations of the system.

6. When engaged in rope rescue activities, all members shall wear, long pants, boots, shirt (preferably long sleeve), rescue or structural firefighting helmets and rescue or firefighting gloves when the rope or system is in operation.

- a. Gloves are not required while tying knots.

#### Anchors

1. Preferred anchors should be able to support a 10,000 lbs load, if in doubt call the Technical Rope Rescue Team.

2. When using natural anchors such as trees they should be live trees minimum 12 inches in diameter, preferred size would be 18 inches or larger in diameter.

3. A Tri-Link Shall be used between the anchor strap and the rope used.

4. When using vehicles the GVW should be over 10,000 lbs.

5. Any vehicle used as an anchor shall be made non-functional until the operation has ended and all rope connections have been removed. This is to be accomplished by using a lock out tag out system, removing the keys and placing them with the safety officer or posting a guard who's soul

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purpose is to insure that the vehicle does not move until all operations have been terminated and command releases them.

6. When using vehicles for anchors the wheels shall be used for points of contact.
  - a. The anchor tie-offs shall be through the wheel encircling the tire.
  - b. Pad sharp edges.
7. Acceptable anchor tie-offs shall be: Wrap 3 pull 2, a 3 bight or a high strength tie-off.
8. Ensure that there is no way for the anchor tie-off to slip off of the anchor.

**Returning Equipment to Service**

1. All gear used for rope rescue must be inspected before returning the equipment to service.
2. Rope shall be run through an ungloved hand as it is packed back into the bag.
3. Rope log shall be filled out by the person who packed the rope.
4. Any gear deemed to be excessively worn or damaged shall be pulled from service immediately and reported to 300.
5. Hardware dropped from 3' onto a hard surface SHALL be pulled from service.

**318.5 ROPE CARE AND MAINTENANCE**

The purpose of this SOP is to establish a written guideline for guidance and directions for care and maintenance of life safety and utility ropes. It is the responsibility of all personnel to be familiar with safety requirements regarding life safety rope care inspection as described in NFPA 1983, WAC 296-305-080, ANSI A10.14.

**Definitions**

**Life Safety Rescue Rope:** New or used rope (not to exceed 6 years in age) that has passed a complete safety inspection and meets the minimum load ratings for applications as designated by the manufacturer. All ropes shall be identified by a unique marking on each end covered in a clear plastic cover, excluding prusik cord and webbing.

**Static Rope:** Shall have a minimum manufacture rating of a two person load and a minimum breaking strength of 9000 lbs and be a minimum diameter of ½" or 13 mm.

**Prusik Cord (Rope):** Shall be a minimum diameter of 8 mm and Teal or Red in color. Teal being the shorter of the two and have a rating for two person loads when used in tandem.

**Personal Prusik cord (rope):** Shall be a minimum diameter of 6 mm (personal) and be in contrasting colors to 8 mm and have a rating for one person load.  
**Utility Rope:** New or used rope in various sizes that have passed a visual inspection for use in hauling fixed loads and shall not be used in any situation where people are supported. Utility rope shall be identified by red rubber coated ends.

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**Out of Service Rope:** Rope that has been removed from any of the above for any reason. Out of service ropes shall be identified by black rubber coated or taped ends. These ropes are only for class room demonstration and shall never support a load, live or fixed.

**Live Load:** Any load that is designed for human or other “live” object that is prone to movement, e.g., animals.

**Fixed Load:** Any fixed object with a constant weight and is not prone to movement changes.

**Severe Impact or Shock Load:** A fall of 5 feet or more with a one person load (300 lbs.), or a drop from above 3 feet for metal object to a hard surface, e.g., carabineers.

**NOTE:** Ropes used to support weight of persons shall be life safety ropes whether used for training or emergency operations. Life Safety ropes used for rescue at fire or other emergency incidents shall not be reused until inspected.

#### PROCEDURES

##### Life Safety Rope Storage

Life safety rope shall be stored in the designated bags and care should be taken to insure that the rope is not subjected to wear, damage, or contamination during storage with that rope’s inspection log.

##### Rope Inspection

1. Each rope shall be inspected and recorded by a qualified individual on the appropriate rope log, at the following intervals:
  - a. After each use.
  - b. All life safety rope shall be inspected every three months.
2. Life safety rope shall be removed from service if inspection reveals cuts, burns, abrasions, or other damage. A written report shall be forwarded to the Special Services Chief, or his designee for determination of rope integrity and replacement.
3. Life safety rope shall be permitted to be re-used IF inspected after each use in accordance with the manufacturer’s instructions AND provided that:
  - a. The rope has not been visually damaged by heat exposure, direct flame impingement, chemical exposure or abrasion.
  - b. The rope has not been subject to a severe impact load.
  - c. The rope has not been exposed to chemical liquids, solids, gases, mists, or vapors of any materials known to deteriorate rope.
  - d. If the rope used for training has been subjected to (1), (2), or (3) or fails the visual inspection, it shall be taken out of service.

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e. If there is any question regarding the serviceability of the rope after consideration of the above, the safe course of action shall be taken and the rope shall be placed out of service.

4. Life safety rope deemed out of service shall be altered in such a manner that it could not be mistakenly used as a life safety rope. This could involve disposal or cutting into short lengths for utility purposes.

5. All life safety rope shall be removed from service at the end of the manufacturer's specified shelf life or six (6) years (per W.A.C.), whichever comes first. Disposal of life safety ropes does not preclude their reuse as utility ropes, provided all markings indicating service ability as life safety ropes are removed.

#### New Rope

1. All manufacturers' product labels and information shall remain on ropes purchased and stored prior to putting in service. Minimum information on rope log should include:

- a. Name of manufacturer,
- b. Date of manufacture,
- c. Part Number,
- d. LOT Number,
- e. Circumference/ diameter,
- f. Length of rope,
- g. Maximum working load,
- h. Minimum breaking strength, and
- i. Vender it was purchased from.

2. Minimum information on rope markings shall include:

- a. Rope Identification Number,
- b. Rope length (in feet),
- c. Rope end designation (A or B),
- d. Date manufactured, and
- e. Date in-service.

#### Rope Tracking

1. All department ropes will be designated as "Life Safety" or "Utility" (U).

2. Each rope will be labeled on each end with the rope ID number or U followed by two separate numbers for utility rope. The first number will indicate rope date of in service, and the second number will be the ropes ID number for that year. A card will be kept on file for each rope to document its usage and history.

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3. Life safety “rope logs” must be maintained with the rope at all times. Every time a rope is used, for any purpose, it shall be inspected and documented on the card/log.

##### Inspection of Rope

1. Inspect rope by sight and touch. Run every inch of rope through your bare hands. Visually inspect the sheath for damage and feel for deformities in the core, which might also indicate damage. If sheath damage is discovered, inspect the area for “sheath penetration” (small fuzzy spots called “picks” are okay). If soft or mushy spots are found, inspect the core for permanent damage by “popping” the rope several times. If the soft spot remains, discard that section of the rope. Check labels on each end for accuracy and legibility. Re-label as needed. Following inspection, document the inspection and findings in the rope’s log.

##### Guidelines For Retiring Rope

1. When sheath penetration is obvious.
2. When severe shock loading has occurred.
3. When the rope has been severely overloaded, such as when used to tow vehicles, etc.
4. When the rope has been contaminated by chemicals, such as acids, chlorine, and bleach.
5. When soft, mushy or hard spots are not recoverable by “popping.”
6. When the rope reaches (6) six years of age - MANDATORY RETIREMENT from life safety use.
7. Any time there is a reasonable loss of confidence in the rope. When in doubt, throw it out.

##### Rope Storage

1. Stored rope should be protected from exposure to sunlight (ultra violet radiation), acids, dirt and grit, high temperatures and hydrocarbons such as fuels and fumes. Never store rope directly on a concrete or dirt floor.

##### Rope Washing Guidelines

1. Follow manufacturer’s recommendations which generally require clean, cool water and mild soap, such as Ivory or Woolite (never use bleach).
2. Air-dry the rope by wrapping it tightly around two poles to prevent pig tailing. Completely dry the rope, as nylon ropes lose approximately 15% of their strength when wet.
3. Use a front load washing machine with Woolite or Ivory on a cool wash, cool rinse cycle. During the rinse cycle, add one (1) cup Downy Fabric Softener to restore natural lubricants lost in washing.

##### Life Belts

1. Life belts shall meet or exceed the strength requirements of ANSI A10.14. Life belts shall be inspected after each use and not less than semi-annually in accordance with manufactures instructions.

##### Rescue Harnesses

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1. Rescue harnesses shall meet or exceed the strength requirements of ANSI. A10.14, NFPA and OSHA. Harnesses shall be inspected after each use and not less than semi-annually in accordance with manufactures instructions.

# Atmospheric Monitoring for Carbon Monoxide

## 319.1 PURPOSE AND SCOPE

Atmospheric Monitoring This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

### 319.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

## 319.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of South Whidbey Fire/EMS to mitigate the health risks associated with exposure to CO by its members and the public.

## 319.3 RESPONSIBILITIES

Duty Chief's should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a weekly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

## 319.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO. An atmospheric concentration of CO that is below 35 parts per million does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use SCBA in any atmospheric concentration of CO that is below 35 parts per million where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen.

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##### **319.5 EMERGENCY MEDICAL TREATMENT**

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

##### **319.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to the Deputy Chief, Resource once a month and retained in accordance with established records retention schedules. The log documents will serve as a history of an instrument's performance.

## Sawyer Operations

### 320.1 PURPOSE & POLICY

The purpose of this policy is to establish safe operation of District chainsaws during tree clearing operations. This policy does not specifically address the use of chainsaw during structural fire suppression operations, however, the safety guidelines apply to any use of a District chainsaw. It is the policy of South Whidbey Fire/EMS that only those firefighters that are trained in the use of a chain saw may function as a sawyer during tree clearing operations.

### 320.2 PERSONAL PROTECTIVE EQUIPMENT

The purpose of this SOP is to provide documentation on the safe use and care of Chain Saw Chaps (Chaps) as required by WAC 296-305-0713(3).

Any time a member starts, runs, or operates a chain and/or or circular saw, chaps **MUST** be worn by the operator. The only exception is when the operator is actively engaged in fire fighting operations and the use of such garments could jeopardize the safety of the operator as a result of heat or flame exposure.

Operators must also wear eye and hand protection at all times. Acceptable eye protection includes Safety glasses, goggles, or SCBA mask. Fire fighting helmet provides only limited eye protection. Operators are strongly encouraged to wear hearing protection when running the saw(s), especially for periods longer than 5 minutes.

All apparatus with either a chain saw or circular saw will have a single 36" pair of chaps.

Use:

1. All chaps are orange, 36" length embossed with a South Whidbey Fire logo.
2. Inspect chaps to ensure they are in good condition and free from any cuts, tears or defects. If any damage is discovered, remove chaps from service immediately.
3. Severe personal injury can result from contact with a rotating saw chain/blade despite the use of chaps. Chaps are NEVER a substitute for good chain/circular saw operation.
4. Chaps must be worn in such a manner that they are prevented from rotating around the legs while in use.
  - a. Securely tighten the waist strap,
  - b. Securely tighten both leg straps.

NOTE: An unfastened or loosely fitted chap provides little or no protection.

Care and Maintenance:

1. Inspect chaps to ensure they are in good condition and free from any cuts, tears or defects. If any damage is discovered, remove chaps from service immediately.

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2. Chaps may be washed in a standard washing machine and household detergent without any adverse effects on performance.
3. Hang /Air Dry chaps following washing or when wet. DO NOT USE A DRYER. Synthetic material will not mold or mildew.
4. Ensure chaps straps and buckles are fully extended prior to storage.

**320.3 CHAIN SAW OPERATION**

Chainsaws are an integral part of fire operations and must be utilized in the safest manner possible. Kickback from saw operations may result in severe or catastrophic injury to the operator. Saws shall be operated in a manner to minimize the risk of kickback. The chainsaw manufacturer's operation manual should be studied before operating any District chainsaw. Furthermore, firefighters may operate chainsaws in inclement weather, poor lighting, and on questionable footing increasing the risk of injury. All South Whidbey Fire/EMS personnel are expected to operate chainsaws in the safest manner possible.

General Safety Precautions

1. Proper PPE shall be used by all saw operators.
2. Carry the chainsaw by the handle with the muffler away from the body and the bar to the rear.
3. All District chainsaws shall be equipped with a chainbrake meeting the requirements of ANSI 175.1, *Safety Requirements for Gasoline Powered Chainsaws*.
4. Chainsaw anti-kickback devices and chainbrakes shall not be tampered with, altered, or removed.
5. Handles, chainbrakes, chains, anti-kickback devices, and covers shall be maintained for safe operation.
6. Start a saw on the ground with the chainbrake engaged. Place one foot through the handle, hold the top bar firmly, and make an even pull on the starter rope.
7. DO NOT DROP START OR START A SAW ON YOUR KNEE.
8. Adjust the engine idle speed so the chain is not moving when the saw is idling.
9. Stop the saw or engage the chainbrake when moving in the work area where hazardous conditions exist.
10. Maintain a firm grip on the saw, with both hands whenever possible, to maintain control.
11. Never use the saw above shoulder height or over reach. Cutting with the saw directly overhead is prohibited.
12. Keep the bar nose clear of objects during cutting operations to prevent kickback.
13. Avoid cutting with the bar tip and upper bar. Use extreme caution if this technique cannot be avoided.

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14. Allow the saw to cool before refueling. Saws shall be fueled in an area clear of brush and grass. Move the saw at least 10 feet from the fueling area before starting.
15. Do not operate the saw when tired. Tired sawyers have less control and are more prone to injury.
16. Operate the saw with a spotter.
17. Ensure there is a first aid kit and fire extinguisher in close proximity to the sawyer.
18. Do not approach a sawyer falling a tree closer than twice the height of the tree being cut until the faller gives a thumbs up that it is safe to approach.

#### Felling Operations

Felling trees is recognized as the most hazardous job in sawyer operations. Safety is the top priority during felling. Proper training, planning, felling techniques, safety, and common sense will result in a safe felling operation. Only those members trained in felling operations are approved for such operations on the incident scene. Sawyers shall use the following guidelines when felling trees.

1. Proper PPE shall be worn by all saw operators.
2. Clear the area around the tree of brush and other obstructions before cutting.
3. Check each tree for lean, limbs, shape, crook, wind direction, butt defects, and dead or lodged limbs.
4. Plan the tree's direction of fall.
5. Plan and identify hazards in surrounding trees that may be triggered by the falling tree.
6. Plan and clear an escape route at a 45-degree angle in the opposite direction of the planned tree fall.
7. Make a proper undercut on all trees regardless of size.
8. Do not cut a standing tree completely through in one continuous cut. Leave a sufficient wood hinge between the undercut and felling cut for kickback control.
9. Use wedges when necessary to control the fall direction.
10. Back cuts should be above the horizontal level of the undercut.
11. Cut from the escape route side of the tree. When the tree begins to fall, stop the engine or engage the chainbrake, withdraw the bar, and walk away using your escape route.
12. Do not turn your back to the falling tree and watch for falling limbs.
13. Warn fellow firefighters of the falling trees with a shout such as "timber".
14. Hazard trees or lodged trees pose a significant threat to firefighters. It is unsafe to try to cut a lodged tree and shall not be attempted. Mark any hazard tree with brightly colored surveyor's tape. Falling a tree into clear areas reduces the risk of a tree becoming lodged.

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15. Domino falling or cutting another tree to fall into a hazard tree is prohibited.
16. Use extreme caution when falling a tree during windy periods.
17. Maintain situational awareness.

#### Limbing Operations

Limbing operations pose a risk to inexperienced sawyers. Only those members trained in limbing techniques are approved for such operations on the incident scene. Sawyers shall use the following guidelines when limbing trees.

1. Proper PPE shall be worn by all saw operators.
2. Ensure footing is sound with feet in the clear.
3. Limb from the butt end to the top.
4. Stand on the uphill side of the tree when cutting on a slope.
5. Limb from the ground. Do not walk on the tree.
6. Do not limb with the bar tip to reduce the risk of kickback.
7. Be watchful of limbs on a bind as they may spring in unpredictable directions.
8. Use extreme caution when cutting "spring poles". Make several shallow cuts to release tension before cutting through.
9. Cut supporting limbs last using extreme caution. Be watchful of log roll while cutting supporting limbs.
10. When cutting large limbs, be watchful of chain binding and kickback.
11. Do not underbuck freely hanging limbs to prevent bar pinching.
12. Maintain situational awareness and maintain a safe operating distance for other operations.

#### Bucking Operations

Bucking operations pose a risk for firefighters in that logs may become unstable and roll during cutting, and the chain saw chain is operated in close proximity to the ground. Only those members training in bucking techniques are approved for such operations on the incident scene. Sawyers shall use the following guidelines when bucking trees.

1. Proper PPE shall be worn by all saw operators.
2. Plan the cuts before starting the saw.
3. Stand with legs well apart, on firm footing. Do not stand directly behind the saw to reduce the risk of injury in the event of kickback.
4. Keep legs and feet from under the saw.
5. Work from the uphill side on sloped ground.

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6. Work from the butt to the top. Never walk on the log.
7. Keep the bar tip clear and avoid using the tip for bucking.
8. Start the undercut first.
9. Avoid chain contact with rocks, gravel and the ground.
10. Do not leave a log partially cut.
11. When moving between cuts, make sure the chain is not turning and your finger is off the throttle.
12. Maintain situational awareness and maintain a safe operating distance for other operations.

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## Elevator Entrapments

### 321.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

### 321.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

### 321.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

### 321.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator).

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

- Moving the elevator car

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- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

**321.5 TRAINING**

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

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## Elevator Restrictions During Emergencies

### 322.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

### 322.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

### 322.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the Incident Commander, who shall make the final determination of whether the elevators are safe to use.

### 322.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

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# Swiftwater Rescue and Flood Search and Rescue Responses

## 323.1 PURPOSE AND SCOPE

Flood Search and RescueThe purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

## 323.2 POLICY

It is the policy of South Whidbey Fire/EMS to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

## 323.3 PROCEDURE

Upon notification of a potential water rescue incident, District members and ICOM personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- (c) Non-certified, not currently certified, non-equipped or under-equipped members may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident.

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## Wildland Firefighting

### 324.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland and urban wildfire firefighting incidents.

#### 324.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Type 1/Type 2 engine - A fire apparatus with complement of tank, pump, and hose capacity typically used for structure fire suppression activities.

Urban wildfire - An uncontained fire requiring suppression action, usually spreading through ground cover, vegetative fuels, brush, grass and landscaping, and often threatening residential and commercial structures within an urban environment with access to established roadways and water systems.

Wildland - An area in which development is essentially nonexistent, except for roads, railroads, power lines, and similar transportation facilities. Structures, if any, are widely scattered.

Wildland fire - Any nonstructure fire that occurs in the wildland.

Wildland firefighting - The activities of fire suppression and property conservation in woodlands, forests, grasslands, brush, and other such vegetation or any combination of vegetation, that is involved in a fire situation but is not within buildings or structures.

Wildland urban interface - The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

### 324.2 POLICY

It is the policy of the South Whidbey Fire EMS to provide wildland fire or urban wildfire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The district will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

### 324.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the South Whidbey Fire EMS it is the responsibility of the Incident Commander to assess the potential for the fire to extend into either State Responsibility Area (SRA) or Federal Responsibility Area (FRA) lands.

If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the Washington State Department of Natural Resources or the U.S. Forest Service (USFS) of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Duty Chief, the Operations Deputy Chief, and the Fire Chief.

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the South Whidbey Fire EMS it is also the responsibility of the Incident Commander to assess the potential for the

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fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Dispatch to notify the appropriate jurisdiction.

#### **324.4 WILDLAND FIRE OPERATIONS**

##### **324.4.1 STRUCTURE PROTECTION ASSIGNMENTS**

When engine companies are assigned to perform structural protection at wildland fires or urban wildfires, members operating Type 1 or Type 2 engines will carry structural PPE on their assigned apparatus and utilize structural PPE while engaged in interior firefighting activities.

In the event of a structure fire at a wildland fire incident, members of the South Whidbey Fire EMS shall not perform interior structural firefighting while wearing wildland PPE (WAC 296-305-07012).

##### **324.4.2 WILDLAND APPARATUS SAFETY**

When driving and/or operating apparatus specifically designed for suppression of wildland fires, all members should maintain heightened situational awareness toward the current and expected fire behavior. Escape routes and safety zones should be updated periodically to prevent the need to use the apparatus for primary protection from heat and smoke.

In certain circumstances, the apparatus may be used to provide primary protection for the crew in the event of unexpected fire behavior or action that place the crew in a position of being exposed to heat or smoke (WAC 296-305-07014).

Members of the District operating wildland fire apparatus should drive at a speed appropriate for the conditions. Considerations for determining the appropriate speed should include but may not be limited to the following (WAC 296-305-07014):

- (a) The particular type of wildland attack method being utilized.
- (b) Road condition and terrain.
- (c) Weather conditions.
- (d) Limitations and specifics of the apparatus, including ground clearance.
- (e) Whether personnel are positioned in wildland enclosures.

The considerations for appropriate speed while operating an apparatus at a wildland fire or urban wildfire do not relieve a driver from the duty to drive with due regard for the safety of all persons in all conditions or protect the driver from the consequences of his/her reckless disregard for the safety of others.

##### **324.4.3 AIRCRAFT OPERATIONS**

Members operating at wildland fires shall adhere to district guidelines when operating in coordination with aircraft. These guidelines include, but are not limited to, the following (WAC 296-305-07015):

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- (a) Whenever fixed-wing and/or rotary wing aircraft are utilized, qualified members trained in air operations management shall be assigned by the Incident Commander or Operations Section Chief.
- (b) Prior to the initiation of air operations, all personnel operating in close proximity to an air drop shall be notified.
- (c) Members shall not operate in areas where it could be reasonably expected they may be hit with suppressants from aircraft.
- (d) Positive radio communications shall be maintained between ground personnel and aircraft in the event of an emergency.
- (e) Members assigned to ride in rotary aircraft shall be briefed in the correct approach, riding and off-loading procedures for the particular type of aircraft.

**324.4.4 AIRCRAFT OPERATIONS**

Members operating at wildland or urban wildfire incidents shall adhere to district guidelines when operating in coordination with aircraft. These guidelines include but are not limited to the following (WAC 296-305-07008):

- (a) Whenever fixed-wing and/or rotary wing aircraft are utilized, qualified members trained in air operations management shall be assigned by the Incident Commander or Operations Section Chief.
- (b) Prior to the initiation of air operations, all personnel operating in close proximity to an air drop shall be notified.
- (c) Members shall not intentionally operate in areas where it could be reasonably expected they may be hit with suppressants from aircraft.
- (d) Positive radio communications shall be maintained between ground personnel and aircraft.
- (e) Members assigned to ride in rotary aircraft shall be briefed in the correct approach, riding, and off-loading procedures for the particular type of aircraft.

# Carbon Monoxide Detector Activations

## 325.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

## 325.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of South Whidbey Fire/EMS to respond to all reports and alarms indicating the presence of carbon monoxide and mitigate the health risks associated with exposure to CO by its members and the public.

## 325.3 RESPONSIBILITIES

### 325.3.1 DISPATCH RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

### 325.3.2 ARRIVING UNITS

Arriving units should establish Incident Command System (ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Evaluate the situation through interviews prior to entering the building.
- (b) Assess airflow ventilation conditions and general building conditions.
- (c) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
  1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy.
- (d) Have face pieces on and air flowing:
  1. If occupants are displaying symptoms of CO poisoning (and confirm medical aid response).
  2. Whenever information is inadequate to rule out toxic levels of CO.

### 325.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the detector to ensure that it is a CO detector and is in good condition.

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- (c) Determine if the detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carries a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
  - 1. If the source is a vehicle or open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
  - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
    - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
    - (b) Do not attempt to repair or alter an appliance or heating unit.
  - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
  - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
  - 1. Consider requesting a response by the gas company, whether it is necessary to leave the scene prior to arrival of the gas company or whether the occupants should be advised to remain out of the building until a gas company representative arrives.
  - 2. Complete any required property notification and provide a copy to the property owner or tenant.

## Child Abuse Reporting

### 326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (RCW 26.44.030).

#### 326.1.1 DEFINITIONS

Definitions related to this policy include (RCW 26.44.020):

Child - Any person under the age of 18 years of age.

Child Abuse - An injury to a child which causes harm to the child's health, welfare or safety, excluding lawful discipline, or the negligent treatment or maltreatment by a person who is responsible for, or providing care to, a child. Abuse includes neglect, abandonment, sexual abuse and sexual exploitation.

### 326.2 POLICY

It is the policy of South Whidbey Fire/EMS to report suspected child abuse to local law enforcement.

### 326.3 MANDATORY NOTIFICATION

All members of South Whidbey Fire/EMS are responsible for the timely and proper reporting of suspected child abuse. Firefighters, paramedics, EMTs and all other South Whidbey Fire/EMS members certified under RCW 18.71.205 and WAC 246-976-144 are designated as mandated reporters (RCW 26.44.030).

Notification shall include the following, if known (RCW 26.44.040):

- (a) The name, address and age of the child.
- (b) The name and address of the child's parents, stepparents, guardians or other persons having custody of the child.
- (c) The nature and extent of the alleged injury or injuries.
- (d) The nature and extent of the alleged neglect.
- (e) The nature and extent of the alleged sexual abuse.
- (f) Any evidence of previous injuries, including the nature and extent of the injury.
- (g) Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

The Division Chief, EMS should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or the Department of Social and Health Services.

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If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse by a mandated reporter is a gross misdemeanor and may also result in discipline (RCW 26.44.080).

**326.4 CONFIDENTIALITY**

Reports of child abuse are confidential and will only be released in accordance with the Release of Records and Public Records Act Policy (RCW 26.44.031(1)).

## Adult Abuse

### 327.1 PURPOSE AND SCOPE

This policy provides members of South Whidbey Fire/EMS with guidance regarding their role in the detection of and intervention in incidents of adult abuse.

#### 327.1.1 DEFINITIONS

Definitions related to this policy include (RCW 74.34.020):

Adult abuse - The willful action or inaction that inflicts injury, unreasonable confinement, intimidation, or punishment on a vulnerable adult. It includes sexual abuse, mental abuse, physical abuse, exploitation, and neglect. A vulnerable adult includes persons who:

- (a) Are 60 years of age or older with the functional, mental, or physical inability to care for themselves.
- (b) Have a legal guardian per RCW 11.130.005 et seq.
- (c) Have a developmental disability per RCW 71A.10.020.
- (d) Live in a long-term care facility.
- (e) Receive in-home services or services from a personal aide.

### 327.2 POLICY

It is the policy of South Whidbey Fire/EMS to report adult abuse to the Department of Social and Health Services (DSHS) and local law enforcement.

### 327.3 MANDATORY NOTIFICATION

Firefighters, paramedics, EMT I and II and other district members certified under RCW 18.71.205 are designated as mandated reporters (RCW 74.34.020).

A mandated reporter of this district shall immediately notify DSHS and law enforcement of any suspected adult abuse. The medical examiner or coroner shall also be notified in case of a death that may be related to adult abuse (RCW 74.34.035).

Notification shall include, if known (RCW 74.34.035):

- (a) The name and address of the person making the report.
- (b) The name and address of the vulnerable adult and the name of the facility or agency providing care of the vulnerable adult.
- (c) The name and address of the legal guardian or alternate decision maker.
- (d) The nature and extent of the abandonment, abuse, financial exploitation, neglect or self-neglect.
- (e) Any history of previous abandonment, abuse, financial exploitation, neglect or self-neglect.

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- (f) Identity of the alleged perpetrator, if known.
- (g) Other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect or the cause of death of a deceased vulnerable adult.

The district EMS supervisor should be notified as soon as practicable and a record of the written report should be retained.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (RCW 74.34.053).

**327.4 REQUESTS FOR INFORMATION**

Reports of adult abuse are confidential and will only be released in accordance with the Release of Records Policy (RCW 74.34.095).

## Hazardous Materials Response

### 328.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

### 328.2 POLICY

It is the policy of South Whidbey Fire/EMS to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents.

### 328.3 RESPONSIBILITIES

All hazardous materials responses should be managed using the National Incident Management System (NIMS) in accordance with WAC 296-824 standards for emergency response (WAC 296-305-03002(9); WAC 296-305-05000).

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at hazardous materials incidents (WAC 296-824-100 et seq.):

- (a) All members operating at hazardous materials incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation (WAC 296-824-300).
- (b) All members shall be trained and qualified in the care, use, inspection, maintenance, and limitations of equipment and personal protective equipment (PPE) specific to the incident (WAC 296-305-03002; WAC 296-824-60005).
- (c) Written procedures shall be in place outlining the operational level of the District at hazardous materials incidents and the type of rescue operations the District plans to perform (WAC 296-824-20005).
- (d) Written incident response plans shall be in place for hazardous materials, including the use of multi-agency teams and specific resource requirements (WAC 296-824-20005).
- (e) An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate, and correct hazardous conditions or unsafe practices (WAC 296-824-20005).

#### 328.3.1 INITIAL ACTIONS

Information should be provided by Dispatch to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak), and any known dangerous properties of the materials.

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The first arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command, and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include but are not limited to the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

#### **328.4 INCIDENT ACTION PLAN**

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on the safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

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When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- (a) ICS-201 Incident Briefing.
- (b) ICS-202 Incident Objectives.
- (c) ICS-203 Organization Assignment List.
- (d) ICS-204 Assignment List.
- (e) ICS-205 Incident Radio Communications Plan.
- (f) ICS-206 Medical Plan.
- (g) ICS-207 Incident Organization Chart.
- (h) ICS-208 Safety Message/Plan.

#### **328.5 RESOURCE CONSIDERATIONS**

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Activation of local or regional Department of Emergency Management (DEM) agencies for assistance.
- (d) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) District public works and roads departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area (WAC 296-305-03002).

#### **328.6 NOTIFICATIONS**

Managing the response to a hazardous materials incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

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- (a) The public, media, and other affected entities, such as schools and businesses (RCW 28A.320.125)
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and DEM personnel
- (d) Washington State Department of Ecology
- (e) United States Coast Guard
- (f) United States Environmental Protection Agency National Response Center
- (g) Washington State Department of Transportation

## Scene Preservation

### 329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 329.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

### 329.2 POLICY

It is the policy of South Whidbey Fire/EMS to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

### 329.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

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- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

**329.4 ENTERING SCENES**

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

**329.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

**329.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

**329.5 PRESERVATION OF EVIDENCE AT CRIME SCENES**

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

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In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

#### **329.6 MEDICAL SUPPLIES AND DEBRIS**

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

## Disposition of Valuables

### 330.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

### 330.2 POLICY

South Whidbey Fire/EMS will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

### 330.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report, the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

## Chaplain Policy

### 331.1 PURPOSE AND SCOPE

This policy establishes the guidelines for South Whidbey Fire/EMS chaplains to provide counseling or emotional support to members of the South Whidbey Fire/EMS, their families and members of the public.

### 331.2 POLICY

South Whidbey Fire/EMS shall ensure that South Whidbey Fire/EMS chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

### 331.3 ELIGIBILITY

Requirements for participation as a chaplain for South Whidbey Fire/EMS may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (b) Managing his/her household, family and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling or ministry experience.
- (f) Being in good health.
- (g) Possessing a valid driver license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

### 331.4 RECRUITMENT SELECTION AND APPOINTMENT

South Whidbey Fire/EMS shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by South Whidbey Fire/EMS.

All applicants shall be required to meet and pass the same pre-employment procedures as South Whidbey Fire/EMS members before appointment with the exception of any entry level firefighter knowledge or physical agility tests.

#### 332.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with South Whidbey Fire/EMS policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist South Whidbey Fire/EMS in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with South Whidbey Fire/EMS members before and during the selection process.

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**332.4.2 SELECTION AND APPOINTMENT**

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Fire Chief and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the South Whidbey Fire/EMS Board of Commissioners, or their authorized designee.

**331.5 IDENTIFICATION AND UNIFORMS**

As representatives of South Whidbey Fire/EMS, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplains will be issued South Whidbey Fire/EMS identification cards, which must be carried at all times while on-duty. The identification cards will be the standard South Whidbey Fire/EMS identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other South Whidbey Fire/EMS property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the South Whidbey Fire/EMS.

**331.6 CHAPLAIN COORDINATOR**

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within South Whidbey Fire/EMS, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

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The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

**331.7 OPERATIONAL GUIDELINES**

Chaplains assist South Whidbey Fire/EMS, its members and the community as needed. Assignments of chaplains will usually be to augment the Operations Division, but chaplains may be assigned to other areas within South Whidbey Fire/EMS as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of South Whidbey Fire/EMS.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of South Whidbey Fire/EMS or the public into a religious affiliation while representing themselves as chaplains with the South Whidbey Fire/EMS. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the South Whidbey Fire/EMS.

**332.7.1 COMPLIANCE**

Chaplains are volunteer members of South Whidbey Fire/EMS and, except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

**332.7.2 OPERATIONAL GUIDELINES**

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- (a) Chaplains will be asked to be available for call on an as-needed basis.
- (b) Chaplains operating at emergency incidents or large-scale South Whidbey Fire/EMS events shall operate within and as part of the Incident Command System (ICS) at all times, including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.
- (c) Each chaplain should serve with South Whidbey Fire/EMS a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplains shall be permitted to ride with members during any shift and observe South Whidbey Fire/EMS operations or training sessions, provided the on-duty Chief Officer (300) has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of South Whidbey Fire/EMS.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplains shall serve only within the jurisdiction of South Whidbey Fire/EMS unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

#### 332.7.3 ASSISTING SOUTH WHIDBEY FIRE/EMS MEMBERS

The responsibilities of a chaplain related to South Whidbey Fire/EMS members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

#### 332.7.4 ASSISTING SOUTH WHIDBEY FIRE/EMS

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The responsibilities of a chaplain related to South Whidbey Fire/EMS include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.
- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of South Whidbey Fire/EMS.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of South Whidbey Fire/EMS members.
- (e) Attending South Whidbey Fire/EMS functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of South Whidbey Fire/EMS.

**332.7.5 ASSISTING THE COMMUNITY**

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and South Whidbey Fire/EMS.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

**332.7.6 CHAPLAIN MEETINGS**

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

**331.8 PRIVILEGED COMMUNICATIONS**

No person who provides chaplain services to members of South Whidbey Fire/EMS may work or volunteer for South Whidbey Fire/EMS in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not

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subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any South Whidbey Fire/EMS member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

**331.9 TRAINING**

The South Whidbey Fire/EMS may establish a minimum number of training hours and standards for South Whidbey Fire/EMS chaplains. The training, as approved by the Training Division Chief, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for South Whidbey Fire/EMS members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death

Sensitivity and diversity

## Traffic Collisions

### 332.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

### 332.2 POLICY

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, contributing factors and implementing corrective measures when appropriate.

### 332.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic collision in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Duty Chief of traffic collisions.

Once notified of a traffic collision, the Duty Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

### 332.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

#### 332.4.1 COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
  - 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
  - 2. Minor damage to district property or vehicles.
  - 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
  - 1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.

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2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the [Department/Agency] or major damage to district property.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member of this district.
  2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

#### 332.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Duty Chief or respective manager for Level I collisions.

Level II and Level III collisions will be reviewed by a Duty Chief or respective manager and a Deputy Chief selected by the appropriate Deputy Chief, a designated safety and health officer or risk manager and a labor representative of the involved member. The Duty Chief or manager is the team leader.

#### 332.5 COLLISION REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I collisions will be submitted through the chain of command to the Deputy Chief in charge of the involved member. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or Deputy Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Public Records Officer for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team, the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility.

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Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Duty Chief should recommend that the matter be submitted for the initiation of possible administrative action.

Reports will be submitted through the chain of command to the Deputy Chief in charge of the involved member. Reports involving death, injury or major damage will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or Deputy Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Public Records Officer for filing.

**332.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION**

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (RCW 46.52.080).

## Conducting Personal Business While On Duty

### 333.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for conducting personal business while on duty by volunteers and career staff.

### 333.2 POLICY

It is the policy of South Whidbey Fire/EMS to allow limited personal business to be conducted by volunteers and career staff while on duty. It is noted that volunteers give their time to the District during their days off and before or after their work schedule. As a result, the District will allow more leeway to volunteers in the application of this policy. When circumstances allow, all companies may be permitted to conduct limited personal business.

### 333.3 PROCEDURE

Personal business may be permitted under the following circumstances:

- a. All companies shall remain in service.
- b. Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- c. Companies shall conduct business within their initial response area or at the closest store approved by the Duty Officer.
- d. Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- e. Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- f. One crew member shall remain with the unit at all times for purposes of apparatus security, response readiness and public/community outreach. MERV operators shall secure the vehicle prior to entering a business.
- g. Apparatus shall not be parked in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.
- h. It must be understood that conducting personal business with District resources is highly visible and open to citizen interpretation. All members must understand that conducting personal business excessively is not permitted.
- i. Personal business by career personnel while on duty is generally prohibited, except as authorized by the Duty Officer for special circumstances.

## Chapter 4 - Fire Prevention

## Fire Inspections

### 400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire and panic safety codes through periodic inspection within South Whidbey Fire EMS's jurisdiction.

### 400.2 POLICY

The South Whidbey Fire EMS is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the Office of the State Fire Marshal (OSFM), published in the Fire Code, and any other regulations or ordinances that have been formally adopted by the District for the prevention of fire or the protection of life and property against fire.

### 400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the South Whidbey Fire EMS's jurisdictional boundaries. The inspection program will comply with the Fire Code and any local amendments or ordinances specific to the District. The District fire inspection program will be administered by the Investigations Section under the responsibility of the Fire Marshal.

### 400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

#### 400.4.1 JAILS

The Fire Chief should indicate in writing to the Department of Corrections or chief law enforcement officer that jail and detention facility inspections will be conducted by the South Whidbey Fire EMS.

Jail or detention facility inspections should be performed in compliance with applicable code, regulation or as adopted by the District and the minimum standards pertaining to fire and life-safety as adopted by the Board of Corrections.

Reports of all jail or detention facility inspections should be submitted to the facility manager of the jail or detention facility, the local governing body, and the Board of Corrections within 30 days of the inspection.

#### 400.4.2 APARTMENTS, HOTELS AND MOTELS

All occupancies other than one-and-two family dwellings should be inspected annually for compliance with building standards and fire code requirements.

#### 400.4.3 SCHOOLS

The South Whidbey Fire EMS should inspect every building used as a public or private school in the district's jurisdiction not less than once each year.

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##### **400.4.4 HIGH-RISE BUILDINGS**

The South Whidbey Fire EMS should annually inspect all high-rise structures in its jurisdiction for compliance with the Washington State Building Code and other regulations or ordinances adopted by the District. The definition of a high-rise structure is located in the High-Rise Incident Management Policy.

##### **400.5 HAZARDOUS OCCUPANCIES**

Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the Fire Code as well as the accuracy of any required Hazardous Materials Business Plan. Facilities that are required to submit a Hazardous Materials Business Plan should be inspected no less frequently than once every three years.

##### **400.6 RIGHT OF ENTRY**

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (Fire Code; WAC 51-54A-003 et seq.).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

##### **400.7 INSPECTION FEES**

The District shall charge any fire inspection fees adopted by the District. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged.

###### **400.7.1 RE-INSPECTION FEES**

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the District may be assessed.

## Pre-Fire Planning

### 401.1 PURPOSE

The purpose of this SOP is to provide accurate building and facility pre-fire information assisting the Incident Commander in managing an emergency incident. This information is intended to provide a greater level of safety for firefighters, provide an increased chance of survival for citizens, and to limit property loss.

South Whidbey Fire/EMS shall provide comprehensive building plan drawings and pertinent emergency information on specifically targeted buildings (those over 10,000 square feet or with a special hazard) within the South Whidbey area to assist the Incident Commander in managing emergencies within the structure.

### 401.2 PRE-FIRE PLANNING PROCEDURES

#### Procedure

The SWFE pre-fire plan program shall be managed by the Operations Chief. The Operations Chief is responsible to:

Request within the budget process the funding needed to accomplish the goals and objectives.

Maintain an updated list in priority order of pre-fire assignments to be completed.

Train Duty Crew personnel on how to use the pre-fire plan data sheet and draw rough field drawings.

Maintain and update all new information and drawings into the field units.

Maintain pre-fires in a consistent format.

Duty Crew is assigned as the pre-fire planners and will be responsible to:

Assure all pre-fires assignments are completed.

Assure the data sheet is properly completed and the rough field drawings are drawn.

Forward the data sheet to the Review/Input Designees (RID) for entry into MS Visio.

Review/Input Designees (RIDs) are duty crew personnel trained in MS Visio drawing. RIDs must be approved by the SpSvc Chief. RIDs are responsible to:

Approve and submitted data sheets and rough field drawings.

Input pre-fire plans into MS Visio using approved format.

Train duty crew personnel who are interested in being a RID on the usage of MS Visio and the approved pre-fire plan format.

Pre-fire information will be collected year round by all duty crew personnel. One pre-fire plan shall be assigned every Wednesday. When assigned, the pre-fire will be completed to include

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all information on the data sheet and the required information for the rough field drawing of the building. This information will then be sent to RID for review of data and drawn into MS Visio.

#### Information Management and Data Collection

Data collected (i.e., business name, address, building, information, etc.) shall be recorded on the data sheet by the assigned company, and forwarded to RIDs for review and data entry.

#### Drawings

The drawing program used to electronically draw pre-fire drawings shall be created utilizing MS Visio software with the adopted “drawing template”. All “symbols” shall be utilized from the pre-set “SWFE symbol” file located within this program.

All questions concerning pre-fire plan drawings should be directed first to the SpSvc Chief. The complex nature of some buildings will require clarifications to avoid errors in drawings.

Depending on the complexity of the building, pre-fire plans may be drawn in two phases:

Phase I. Basic information for the first due units on a block/plot plan. An overall area view that will help during the response, staging, initial strategy and tactic, and assignment of apparatus in an emergency. Site plans shall include all applicable exterior building information as follows:

1. All exterior walls. Orient the building with the “A” side at the bottom of the drawing. For clarification, the “A” side will be the main entrance or, in large complexes, the side facing the addressed street. All four sides of the building shall be identified with their respective phonetic label. The north arrow shall be placed in the upper left hand corner within the border of the drawing. Place all streets and cross streets on drawing.
2. All exterior doors.
3. Main corridor egress routes and stairways.
4. The three closet fire hydrants with the corresponding identification numbers and distances to the main building.
5. All fire department connections and controls (i.e. sprinkler, standpipe, OS&Y, PIV, etc.).
6. Main utility shut-offs present (i.e., gas, water, electrical).
7. Rapid access key box, key switch, and/or padlock.
8. Alarm panel and remote enunciator location.
9. Fire Wall locations.
10. Hazards present; Loaded lightweight roof, hazmat location, any safety concerns. All structures located within one hundred (100) feet including building outlines, names, and distances.
11. Elevation photos – each plan will include a digital photo for each “elevation” (side) of the building.

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Phase II. All of the Phase I information plus the floor plan shall include a building-by-building, floor-by-floor view of all levels of the structure. Floor plans shall be placed in order according to the drawing "template" and shall include the following applicable information:

1. All interior walls.
2. All two and four hour fire walls.
3. All fire alarm and sprinkler zones identified.
4. Label all function areas (i.e., storerooms, kitchen, office, suite number, etc.).
5. Attic and roof access.
6. Primary and secondary utility shut-offs, if not shown on the site plan.
7. Sprinkled and non-sprinkled symbols should only be used if a building has sprinkled and non-sprinkled areas. The symbols would then be used to show where the two areas are separated.
8. Any other information deemed critical for command and control of an emergency at the building.

The Phase I aspect of the pre-fires drawings will be accomplished first. Phase II will be developed as time allows.

#### Data Access and Use

Data access will be available through mobile data terminals.

It is the intent for pre-fire plans to be available for use during all emergencies, walk-throughs, inspections, and training exercises involving commercial buildings within South Whidbey. This will help to familiarize all personnel with the pre-fire plan of each building and to add or update pertinent information. The Operations Chief shall be notified of any errors noted. Also, hard copies shall be available to stations of buildings in their areas.

#### Data Updates and Maintenance

Mobile data terminal updates will occur as needed by the program manager in charge of pre-fire planning.

#### Notification of New Buildings

The Operations Chief shall notify the Duty Crew of any new, remodeled, or occupancy changes within buildings.

### **401.3 PRE-FIRE SURVEY FORM**

## Permits

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Fire Code and local ordinances.

### 402.2 POLICY

In order to provide for the safety of the community, it is the policy of South Whidbey Fire/EMS that permit requirements are appropriately observed and enforced.

### 402.3 PROCEDURE

An inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel, or set aside any of the provisions of the Fire Code or other applicable regulations (Fire Code; WAC 51-54A-003 et seq.).

#### 402.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including but not limited to the following (Fire Code; WAC 51-54A-003 et seq.):

- A site plan showing the location of storage, use, handling, or processes associated with the permit
- The floor plan approved by the South Whidbey Fire EMS depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards
- A current Hazardous Materials Emergency Plan, if applicable
- A chemical classification inventory, if applicable

#### 402.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the District governing body and are applicable to each permit application.

#### 402.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon a showing of good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy, or use shall require a new permit.

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced (Fire Code; WAC 51-54A-003 et seq.).

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All permits shall bear the signature of the Fire Chief or the authorized designee and contain a general description of the operation or occupancy and its location (Fire Code; WAC 51-54A-003 et seq.).

#### **402.4 SITE REQUIREMENTS**

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code; WAC 51-54A-003 et seq.).

#### **402.5 SUSPENDED OR REVOKED PERMITS**

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

#### **402.6 REQUIRED OPERATIONAL PERMITS**

Permits are generally required for all items, locations, and activities as described in the Fire Code (WAC 51-54A-003 et seq.).

## Code Enforcement

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which South Whidbey Fire/EMS will enforce Island County fire and life safety codes during inspections, as required by the "Interlocal Agreement Between Island County and Fire Districts Relating To Fire Inspection Services".

An Interlocal Agreement has been established between Island County Fire Districts and Island County to allow Fire Districts to perform fire inspections on behalf of the County as the approved agencies acting for the Island County Building Official, in accordance with the provisions of the IFC, Section 106.2 and Island County Code, Chapter 14.03A.

### 403.2 POLICY

It is the policy of South Whidbey Fire/EMS to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

### 403.3 RESPONSIBILITIES

The overall responsibility in Island County for fire inspections rests with the Island County Building Official. By its agreement with Island County Fire Districts, certain responsibilities have been established. Shared and individual responsibilities are contained within this policy.

#### 403.3.1 SHARED RESPONSIBILITIES

The following are joint responsibilities for the Fire Inspection Services Program:

1. An annual review of the fire inspection services will be conducted each March to evaluate the effectiveness of the program for the preceding year, to identify any potential amendments to the Interlocal Agreement that are necessary, and to evaluate whether additional resources or training are necessary to support the process.
2. Recommendations from the annual review will be presented to the Island County Commissioners and Fire District Board by the Fire Chief and County Building Official.
3. Annual reports shall be submitted to each agency to ensure accountability.
4. All records and documents associated with fire inspection services are considered public records pursuant to Chapter 42.56 RCW, and shall be maintained and released as such.
5. The County and Fire District will maintain uniform forms for fire inspections.

#### 403.3.2 COUNTY RESPONSIBILITIES

County responsibilities include:

1. The County shall pay each Fire District for the services described herein the amount of 70% of the fire inspection fees actually received by the County for each occupancy inspected by each Fire District, payable in quarterly installments at the end of each quarter.

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2. The County shall not relinquish enforcement powers pursuant to Island County Code, including enforcement of the International Fire Code.
3. The County shall continue to be responsible for the issuance of all required permits or certificates under the Building Code and International Fire Code.
4. When a notice of violation is forwarded to the County by the Fire District, the County shall investigate within 30 days.
5. The County Building Official shall provide a list of permits issued by the County within each fire district to that fire district.

#### 403.3.3 FIRE DISTRICT RESPONSIBILITIES

Fire District responsibilities include:

1. The District will perform inspections as the approved agency acting for the County's Building Official in accordance with the terms and provisions of the International Fire Code, as adopted by the County.
2. The District will inspect the following classes of occupancies, buildings, or structures:
  - a. Occupancy groups A (Assembly), B (Business), E (Education), F (Factories), H (Hazardous), I (Institutional), M (Mercantile), R-1 (Transient Residential), R-2 (Long Term Residential), R-4 (Day Care), and S (Storage).
  - b. Occupancy group LC (Licensed Care), Child Day Care Facilities, and Adult Family Homes, pursuant to the state building code classifications.
  - c. Buildings or structures in which Home Industries (as defined by Chapter 17.03 ICC) are conducted. The Home Industry defined as a Bed and Breakfast Inn (accommodations with 3 or more guest rooms are included for purposes of fire inspection services. The Home Occupation defined as a Bed and Breakfast Room is exempt from required fire inspections.
  - d. The Building Official may also exempt from fire inspection any establishments or occupancy groups inspected by the State Fire Marshal.
3. Fire inspections shall be performed annually or when advised by the County of the need for an inspection or a change of business use. The District will make one re-inspection when required. Additional re-inspections that may be necessary shall be the responsibility of and coordinated with the County Building Official. The County shall notify the Fire District of the outcome of addition compliance inspections within 30 days. The Fire Districts acknowledge that the Planning and Community Development Department does not track changes in ownership and that Island County does not issue business licenses.
4. Any actions that may be required for code compliance will be referred to the County for enforcement.
5. The District will check for permits or certificates required by the International Fire Code during routine maintenance inspections. When necessary, the Districts will notify the County Building

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Official of any such expired or missing permits or certificates. The County Building Official shall provide a list of permits issued to the Fire District.

6. The District will collect the owner and billing information at the time of conducting inspections.
7. With approval of the Fire Chief, the District shall provide “courtesy” inspection upon the request of property owners for the purpose of recognizing potential fire hazards in residences.
8. The District shall notify the County of any complaints regarding potential fire hazards found on private property and shall coordinate compliance actions through the County, wherever applicable.
9. The Fire District shall provide copies of all fire inspections and associated records to the County within 5 business days.
10. The District shall provide the County with an annual summary report of fire inspection services.

#### **403.4 PROCEDURE**

South Whidbey Fire/EMS may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Island County Building Official as soon as practicable.

##### **403.4.1 INITIAL INSPECTIONS**

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and the type of violation (Fire Code; WAC 51-54A-003 et seq.).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

##### **403.4.2 RE-INSPECTIONS**

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

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##### 403.4.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

##### 403.4.4 FINAL NOTICES

A final notice, issued by the Island County Building Official, may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

##### 403.4.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued by the Island County Building Official. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action.

## Alternative Materials and Methods Requests

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Fire Code.

#### 404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods (AMM) request - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

### 404.2 POLICY

It is the policy of South Whidbey Fire/EMS that requests for AMM shall be evaluated by the Island County Building Official or the authorized designee for compliance with the Washington Fire Code. All citizen requests for consideration of AMM shall be referred to the Island County Building Department.

## Maximum Occupancy - Overcrowding

### 405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding.

### 405.2 POLICY

It is the policy of South Whidbey Fire EMS to protect the safety of the public through enforcement of the Fire Code regarding occupancy overcrowding.

### 405.3 ENFORCEMENT

Any member of the District, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied (Fire Code; WAC 51-54A-003 et seq.).

The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

#### 405.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Duty Officer for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

#### 405.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by dispatch after hours shall be routed to the appropriate on-duty Duty Chief. Depending upon the urgency of the complaint, the Duty Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

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##### 405.3.3 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life safety hazard should be investigated and abated as necessary, in accordance with established procedures. The results of the investigation shall be forwarded to the Island County Building Official who shall issue a warning letter to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

##### 405.3.4 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued by the Island County Building Official, in accordance with Island County procedures.

## Fireworks Displays

### 406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life safety procedures and practices are followed. The policy also outlines South Whidbey Fire/EMS standards for the storage and disposal of illegal fireworks.

### 406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of South Whidbey Fire EMS to observe the Washington fireworks law and follow the regulations prepared by the Office of the State Fire Marshal (OSFM) governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections. The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

### 406.3 PROCEDURE

Applications for a local permit for public fireworks displays shall be made in writing at least 10 days prior to the proposed display. Applications shall be submitted to the South Whidbey Fire EMS in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (RCW 70.77.260; WAC 212-17-270).

When applying for a public fireworks display permit, an applicant shall submit information and evidence to the South Whidbey Fire EMS that includes (WAC 212-17-270):

- (a) The name of the organization sponsoring the display, the names and pyrotechnic operator license numbers of persons actually in charge of the display and the name of at least one experienced assistant.
- (b) The date and time the display is to be held.
- (c) The exact location planned for the display.
- (d) The size and number of all fireworks to be discharged including the number of set pieces, shells and other items. Shells shall be designated by diameter specifying single, multiple break or salute.
- (e) The manner and place of storage of all fireworks prior to, during and after the display.
- (f) A diagram of the grounds on which the display is to be held showing:
  1. The point at which the fireworks are to be discharged.
  2. The location of all buildings, roads and other lines of communication.

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3. The lines behind which the audience will be restrained.
- (g) The location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
- (h) Documentary proof of surety bond.
- (i) Documentary proof of public liability insurance.
- (j) State Fire Marshal's general display license for public display of fireworks.
- (k) The name and resale license number of the wholesaler who supplied all of the items used in the display.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner, approving the event and holding the South Whidbey Fire EMS, its officers and the District harmless for any damages or liability.

**406.3.1 PLANS**

A fully dimensioned plot plan shall be included with the application that shows:

- (a) The location of the display set-up and the location, including the distance of the firing box from the display.
- (b) All access roads, including road width, hydrant locations and ingress and egress points.
- (c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

**406.3.2 INSPECTIONS**

- (a) All district personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the following requirements:
  1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
  2. A water container for duds or misfired shells shall be available on the site.
  3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
  4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.

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5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
  6. If mortar racks are used, they shall be stable and secure.
  7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
  8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
  9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
  10. No smoking is permitted in firing or display areas.
  11. During the electrical firing, no one is allowed to enter the firing area of the display.
  12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
  13. A continuity test shall be conducted prior to the test fire.
- (b) The inspection will include, but is not limited to:
1. Verification of proper pyrotechnics operator licensing of operator and pyrotechnics technician licensed assistants.
  2. Verification of identification and age of all unlicensed assistants.
  3. Inspection and inventory of fireworks shells to be discharged.
  4. Inspection of racks to determine proper spacing and bracing.
  5. Inspection of mortars used to fire aerial shells.
  6. Inspection of ready boxes.
  7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an South Whidbey Fire EMS inspector.
  8. Inspection of any other components of the display as deemed appropriate by the inspector.

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#### **406.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS**

Any fireworks seized pursuant to RCW 70.77.435, WAC 212-17 et seq., or other local code or ordinance shall be stored in a manner approved by South Whidbey Fire EMS Fire Chief until relinquished to the OSFM for destruction.

The Island County Sheriff or the authorized designee shall notify the OSFM as soon as practicable after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the OSFM. Seized fireworks shall be disposed of in accordance with the provisions of RCW 70.77.440.

- (a) Routine seizures (quantities that are temporarily manageable):
  - 1. Inventory, randomly sample and photograph the seized fireworks.
  - 2. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
  - 3. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
  - 4. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
  - 5. The following items should not be included:
    - (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
    - (b) Trash (including expended fireworks, lighters and matches)
    - (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
    - (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items
- (b) Seizures that require immediate assistance (quantities that exceed the capability of the Island County Sheriff's Office/South Whidbey Fire EMS to manage):
  - 1. Contact the Washington State Patrol, who will assist with arranging for temporary storage.
  - 2. Inventory, randomly sample and photograph the seized fireworks.
  - 3. Complete the necessary report and forward it to the appropriate authority.
  - 4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

The Island County Sheriff's Office may remain as the lead agency responsible for prosecuting any case involving fireworks seized.

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##### 406.4.1 FEES

South Whidbey Fire/EMS may collect fees in an amount sufficient to cover all legitimate costs for retail sales and fireworks display permits if authorized by city or county ordinance (RCW 70.77.555).

## Fire Watch Services

### 407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable or in the event of an excessive number of accidental activations.

#### 407.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the District in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A system of trained, on-site fire guards who notify South Whidbey Fire EMS and the occupants of a building if a fire occurs. Fire watch may be conducted by district personnel.

High life-risk occupancy - Hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

### 407.2 POLICY

It is the policy of South Whidbey Fire/EMS that any time the District is notified that required fire protection or detection systems are inoperable, the District will, where required, ensure appropriate measures are taken to protect building occupants.

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair and demolition.

### 407.3 RESPONSIBILITIES

The Duty Chief or the authorized designee shall make a determination whether the location has a high life-risk occupancy, and if so, immediately implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch.

- (a) The owner or the authorized designee shall immediately notify South Whidbey Fire EMS any time an automatic fire protection or detection system is not in operation or in the event of an excessive number of accidental activations.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the District and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life safety hazard as determined by the Fire Marshal or the authorized designee.

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Exception: A fire watch shall be established immediately when fire protection, detection, and alarm systems are not in operation in high, life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

- (d) Building occupants must be notified within 24 hours of a fire watch being established.
- (e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single story building. Additional fire guards may depend on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the District and their only duty shall be to perform constant patrols of the premises to watch for fires.

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## Fire Investigations

### 408.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the South Whidbey Fire EMS and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws and national standards.

### 408.2 POLICY

It is the policy of South Whidbey Fire/EMS to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the District shall contact the Island County Sheriff's Office and request an investigator.

### 408.3 RESPONSIBILITY

Through an agreement between South Whidbey Fire/EMS and the Island County Sheriff's Office, the Fire Chief has overall responsibility for fire investigations for fires determined to be unintentional. If the fire is suspicious or determined to be intentionally set, the Island County Sheriff's Office will assume control of the scene. The Incident Commander of each incident is responsible for ensuring that each fire is investigated for origin and cause.

South Whidbey Fire/EMS first responders are responsible for recognizing, or attempting to recognize, the origin of a fire and preserving evidence for further investigation. The Duty Officer, and/or first-in company officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander is responsible for determining when District and/or law enforcement investigators are needed to investigate an incident.

When the District assumes responsibility for the investigation fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

### 408.4 INCIDENT REPORTS

To ensure incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Chief for each investigation conducted. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Chief is responsible for reviewing and approving the investigative reports.

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**408.4.1 STATE REPORTING**

The Fire Marshal shall immediately report the results of any fire investigation to local law enforcement and the Washington State Fire Marshal when the cause of a fire is determined to be suspicious or criminal in nature (RCW 43.44.050).

**408.5 PRELIMINARY INVESTIGATION**

The first-in company officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The company officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a company officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Duty Chief
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

**408.6 QUALIFICATIONS**

All company officers should be qualified to perform first responder-level origin and cause investigations in coordination with South Whidbey Fire/EMS investigators.

- (a) Fire investigators shall:
  - 1. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
  - 2. Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI) or the National Association of Fire

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Investigators (NAFI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.

3. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

**408.7 EQUIPMENT**

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

**408.7.1 USE OF PROTECTIVE GEAR**

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

**408.7.2 LOGBOOK**

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

**408.8 FIRE INVESTIGATORS**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

**408.8.1 FIRE INVESTIGATOR QUALIFICATIONS**

Fire investigators should:

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- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI) or the National Association of Fire Investigators (NAFI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

## Juvenile Firesetter Referrals

### 409.1 PURPOSE AND SCOPE

Juvenile Firesetter Referrals The purpose of this policy is to provide district personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

### 409.2 POLICY

It is the policy of to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

### 409.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by district personnel following a request from parents, guardian or caregivers or as a result of a fire incident. There are four types of referrals:

#### 409.3.1 CAREGIVER REFERRALS

Parents or guardians who call South Whidbey Fire/EMS for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the referral agency. A pre-interview form should be completed during the telephone contact.

#### 409.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to the Assistant Chief, or Fire Chief's Office . If no District personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Assitant Chief or the Fire Chief's Office.

#### 409.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander should complete a juvenile firesetter referral form. The form should be forwarded to the Island County Sheriff's Office, Assitant Chief, and Fire Chief's Office. The Incident Commander should be contacted by confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the Incident Commander must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was arson.

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- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Island County Sheriff's Office, Assistant Chief, and Fire Chief's Office.

The Incident Commander should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter, or when the suspect is still at the scene.

A juvenile who has been referred to the District by the juvenile justice court will be assigned to a member of the Investigations Section. If the juvenile fails to attend any mandated program sessions, the Investigations member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Investigations member should send a program completion letter on district letterhead to the juvenile's probation officer.

#### **409.4 PROGRAM COMPONENTS**

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

**Assessment** - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Island County Sheriff's Office. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

**Diversion** - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing (held at offices), where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the District will process a request to dismiss the citation.

**Educational intervention** - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

**Counseling** - The Sheriff's Office may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

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Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

## Public Education

### 410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Operations Section.

### 410.2 POLICY

South Whidbey Fire/EMS will aggressively promote community risk reduction, fire safety and public awareness through a variety of public information and education activities, including a fire station visit program.

### 410.3 FIRE STATION VISITS

The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts and Brownies).
- Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary and Masons).

The fire station visit program is not intended, nor should it be used as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:

- Birthday party groups
- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity or activity that is part of a for-profit enterprise

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Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by contacting the main office. Station visits will be conducted based upon District schedules.

If a station is toned out during the station visit, visitors must be moved to a safe location off of the apparatus floor.

#### **410.3.1 SCHEDULING FIRE STATION VISITS**

The Fire Administration office will act as the point of contact for groups wishing to schedule a station visit. Fire Administration will contact the Fire Prevention Officer and the station Captain of the requested station. The Fire Prevention Officer will coordinate the tour with the Captain.

#### **410.3.2 ADDITIONAL CONSIDERATIONS**

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 20 persons, including chaperones, and drivers. Larger groups may request a tour but approval of the event will depend on the availability of a staff member to assist with managing the tour on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

#### **410.4 COMMUNITY EVENTS**

South Whidbey Fire/EMS has a long history of using community events to educate the public about risks they face and solutions to mitigate those risks. South Whidbey Fire/EMS will participate in, and provide public education during the following events. This list is not intended to be all inclusive:

1. Polar Bear Dive.
2. Car Safety Seat Checks.

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3. Clinton Easter Egg Hunt.
4. CERT Training.
5. Celebrate America, July 3rd.
6. Maxwellton 4th of July parade.
7. Choochokam
8. Island Area Fair.
9. Fire Prevention week for grades K-8.

**410.5 RECORDKEEPING**

The Investigations Section should maintain a record of all applications for the station visit program. The records should include:

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.
- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict or no crew availability).
- The scheduled date and time of each approved visit.
- The Duty Chief, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

## **Chapter 5 - Emergency Medical Services**

## Patient Care Reports

### 500.1 PURPOSE AND SCOPE

Pre-Hospital Care Reports The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (WAC 246-976-330; WAC 246-976-430).

#### 500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

### 500.2 POLICY

It is the policy of South Whidbey Fire/EMS to follow the patient documentation and distribution guidelines developed by the Department of Health and approved by the Emergency Medical Services (EMS) medical program director (MPD).

### 500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response (WAC 246-976-330). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district's incident reporting system to document that assistance was offered and declined. The district's reporting requirements concerning personal identification information, including a person's name, age, date of birth and sex, should be followed.

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PCRs should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving ambulance and a complete PCR must be provided within 24 hours (WAC 246-976-330).

An EMS evaluation, performed minimally by a qualified district member, may or may not be required for non-medical requests for assistance, such as “service calls” or “back-to-bed” requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the county EMS Division, district EMS supervisors and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

**500.4 DISTRIBUTION OF PCR COPIES**

- (a) If a patient is transported to a paramedic receiving center, copies should be distributed as follows:
  - 1. Copy retained by the District
  - 2. Copy sent to the base hospital or alternative base station
  - 3. Copy left at the designated hospital receiving center with the patient
  - 4. Copy sent to the local EMS authority
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
  - 1. Copy retained by the District
  - 2. Copy sent to the base hospital or alternative base station
  - 3. Other copies per local EMS authority policy
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
  - 1. Copy retained by the District
  - 2. Copy sent to the assigned base hospital or alternative base station
  - 3. Copy left with the body for the coroner’s office
  - 4. Copy sent to the local EMS authority
  - 5. Other copies sent per local EMS authority policy

**500.5 PCR STORAGE**

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

After completion the Reports must be placed in the bottom compartment of the report clipboard.

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As soon as possible, following the alarm, the reports are to be placed in the grey metal locked box at the nearest station. The boxes are marked Medical Run Report and are located near the activity sheet clipboards in each station. The reports must be folded in half and be entirely inside the box.

At no time will the report be left in an area where anyone other those involved with the alarm can view it.

The reports will be collected from the various stations by a District employee once a week.

## Patient Refusal of Pre-Hospital Care

### 501.1 PURPOSE AND SCOPE

Patient refusal of pre-hospital care This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

#### 501.1.1 DEFINITIONS

Definitions related to this policy include:

**Competent** - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide, verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

**Emancipated minor** - An individual under the age of 18 years who is married, on active duty in the military, or is 16 years of age or older and emancipated by declaration of a court.

**Involuntary mental health hold** - A patient who is held against his/her will for evaluation because the patient presents an imminent likelihood of serious harm or is in imminent danger because he/she is gravely disabled. This hold may be determined by a designated mental health professional or by a law enforcement officer (RCW 71.05.020; RCW 71.05.153).

**Patient** - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

**Patient not requiring transport or release at the scene** - A patient who, after an assessment by an Emergency Medical Technician (EMT), does not appear to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system.

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

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##### **501.2 POLICY**

It is the policy of South Whidbey Fire/EMS that a patient care report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, and/or care.

##### **501.3 PROCEDURE**

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. EMTs should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients likely to have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent must be competent to make this decision. If the parent's decision seems to grossly endanger the minor or the parent does not appear to be competent, the EMT should contact with the base hospital for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to the following:
  - 1. The patient's complaint or the reason for the call
  - 2. Any important circumstances surrounding the call for assistance
  - 3. Significant patient medical history
  - 4. Complete physical assessment, including vital signs and mental status
  - 5. A check for signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain
- (d) The EMT should establish to the best of his/her ability what treatment the patient requires, the potential risks/consequences if the patient refuses care and should communicate to the patient the benefits and risks of the proposed medical care or transport.

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- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risk and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care or transport or modification of services offered and attempt to overcome the patient's objections, if reasonable. Any evaluation, including base hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.
- (f) The base hospital should be contacted regarding any patient exhibiting symptoms meeting the base hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, base hospital consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the base hospital should be contacted.
- (h) When a patient exhibits signs or symptoms of imminent likelihood of serious harm to self or others or is gravely disabled and refuses to be treated and/or transported, the EMT should notify law enforcement for possible emergent detention. The EMT should remain with the patient until the proper authorities have made a determination regarding the involuntary mental health hold (RCW 71.05.153).
- (i) If the base hospital and/or EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
  - 1. The patient should be transported to an appropriate facility under implied consent. In this case an involuntary mental health hold is not necessary.
  - 2. If the base hospital determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of a mental health hold on the patient (RCW 71.05.153).
  - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

#### **501.4 DOCUMENTATION**

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity

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- (c) Reasons given why the patient refused care, treatment or transport
- (d) A statement that the patient was advised of the risk/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of base hospital contact including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number, the signature of the field personnel and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the base hospital for review.

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## Advance Health Care Directives

### 502.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for district Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on advance health care directives (RCW 43.70.480).

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

#### 502.1.1 DEFINITIONS

Definitions related to this policy include:

**Advance health care directive (or Advance Directive)** - A written document generally consistent with the guidelines of RCW 70.122.030 and used to give health care instructions, including directions to withhold or withdraw life-sustaining measures and CPR, when the individual is incapacitated (RCW 70.122.020).

**Attorney-in-fact** - A person granted legal authority by a power of attorney, in writing, to act for another in health matters.

**Do Not Resuscitate (DNR) order** - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advance airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotoxic medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm. A DNR order includes:

- An Advance Directive that directs the withholding of life-sustaining or resuscitating measures.
- A pre-hospital DNR order approved by the EMS authority or the Washington State Medical Association, or an equivalent document from another jurisdiction.
- An order written by a physician or a patient in hospice care, a skilled nursing facility or other licensed care facility.
- A Physician Orders for Life-Sustaining Treatment (POLST) form.

**EMS-NO CPR directive** - A DNR written form and/or bracelet, specifically intended for emergency personnel, directing that CPR is not to be performed in the event of cardiopulmonary arrest.

**Health care agent** - A person designated in a written power of attorney for health care to make health care decisions.

**Palliative care** - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

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Physician Orders for Life-Sustaining Treatment (POLST) form - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities.

**502.2 POLICY**

It is the policy of South Whidbey Fire/EMS that all members honor DNR orders to withhold or withdraw resuscitative measures (RCW 43.70.480).

**502.3 PROCEDURES**

The following guidelines should be used by members who are presented with a DNR order:

- (a) All EMS members shall honor a DNR order when it can be reasonably established that the patient is the subject of the DNR order and either:
  - 1. When EMS members have identified an EMS-No CPR directive or POLST form as defined in this policy.
  - 2. When EMS members have personally seen the DNR order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) All DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- (c) A DNR order shall be disregarded if the patient requests resuscitative measures.
- (d) EMS members may accept a verbal order to withhold or withdraw resuscitative measures under the following circumstances:
  - 1. A licensed physician identified as the patient's physician and present with the patient gives a verbal order and writes the DNR order on the Patient Care Report (PCR) and signs it. The physician's name, address, telephone number and medical license number must be recorded on the PCR.
  - 2. A DNR order is communicated by an attorney-in-fact or a health care agent and the attorney-in-fact or health care agent signs the PCR as the attorney-in-fact or health care agent.
- (e) When EMS members honor a DNR order, they should note on the PCR that a DNR order was presented and honored, and shall document the circumstances surrounding the DNR order on a PCR.
- (f) Base hospital contact should be made, the base hospital physician consulted and resuscitation initiated:
  - 1. If there are any questions concerning the validity of the DNR order.
  - 2. If a DNR order is incomplete or not signed.
  - 3. When a document other than those noted in this policy is presented.

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4. Any time EMS members have concerns or require assistance.
  - (g) All DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or coroner's office to report the death and should support family members on-scene as appropriate.
  - (h) All DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity and comfort before leaving the scene.
  - (i) If a DNR patient is transported to a hospital, the following shall apply:
    1. A valid DNR order shall be honored during transport of the patient.
    2. The DNR order shall accompany the patient.
    3. The attorney-in-fact or health care agent (if applicable) should accompany the patient to the hospital.

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## MERV Operations

### 503.1 MEMBER ELEGIBILITY FOR DUTY

Any SWFE member, who is in good standing in the department, is eligible to participate in the MERV Program. Good standing will be determined by the Fire Chief or his designee and will be based on call participation, drill attendance, completion of yearly C.E. requirements and disciplinary actions.

Members shall complete an orientation by the Deputy Chief, Operations or designee, and shall complete the Washington Emergency Vehicle Driver Training Program prior to being authorized to respond with a MERV.

### 503.2 CHECK OUT PROCEDURES

All members (volunteer/part-time/full-time) will use the lamResponding application to schedule a MERV shift. Once a MERV is checked out, the member will notify the appropriate shift station officer via phone, text, or email that the MERV will be in use by that member.

If more than one MERV is being checked out to a station, the station officer must ensure that each MERV team understands how to coordinate any response. This coordination is critical to ensure all members respond in an organized fashion.

While responding to an alarm, if a member authorized to function on a MERV must pass by a station where a MERV is housed, they are encouraged to stop and pick up the MERV unit, if it is not currently checked out.

#### 503.2.1 SHIFT CANCELLATION

If it becomes necessary for you to cancel a shift and you are unable to find a replacement, notify the appropriate station officer, and remove the entry from lamResponding. If unable to contact the station officer, notify the 300 Officer that the shift has been canceled.

If it becomes necessary for you to return the MERV before the end of your shift, notify the station officer or 300 Officer before, or as soon as, you return it.

### 503.3 RESPONSE PROTOCOLS

All personnel shall use warning lights and leave the engine running when the vehicle is parked at a scene when required for safety or to notify incoming apparatus to the location. If safe to do so, and the vehicle is well out of traffic, the engine and warning lights may be turned off.

A member checking out a MERV is expected to respond to all calls within the MERV's response area.

**Calls Outside the Primary Response Area:** If a call is outside of the MERV's primary response area, members should not respond unless dispatched, with these exceptions:

1. You either know the MERV of the area is not checked out or are unsure. In this case you should respond code until you hear the MERV of the area go in route. At this time you may cancel your

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response unless requested to continue by command, the 300 Duty Officer, or the MERV of the area.

2. The two MERVs closest to the alarm location will respond code to MVA's until advised by Command, 300 Duty Officer or medical personnel on scene, to drop code or cancel.
3. The two MERVs closest to the alarm location will respond code to CPR in progress calls until advised by Command, 300 Duty Officer or medical personnel on scene, to drop code or cancel.
4. You are directed by command, 300 Duty Officer or on scene Medical personnel to respond.

**Marine or High Angle Rescue Calls:** In the event of a Marine or high angle Rescue, the MERV Units will not respond until directed to do so by Command or 300 Duty Officer.

**Fire Calls:** EMTs that are firefighters and respond to structure fires in a MERV, are not to become actively involved in fire suppression until their MERV duties have been assigned to another qualified EMT. This is to keep the MERV available for Medical calls and in the event patient care on scene becomes necessary.

MERVs may be dropped off at any station if a member is responding to that station to staff fire apparatus. Members shall broadcast that the MERV is enroute to that station and complete upon arrival to notify the 300 Officer that the MERV is no longer staffed.

**Staffing a MERV Outside Normal Member Response Area:** If you are available for MERV duty and the MERV of your area is already staffed, you may check out the MERV from outside your area. You must then respond to all calls in that MERV's response area.

1. If you are checking out a MERV from outside of it's primary response area, you must notify the 300 Duty Officer.

**Personal Use:** When on MERV duty, personnel should use their best judgment when using the MERV for personal purposes. The following guidelines apply:

1. The MERV must remain in the district.
2. You must remain available for all calls without delay of response.
3. Qualified Support Services members may ride in a MERV. If a call comes in during the time they are on board, due regard for their safety shall be practiced at all times.
4. Children are not members of Support Services and are not allowed to ride in the MERV without the expressed consent of the Chief or his designee.
5. MERV's are not to be used in an abusive or excessive manner.
6. While on duty with a MERV members are expected to be in uniform in compliance with the department uniform standard.

**In the event of an Accident:** Notify the 300 Duty Officer immediately and refer to the Vehicle Operating Standard for direction.

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Radio Traffic: When responding in a MERV you will contact ICOM via radio and notify them of your response, your arrival at the scene and your departure from the scene. If you arrive first on scene of an incident, contact ICOM with a brief scene size up. If you are first on scene of a medical, give a patient update to incoming personnel as soon as possible.

#### **503.4 RETURNING A VEHICLE**

At the end of your shift the MERV must be washed, garbage removed, the floor cleaned and any equipment that was used must be replaced.

Replace the vehicle portable into the charger and plug the MERV into shore power.

Make sure the fuel tank is at least 1/2 full.

Notify the 300 Duty Officer, EMS Division Chief, Operations Chief immediately of any damages that occur during your shift. Notify the EMS Operations Lieutenant, EMS Division Chief, or Operations Chief of any equipment issues, supply issues, vehicle operation issues, or anything else out of the ordinary that occurred during your shift. They will in turn notify the Resource Officer of replacement or repair needs.

#### **503.5 MERV PARTICIPATION BY NON-EMT MEMBERS**

##### Purpose

The purpose of this SOP is to establish guidelines by which Non-EMT Firefighter and Recruit members of South Whidbey Fire/EMS, herein after referred to as Riders unless specifically stated, participate during medical calls while riding in a MERV. It must be clearly understood by all Riders, that patient care is the responsibility of medically trained members and beyond the scope of practice for Riders. Under no circumstances may a Rider participate in direct patient care, with the exception of CPR, unless trained and certified in the State of Washington at the EMT Basic level.

##### Initial Training

All Riders wishing to ride second in a MERV must participate in a MERV familiarization session and must be signed off as having completed it by the Division Chief, EMS.

##### Signing Up

Riders who wish to participate during a MERV shift must contact the EMT signed up for the shift to determine whether it is practical for the EMT. Riders must then sign up on the MERV schedule by placing their name on the schedule followed by an "R" to identify them as a rider. If the rider seat is requested by an EMT and Non-EMT FF or Recruit, the EMT will be given preference.

##### Uniform

While on duty with a MERV members are expected to be in uniform in compliance with the department uniform standard.

##### Allowed Activities

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With the exception of CPR by Non-EMT Firefighters, Riders may not provide patient care. All activities must be conducted under the direction of the EMT to whom the MERV is checked out. EMTs who have a Rider during their shift are responsible for the safety and actions of Riders. The following list of activities is allowed for Non-EMT Firefighters:

- CPR.
- Equipment transport from MERVs or the Ambulance if having been familiarized.
- Scribe.
- Navigation and Map use.
- Radio Operations.
- Lifting and Moving (does not include securing the patient to equipment).

NOTE\*\*\*\*\* Recruits are limited to an observation role and may assist with navigation and map use only.

#### POV Response

The same guidelines apply to firefighters and recruits who respond POV with an EMT. Firefighters should respond to CPR calls, but should not otherwise respond unaccompanied by an EMT to any other medical calls POV unless specifically dispatched with their station to the scene for assistance. Recruits may not respond to the scene of a medical emergency by themselves at any time.

#### Confidentiality

All members who respond to medical emergencies are expected to keep confidential that which is, as described by the Health Insurance Portability and Accountability Act (HIPAA). Violation of HIPAA exposes the District, EMT, and Rider to potential legal claims and shall not occur. Willful violation may result in dismissal from the service.

#### Participation Standard

Participation as a Rider on the MERV by District firefighters does not relieve them of their responsibilities to the District participation standard as firefighters.

### **503.6 ACTIVITY POINTS**

#### Points Earned

One activity point will be earned for each four hour block of time worked. These hours must be worked consecutively.

Activity points for MERV hours must be recorded on a MERV hours Sheet and turned into the EMS Captain by the 8th of the following month.

Example: Hours for the month of January must be turned in by the 8th of February.

One activity point will be earned for each call that you respond to.

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Activity points for calls must be recorded on the call sheets at station 31, 32 or 34. This should be done as soon as possible after the call.

#### Riders

EMTs and Firefighters qualify for points. Recruits are not given points until they have completed their basic training and are placed on probationary status.

Points will be given to EMTs and Firefighters who participate as a rider as follows:

- 1 Point for each call that they respond to while on a MERV shift.
- 1 Point for each call that they respond to POV, if responding with an EMT.
- 1 Point for each 4 hour block of time worked, or portion thereof, while riding during a MERV shift.

## Incident Personnel Rehabilitation

### 504.1 PURPOSE

#### Purpose

This policy provides guidelines for the rehabilitation of personnel while operating on emergency scenes or training scenarios, and provides for a means to monitor the physical and mental condition of those involved. The safety and wellbeing of members shall be evaluated while ensuring integrity of the operation at hand.

#### Standard

Emergency Response is a physically and mentally demanding activity that may require the body to consume large quantities of vital nutrients. To ensure the health and safety of our members it is necessary to establish a standard for rehabilitation.

### 504.2 RESPONSIBILITIES

#### Responsibilities

**Incident Commander:** The Incident Commander shall consider the circumstances of each incident and make adequate provisions for the rest and rehabilitation of all personnel operating on the scene. These provisions shall include: medical evaluation, treatment and monitoring, mental rest and protection from extreme climatic conditions, and other environmental parameters of the incident.

**Personnel:** During periods of heavy activity or hot weather, members shall drink water and activity beverages throughout the incident and consume nourishment as needed. During any emergency incident or training activity, all members shall advise their immediate supervisor when they believe their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved, and remain aware of the health and safety of other members of the crew.

**Rehabilitation Officer:** The first arriving EMT, not involved in firefighting, shall be the Rehab Officer. Officer designation may be passed to a more senior EMT upon their arrival. The Rehab Officer's responsibilities shall be as follows:

- Establish a location for rehab with recommendation of the Incident Commander.
- Provide required resources for rehabilitation.
- Assure all guidelines for rehabilitation are adhered to.
- Have authority over all personnel assigned to rehabilitation. This shall include all personnel performing rehab procedures and those undergoing rehabilitation.

### 504.3 INCIDENT PROCEDURES

#### Establishment of rehabilitation (rehab)

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The rehab unit, radio call sign RH3, shall be dispatched to all working structure fires. Rehab personnel shall respond to station 31 to prepare RH3 for response. If necessary for manpower, POV response will be allowed. At the completion of preparations, personnel shall contact the Duty Officer for direction. RH3 will respond non code to all incidents unless requested to respond code by the Incident Commander or the Duty Officer. For all other incidents or training exercises, the rehab team shall be dispatched at the request of the Duty Officer or Incident Commander any time the need is identified.

Components of rehabilitation:

1. Rest and relief from the rigors of firefighting, other rigorous activities, and extreme climatic conditions.
2. Passive and/or active cooling and warming when necessary.
3. Food and fluid replenishment
4. Medical evaluation, treatment, monitoring, and transport.

Location

1. The location of rehab will normally be designated by the Incident Commander
2. If a specific location has not been designated, the rehab Officer shall select an appropriate location based on the site characteristics.
3. The following characteristics shall be considered when selecting a site for rehabilitation:
  - a. Be far enough away from the scene that member may safely remove their turnout gear.
  - b. Be in a location such that personnel do not have full view of the scene.
  - c. Be in a location that will provide rest and protection from environmental conditions.
  - d. Be in an area that is free of exhaust fumes from vehicles, apparatus or equipment.
  - e. Be in an area that is large enough to accommodate gear storage, rest area for multiple personnel and a separate medical treatment area.
  - f. Be easily accessed by EMS transport units.

Resources

1. Adequate medical personnel to staff both the rehab area and the medical treatment area. The number of medical personnel necessary will be dependent on the size of the incident or training exercise and the number of personnel involved.
2. ALS treatment and transport will be provided by WGH paramedics through a mutual aid agreement.
3. The necessary supplies will vary with the incident and may include, but are not limited to, the following:
  - a. Fluids: Water, activity beverages, and warm fluids.

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b. Food: Soup, fruit, energy bars etc.

c. Medical: Blood pressure cuffs, stethoscopes, oxygen and oxygen delivery equipment, AED, burn sheets, bandaging and splinting material, ice packs and other medical equipment as needed.

d. PPE: A resupply of clean firefighting hoods.

e. Other: RH3, Chairs, shelter, blankets and equipment and materials to promote cooling, such as fans, misters, ice, etc. Traffic cones (from on-scene engine) and scene tape to designate the rehab area. Supplies shall be available on RH3 and restocked post incident by the rehab team.

#### Guidelines

##### 1. Hydration

a. During heat stress or heavy workloads Members shall consume liquids at the following rate per hour:

- ◦ 24 fluid ounces of water, and
- 8 fluid ounces of electrolyte replacement beverage.

b. Members displaying signs of dehydration should not be released from rehab. Signs and symptoms of dehydration:

- ◦ Thirst, headache, dizziness, nausea, muscle cramps, fatigue, and LOC changes.
- Increased heart rate, systolic pressure below 100, elevated temperature and increased respirations.

##### 2. Nourishment

a. Rehab shall provide food at the scene of an extended incident when units are engaged for 2 or more hours.

b. Foods such as energy bars, hot soups, sandwiches and fruits should be provided. Fatty and/or salty foods should be avoided.

c. Warming beverages, such as hot chocolate, should be provided when necessary. Caffeinated beverages should be avoided.

##### 3. Rest

a. All members shall be sent to rehabilitation for rest and evaluation following the use of one 45 minute SCBA bottle or 45 minutes of strenuous work.

b. Members in rehab shall “dress down” by removing bunker coats, helmets and hoods to promote cooling. SCBA shall be removed, in designated area, before entering Rehab.

c. Rest shall not be less than 10, preferably 20, minutes prior to being released or reassigned.

d. Personnel at rest in rehab shall maintain a high level of hydration.

##### 4. Medical Evaluation

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- a. Rehab shall be staffed by Medical, and or Fire/Medical Personnel.
- b. Medical evaluation shall include heart rate, blood pressure, respiratory rate, SPO2 and CO level. Also, oral temperature when appropriate.
- c. Each member shall remain in rehab until his or her heart rate is less than 110.
- d. Each member shall remain in rehab until systolic blood pressure is below 160 and diastolic blood pressure is below 100.
- e. Each member shall remain in rehab until their respiratory rate is within normal Range (12-20 breaths per minute).
- f. Each member shall remain in rehab until their CO reading is 5% or below for nonsmokers, or 10% or below for smokers.
- g. In cases of heat stress members shall not be released from rehab if their oral temperature exceeds 100 degrees. If the systolic pressure is 100 or less they shall be sent to the treatment area.
- h. Any member who exhibits abnormal vital signs for more than 10 minutes shall be sent to the treatment area for further evaluation and monitoring.
- i. Any member complaining of chest pain or shortness of breath, or displaying signs of severe dehydration, or any other signs and symptoms that indicate severe illness or injury, shall be moved to the treatment area, evaluated, and if necessary, transported to the hospital for treatment. The Incident Commander shall be notified when a member requires transportation to, or treatment at, a medical facility.
- j. All medical evaluations shall be recorded on the Incident Rehabilitation Report including the member's name, time in and out of rehab, chief complaint if any, and transport if any.

**5. Hood Exchange**

- a. Prior to exiting rehab, all personnel shall be issued a clean firefighting hood. Dirty hoods shall be properly bagged for transport to the fire station for cleaning.

**6. Accountability**

- a. All Personnel assigned to rehab shall enter and exit the rehab area as a crew. Passports shall be surrendered on entrance to rehab and returned on exit.
- b. The team designation, number of team members, and the times of entry and exit from the rehab area shall be documented by the rehab officer or designee on the check-in/check-out sheet.
- c. Crews shall not leave the rehab area until authorized to do so by the rehab officer.

# Epinephrine Use By BLS Personnel

## 505.1 PURPOSE

### Purpose

The purpose of this SOP is to establish when and how a South Whidbey Fire/EMS (SWFE) BLS provider may administer epinephrine, using a multi-dose vial and syringe, for patients presenting the signs and symptoms of Anaphylaxis or Allergic Reaction. This SOP is in addition to, and does not alter or replace, the Washington State EMT-Basic Field Protocols.

### Initial Training

All SWFE BLS providers shall successfully complete a training session that includes testing and practical skills demonstration, administered by Whidbey General EMS personnel, prior to being authorized to administer epinephrine by multi-dose vial.

## 505.2 PROCEDURE

### Procedure

Once the BLS provider has determined that epinephrine is indicated based on the Washington State EMT-Basic Field Protocols, the provider may administer intramuscular (IM) epinephrine drawn from a multi-dose vial. Ensure that ALS has been dispatched.

### Epinephrine Dosage

1. Adult and children: over 30 kg (66 lbs) or over 10 yrs old: 0.3 mg (0.3 ml) of 1:1,000.
2. Pediatrics: under 30 kg (66 lbs) or under 10 yrs old: 0.15 mg (0.15 ml) of 1:1,000.

### Administration

1. Use appropriate BSI precautions.
2. Scrub the skin vigorously with an alcohol wipe.
3. Cleanse the top of the vial with an alcohol wipe.
4. Verify that epinephrine is not expired, cloudy or crystallized.
5. Contact on-line medical control if immediately available. If immediate life threat, administer dose according to protocol and contact medical control ASAP.
6. Insert the needle into the vial and withdraw the appropriate volume of medication.
7. Hold the needle upright and push any air bubbles or extra medication out of the syringe.
8. Pinch up the muscle. Do not pinch the skin. The anterolateral thigh is the preferred injection site, however the deltoid muscle may also be used in adults.
9. Hold the syringe at a 90° angle to the skin and insert the needle in one quick motion.

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10. Depress the plunger with a slow, steady motion until the syringe is empty and then withdraw the needle.
11. Discard the syringe in an appropriate sharps container.
12. Cover the injection site with an adhesive bandage.
13. Reassess patient and take vitals every 5 minutes.
14. If patient's vitals and signs/symptoms have not improved within 10 minutes, and ALS is not on scene, contact medical control or incoming medic unit for permission to give a second equivalent dose. If continued life threat, second dose may be given and contact Med Control or paramedics ASAP.
15. Completely document the use of the drug including indications for use, dose administered, therapeutic effects of the drug, and vitals.

# Blood Glucose Monitoring By BLS Personnel

## 506.1 PURPOSE

### Purpose

The purpose of this SOP is to establish when and how a South Whidbey Fire/EMS (SWFE) BLS provider may use blood glucose monitoring equipment. This SOP is in addition to, and does not alter or replace, the Washington State EMT-Basic Field Protocols.

### Initial Training

All SWFE BLS providers shall successfully complete a training session that includes testing and practical skills demonstration prior to being authorized to use blood glucose monitoring equipment.

## 506.2 PROCEDURE

### Procedure

Blood glucose monitoring may be used to assess the patient's condition based upon the following indications. Ensure that ALS has been dispatched.

### Indications:

1. Any altered level of consciousness.
2. Seizure or postictal states.
3. Known or suspected diabetic.
4. Clinically suspected hyper or hypoglycemia.

### Glucometer Use:

1. Use appropriate BSI precautions.
2. Prepare all necessary equipment.
3. Turn on the meter and ensure meter is coded correctly to match strip.
4. Obtain blood sample as follows;
  - a. Clean the area to be lanced with an alcohol wipe and let it dry.
  - b. Use lancet device to obtain a capillary blood droplet.
  - c. Apply the drop of blood to the test spot. Make sure the drop of blood completely covers the test spot on the test strip.
5. Contact medical control, or incoming ALS unit with results.
6. Completely document the findings of the test. Note<sup>\*\*\*</sup>: normal levels for a non-diabetic patient ranges from 60-110 mg/dl.

### Treatment:

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1. A diabetic patient with a blood sugar of 80 mg/dl or less, and showing signs/symptoms of hypoglycemia needs to be give oral glucose if conscious and able to swallow.

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## Latex Sensitivity

### 507.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

The district goal is to utilize equipment and devices that are latex free and minimize the risk of any exposure to patients and members.

#### 507.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves or other consumable medical products or medical devices).

### 507.2 POLICY

It is the policy of South Whidbey Fire EMS that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

### 507.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

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- Nitrile exam gloves
- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

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## Mass Casualty Incidents

### 508.1 PURPOSE

This plan predetermines, to the extent possible, actions to be taken by South Whidbey Fire/EMS (District) personnel during Mass Casualty Incidents (MCI). This plan includes provisions for accomplishing those necessary actions related to lifesaving, transport, evacuation and treatment of the injured, temporary disposition of the dead, and limited public health activities during mass casualty response operations.

### 508.2 SCOPE

These guidelines apply to all South Whidbey Fire/EMS personnel operating at mass casualty incidents. Although the materials herein have been compiled from reliable medical sources, it is not intended to provide medical guidance for the treatment of individuals. Specific treatment of the injured must be accordance with approved medical protocols of the District.

### 508.3 POLICY

It is the policy of South Whidbey Fire/EMS to conduct response to an MCI in a manner that is efficient and effective. In order for operations to respond as such, the following shall be adhered to;

1. All incidents shall be managed in accordance with the National Incident Management System (NIMS), and the Incident Command System (ICS).
2. District personnel shall assume command of all incidents within its jurisdictional responsibilities, and when appropriate a Unified Command (UC) shall be established.
3. Any agency responding to assist South Whidbey Fire/EMS shall function within the ICS and shall report to the designated Incident Commander (IC).
4. Any agency responding to assist South Whidbey Fire/EMS retains the authority to operate within the scope of its agencies policies and procedures.
5. Overarching incident priorities shall include, but not be limited to:
  - a. The first priority for any incident shall be the immediate life, health and safety of responders and the public.
  - b. The second priority for any incident shall be scene stabilization, following a thorough risk/benefit analysis.
  - c. The third priority shall be property and environmental preservation.
6. All personnel with command and control responsibilities shall be identified by using the district's command vest system.
7. All incident communications shall be in plain, clear and concise language.
8. All personnel responding to an MCI, whether district or assisting agency personnel, shall possess the following:

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- a. Appropriate credentials for their performance function.
  - b. A complete PPE ensemble for the type of incident.
  - c. An approved Personal Accountability Tag.
9. All personnel responding to an MCI shall be debriefed at the end of the incident and may request assistance with crisis intervention counseling.

#### **508.4 DEFINITIONS**

**Active Shooter Incident:** Any weapon active incident as declared by law enforcement or dispatch.

**Funnel Point:** A central point, designated by the Triage Group Supervisor, that filters and re-triages every patient prior to moving them to the treatment areas.

**IC (Incident Commander):** The individual in overall charge of an incident. This person is responsible for all facets of the response and use of resources.

**Level One Staging:** An area in close proximity to the incident where units assigned to the first alarm await further information or assignment by the first arriving unit.

**Level Two Staging:** An area designated by the IC for units to gather, check in, and await assignment. Level Two Staging is managed by a Staging Officer.

**Litter Bearers:** Individuals assigned by the Medical Branch Director to assist in transporting patients to the designated funnel point and treatment areas.

**MCI (Mass Casualty Incident):** Any incident in which the number of patients or the severity of their illness/injury prohibits immediate care provided to all, and severely taxes or overwhelms responding resources. Mass Casualty Incidents include Multi-casualty, Mass casualty, Catastrophic mass casualty, and Epidemic-Endemic Mass Casualty incidents.

**MCI Trailer:** A district supply cache with adequate supplies and equipment to treat 100 patients.

**Medical Branch Director:** The individual in charge of the overall medical operations who supervises the Triage, Treatment, and Transport Groups. This person reports to the Operations Section Chief if established, otherwise to the IC.

**NIMS (National Incident Management System):** A comprehensive national approach to incident management that establishes standard incident management processes, procedures and protocols that apply to all jurisdictional levels across all disciplines that allows responders to work together with maximum effectiveness.

**START (Simple Triage and Rapid Transport):** A color-coded triage system used to initially assess the level of severity of illness/injury and prioritize treatment and transport of patients. The system uses 4 (four) assessment levels; Red (immediate), Yellow (delayed), Green (minor), and Black (deceased or mortally wounded).

**Staging Officer:** The individual assigned to coordinate the movement of vehicles and personnel in/out of Level 2 Staging, as requested by the IC.

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**Terrorism Incident:** Any violent incident in which there is evidence to suggest the act was purposefully carried out for politically, religious, social, or hate related beliefs, with the intent to harm or kill persons. Such incidents may pose a significant threat to responders due to secondary acts or devices.

**Transportation Group Supervisor:** The individual who supervises and coordinates transportation of all patients to medical facilities. This person reports to the Medical Branch Director.

**Treatment Area:** Those areas established by the IC or Medical Branch Director to treat incident casualties, based upon their severity.

**Treatment Group Supervisor:** The individual who supervises and coordinates the treatment areas. This person reports to the Medical Branch Director.

**Triage Area:** Those areas in which patients are initially triaged prior to treatment. This may be the area where patients are initially found and includes the Funnel Point.

**Triage Group Supervisor:** The individual assigned to supervise and coordinate triage of all patients.

#### **508.5 MCI MANAGEMENT PRINCIPLES**

For the purpose of assigning adequate resources to an incident, the following MCI levels are established.

##### **508.5.1 MASS CASUALTY INCIDENT LEVELS**

All mass casualty incidents are affected by two major factors; the number of casualties, and the number of resources available to care for them. There are four (4) basic levels of mass casualty incidents, each requiring different planning strategies and response.

1. **Multi-Casualty Incident:** An incident, such as a car crash or industrial accident, which will stress the community resources. These incidents can usually be handled by resources within the immediate area. Although these incidents place great strain upon the medical community, the essential framework of the system; facilities, equipment, and personnel are intact and unaffected by the incident itself. Multi-Casualty Incidents meet one or more of the following criteria:

- a. Five (5) or more people have been killed.
- b. Three-nine (3-9) people are ill or injured.

**NOTE:** Based upon the number of patients, four (4) transport ambulances are required, including two (2) medic units.

2. **Mass Casualty Incident:** An incident, such as a transportation accident, which will overwhelm resources in the immediate area. These incidents will generally require assistance from resource adjacent to the immediate area, however a larger, regional response may also be requested. These incidents also place great stress on the medical community, but like multi-casualty incidents, resources remain intact. Mass Casualty Incidents meet one or more of the following criteria:

- a. Ten (10) or more people have been killed.

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b. Nine-twenty (9-20) people are ill or injured.

NOTE: Based upon the number of patients, ten (10) transport ambulances are required, including four (4) medic units.

c. Twenty (20+) or more people are ill or injured.

NOTE: Emergency Management assistance for regional resources will be necessary.

3. Catastrophic Mass Casualty Incident: An incident, such as a major earthquake, which overwhelms all community resources. Such incidents affect all essential services and will require assistance from regional resources or beyond. Catastrophic incidents result in damage to the response community. Personnel are among the victims, their families may need assistance, facilities are damaged or unusable, their equipment may be damaged or lost, and essential personnel may be injured or lost. Catastrophic Mass Casualty incidents meet one or more of the following criteria:

a. Casualties are wide-spread, in many locations.

b. There are many reports of fatalities.

c. There are many reports of injuries.

NOTE: Emergency Management assistance for state and federal resources will be necessary.

4. Epidemic-Endemic Mass Casualty: An incident, such as epidemic or pandemic illness, that develop over time, but affect the community at large. Such incidents may arise over multiple cities, counties and states at the same time. Such incidents will generally requires higher levels of PPE for response personnel based upon the contagion. These events may be longer in duration than many mass casualty incidents due to incubation times and discovery of contagions. Epidemic-Endemic incidents are designated as a Public Health Emergency.

#### 508.5.2 SIMPLE TRIAGE AND RAPID TREATMENT (START)

The START (Simple Triage and Rapid Treatment) system shall be used on all incidents covered by this policy. All patients over the age of eight (8) years old shall be tagged in accordance with this section. All patients under the age of fourteen (14) shall be triaged using the Jump START system, See Section 508.5.3.

1. The START system utilizes a color coding system to tag and sort patients based upon the severity of their illness/injury.

2. Characteristics of the system include:

a. A rapid evaluation of each patient (60 seconds or less).

b. The patient's respiration (R), perfusion (P), and mental status (M) are evaluated (RPM).

c. Evaluations are based upon RPM scales of normal limits (30, 2, Can Do).

d. The use of simple equipment and supplies.

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- e. No specific diagnosis is made.
- f. Patient stabilization is limited to airway patency and serious bleeding control.
- 3. Patients are sorted into four (4) severity categories:
  - a. **RED** - Immediate life threat.
    - i. The highest transport category.
    - ii. Patients with R >30 or <10 or, P of > 2 seconds or, and M confused or cannot follow simple commands.
    - lii. All category RED patients are transported prior to other patients.
  - b. **YELLOW** - Limb or potentially life threatening.
    - i. Second highest transport priority. Patients could be delayed 1-2 hours.
    - ii. Patients may evaluate within normal limits but have a complicating issue, such as underlying disease, complicating injury, etc..
  - c. **GREEN**- Walking wounded.
    - i. The lowest priority for transport. May be delayed for 4 or more hours.
    - ii. Patients can walk and talk, and/or have self rescued.
    - iii. Transport should occur only after all category red and yellow patients have been cleared.
  - d. **BLACK**- Deceased or those who cannot be saved.
    - i. Patients who have died, or suffered an injury where survival is not expected.
    - ii. Victims should be left where they are found.
    - iii. A morgue should be set up for those who die in treatment areas.

508.5.3 PEDIATRIC JUMP START

**508.6 SECTION TITLE**

## Chapter 6 - Training

# Training Program Administration

## 600.1 PURPOSE

Training is one of the most vital aspects of the Fire District operations. It develops the necessary skills for the members to function in a safe manner and to provide the citizens of our community with a professional service. An on-going training program enhances our ability to deliver that professional service and this is the basic mission of the Training Division.

### PURPOSE

To provide a formalized training program for Fire District personnel.

To ensure the continuous improvement and advancement of the Fire District operation through organized training methods and activities.

### OBJECTIVES

To provide and maintain a highly competent and well trained fire control force.

To provide and maintain a highly competent and well-trained EMS Division.

To establish an effective training program of uniformity and standardization consistent with the goals of the District.

To ensure active participation by all members in District training programs.

## 600.2 ADMINISTRATION

Training is one of the major functions of the Fire District, therefore it is the responsibility of the Fire Chief to develop, maintain, and support an effective training program so that all members will be able to perform their jobs with the skill and efficiency demanded of them at modern fire and EMS related incidents. Although the overall responsibility for the program rests with the Fire Chief, the actual planning and organizing is delegated to the Chief responsible for Training.

The Chief responsible for Training will direct the program and:

Develop standard operating procedures regarding training.

Oversee department participation in the Island County Recruit Academy for fire recruit training.

Oversee department participation and provide overhead support to the Division Chief EMS for the Island County EMT Academy for EMT recruit training.

Develop department recognized evolutions.

Recommend changes when trends indicate a decrease in efficiency or a high accident rate surfaces.

Review the monthly training schedule in advance of publication.

Perform supervision and administration of training programs for District personnel.

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Design, develop and implement ongoing EMS and fire training programs, to include basic skill retention and advanced training opportunities.

Provide input on District needs at regional training meetings and assist in the establishment and direction of goals and objectives for that group.

Provide guidance for a coordinated incident response system. On-duty Officer (300) rotation will be required.

Response to fire and emergency medical incidents as needed and maintain necessary certifications.

Schedule classes for the public that will enhance the services provided by the District (CPR, first aid, etc.). Other duties as may be assigned.

The Volunteer Station Captains are responsible to:

Keep their respective station personnel in a state of readiness.

Analyze the District training program frequently and to observe and outline any training deficiencies that may exist and report those to the Chief responsible for Training.

Annually evaluate the personnel under their command to determine that minimum performance is being met.

Deficiencies should be noted and forwarded to the Chief responsible for Training.

Provide continual performance and practice of basic skills (hose evolutions, pumping procedures, ladder raises, etc. and keep the fire companies finely tuned in these skills.

Document all training that occurs and forward it to the Chief responsible for Training.

## Training Records

### 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

### 601.2 POLICY

It is the policy of South Whidbey Fire/EMS to maintain comprehensive records of all training provided by the department, and all training received by South Whidbey Fire/EMS members. The Training Chief or the authorized designee shall be responsible for creating and maintaining training records. All members of South Whidbey Fire/EMS are responsible for assisting the in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using South Whidbey Fire/EMS approved secure electronic file storage systems.

### 601.3 PROCEDURE

The Training Section will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms and fit testing for Division of Occupational Safety and Health (DOSH)/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Washington State Patrol, Fire Protection Bureau-accredited training provided by the District.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other incident management system.
- (e) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.

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- (f) Any training opportunity scheduled through the Training Section and intended to be provided division-wide to each of the Sections.
- (g) Any training opportunity utilizing instruction from outside the District.
- (h) Any interagency cooperative training program or activity.
- (i) Any regularly-scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained in the Training Section files based on district established records retention schedules.

**601.4 SECTION TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all training provided by all Sections of the District. All Sections are required to submit documentation for each training session offered. The information in each record shall include, but not be limited to, the following:

- (a) The course title
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, DOSH regulation or other requirement
- (c) The dates the course was provided to members
- (d) The instructor names, qualifications and/or certifications
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students
- (f) Copies of course evaluations submitted by students
- (g) Attendance records for each course session, including each member's name or other identifier

**601.4.1 RECORDS ROUTING**

All completed forms are turned into the station officer. The station officer will check for completion and accuracy, enter the training into ImageTrend, sign and date the report and submit to Training Chief through inter-department mail. The Training Chief will approve and authorize the training for each class. The Chief, Training Chief, or designee will then lock the class to any further changes.

**601.5 INDIVIDUAL TRAINING RECORDS**

The Training Section will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be

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factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of six full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Section should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Section staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include coursework, position task books and certifications, NIMS certifications, SEMS certifications, pre-hospital care provider continuing education coursework, and licensing and certification records (paramedic and Emergency Medical Technician).

#### **601.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

Members of the District may submit training records from previous employers to the Training Section for inclusion in their individual training file. The Training Section staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Section copies of any licenses, certifications and coursework that are pertinent to their position with the South Whidbey Fire EMS.

The Training Section staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their South Whidbey Fire EMS training file.

#### **601.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former South Whidbey Fire EMS member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting

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that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the South Whidbey Fire EMS to release copies to the named third party.

**601.8 RESPONSIBILITIES**

Individual Responsibilities:

Each member is responsible for their own training documentation. Training that is not documented properly or illegible may not be entered into ImageTrend (no credit received) until corrections are made. Paperwork for individual classes or outside training where a certificate(s) or course completion documentation is received should be copied and/or submitted to the Training Chief. The Training Chief, or designee, will enter the class for those who do not have ImageTrend access and forward the certificate or course completion documentation to Administration for scanning and attachment to the training class. Original documentation will be returned to the member once an electronic copy (scanning) is completed.

Station Officer Responsibilities:

Station officers are to ensure training is documented properly and entered into ImageTrend upon completion of training. Station officers have the option of entering any additional individual outside training into ImageTrend for members of their station. (i.e. classes attended outside the district). Driving Logs are optional. Completed reports will be forwarded to the Training Chief for approval.

Instructor Responsibilities:

Class or course instructors are responsible to ensure training is documented properly and entered into ImageTrend following the training to ensure data consistency among all participants. If the instructor does not have access to ImageTrend, the documentation will follow the previous two steps as appropriate. The Training Chief, and/or designee, is responsible for data entry of outside of the district instructor's classes and non-entered Driving Logs.

Training Chief Responsibilities:

The Training Chief is responsible for ensuring training documentation is correct and within district protocols. Errors found in documentation, data entry or lack of data entry into ImageTrend will be returned to the station officer or instructor indicating the reason for return. Training Chief will then authorize each class then lock the class to any further changes.

Chief's Responsibilities:

The Chief will periodically review training data entry to ensure district policies and protocols are being followed.

## Fire Training

### 602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recommended training competencies and requirements for members of South Whidbey Fire/EMS for live structure fire training and wildland fire suppression.

### 602.2 POLICY

South Whidbey Fire/EMS will train all members who engage in structural and wildland fire suppression activities at a level that is commensurate with their duties and responsibilities.

### 602.3 LIVE FIRE TRAINING

Members of South Whidbey Fire EMS may be permitted to participate in live structure fire training only after having received previous training, as defined by the District, in the following areas:

- Safety procedures
- Self-contained breathing apparatus (SCBA)
- Fire hose
- Nozzles and fire streams
- Ladders
- Rescue procedures
- Training in the identification and handling of asbestos-containing materials likely to be encountered during a fire response

All members who engage in structural firefighting in immediately dangerous to life and health (IDLH) conditions shall be provided live fire training appropriate to their assigned duties at least every three years. Alternate training may be substituted for live fire training for two certification cycles. Alternative training includes the following (WAC 296-305-05502):

- (a) Responding to a fire scene with a full alarm assignment and an ICS established.
- (b) A post-incident analysis of the full alarm fire response.

#### 602.3.1 USE OF STRUCTURES

The District may have the opportunity to use certain structures for temporary training sites to conduct live fire and other training. The Training Officer shall be responsible for determining the suitability of a structure for training and ensuring that district members apply the appropriate safety practices and hazard abatement in preparation for an exercise. The Training Officer shall also be responsible for ensuring that structures, preparations, briefings and training sessions for live fire training conform to NFPA 1403, Standard on Live Fire Training Evolutions and with WAC 296-305-05502.

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##### **602.3.2 WATER SUPPLY**

District instructors are responsible for determining the water flow requirements for live fire training evolutions. The use of separate water sources for supply to attack and backup hoselines should be used when practicable. Water flow requirements should be based on the following considerations:

- Complexity of the evolution
- Size and structure of the building and the contents involved
- Method of attack
- Exposure protection
- Reserve water supply for contingencies

##### **602.4 WILDLAND FIRE TRAINING**

The Training Officer is responsible for ensuring district members who are assigned to wildland fire or urban wildfire suppression incidents receive initial, recurring and refresher training that includes, but is not limited to, the following (WAC 296-305-07010):

- (a) Training to a National Wildfire Coordinating Group (NWCG) Firefighter level II or a comparable class of training.
- (b) Training and demonstrated competency in utilizing the Incident Command System (ICS).

Supervisors and company officers shall be trained to a level that is commensurate to the position and responsibilities they assume.

The Training Officer should incorporate wildland fire training into the annual planning calendar.

## Fire Equipment Driver/Operator Training

### 603.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all South Whidbey Fire EMS members who operate firefighting apparatus as part of their duties receive appropriate training.

#### 603.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles owned by a regularly organized fire suppression agency, that is designed, maintained and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

### 603.2 POLICY

It is the policy of South Whidbey Fire/EMS that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2009 edition and the Office of the State Fire Marshal (OSFM).

Training should include written, oral and practical evaluations to demonstrate proficiency. The Deputy Chief, Training shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

### 603.3 PROCEDURES

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition. The certificate attesting to the successful completion of an approved training course shall be carried with the member whenever he/she is operating the equipment or apparatus (RCW 46.25.050).

### 603.4 TRAINING OFFICER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Officer shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

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# Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training

## 604.1 PURPOSE AND SCOPE

Automated External Defibrillator The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform Cardiopulmonary Resuscitation (CPR) and utilize an Automated External Defibrillator (AED).

### 604.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Qualified instructor - An individual who is qualified to teach AED/CPR (WAC 246-976-031).

## 604.2 POLICY

It is the policy of South Whidbey Fire/EMS that all members shall receive initial and recertification training to maintain the current and valid certificate that is required in order to use an AED or the performance of CPR. Initial training and recertification will consist of Washington State Department of Health approved courses and will be provided by qualified instructors at the healthcare provider level (WAC 246-976-141; WAC 246-976-161).

## 604.3 REQUIREMENTS

CPR and AED training should include the following topics and skills:

- Proper use, maintenance and periodic inspection of the AED
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest
- Information relating to AED safety precautions to enable the administration of a shock, without jeopardizing the safety of the patient, rescuers or other nearby persons
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged
- Rapid, accurate assessment of the patient's post-shock status
- The appropriate continuation of care following a successful defibrillation

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

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All CPR and AED training provided by the District shall be approved and monitored by the District MPD who shall also approve any written and skills examinations required for course completion. He/She shall also approve AED instructors and designate public safety AED service providers.

#### **604.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all AED training provided to members in accordance with Washington State Department of Health regulations and under District MPD supervision. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of the persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

#### **604.5 MANDATORY REPORTING**

The Division Chief, EMS shall be responsible for collecting and reporting AED data to the District's MPD. It will be necessary to establish procedures for the collection, maintenance and evaluation of patient care records in order to report to the EMS authority on the total number of patients defibrillated and appropriate patient follow-up data as required (RCW 70.54.310).

## Bloodborne Pathogen Training

### 605.1 PURPOSE AND SCOPE

Bloodborne Pathogen Training The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids.

### 605.2 POLICY

It is the policy of South Whidbey Fire/EMS to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (WAC 296-823-12005).

### 605.3 PROCEDURES

The Health and Safety Officer, working with the Training Officer, shall be responsible for (WAC 296-823-12005):

- (a) Training members in the proper use of protective equipment, exposure protection, post-exposure protocols and disease modes of transmission as they are related to infectious diseases (WAC 296-305-02501; WAC 296-823-120).
- (b) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by WAC 296-823-12005.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

District officers are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure-control procedures are followed.

### 605.4 TRAINING REQUIREMENTS

Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost, on-duty training that shall include all of the state requirements. Communicable disease training will occur before assigning tasks where occupational exposure might occur, at least annually and within one year of the previous training (WAC 296-823-12005).

The content of training materials shall be appropriate and convey the required knowledge to members. Instructors shall be knowledgeable in the subject matter as it relates to members' roles and responsibilities (WAC 296-823-12005).

The bloodborne pathogen training program shall contain elements that include, at a minimum (WAC 296-823-12005):

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- (a) An accessible copy of WAC Chapter 296-823 - Occupational Exposure to Bloodborne Pathogens and an explanation of its contents.
- (b) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- (c) An explanation of how bloodborne pathogens are transmitted.
- (d) An explanation of the exposure control plan and how to obtain a copy of the written plan.
- (e) An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials.
- (f) An explanation of the use and limitations of methods that prevent or reduce exposure, including the following:
  - 1. Equipment and safer medical devices
  - 2. Work practices
  - 3. Personal protective equipment (PPE)
- (g) Information about PPE:
  - 1. Types
  - 2. Proper use and limitations
  - 3. Selection
  - 4. Location
  - 5. Putting it on and taking it off
  - 6. Handling
  - 7. Decontamination
  - 8. Disposal
- (h) Information about the hepatitis B virus vaccine:
  - 1. Effectiveness
  - 2. Safety
  - 3. Method of administration
  - 4. Benefits of being vaccinated
  - 5. Vaccine and vaccination are offered at no cost to the member
- (i) Information about what actions to take and persons to contact when exposure to blood or other potentially infectious materials occurs outside of the normal scope of work.
- (j) An explanation of the procedure to follow if an exposure incident occurs, including:

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1. The method of reporting the incident.
  2. The medical evaluation and follow-up that will be available.
- (k) Information about the post-exposure evaluation and follow-up procedure.
- (l) An explanation of the signs and labeling or color-coding required.
- (m) An opportunity for interactive questions and answers with the trainer during the training session.

Training may be person-to-person, by telephone or by e-mail, as long as the member can ask and receive answers during the training session.

**605.4.1 ADDITIONAL TRAINING RELATED TO CHANGING TASKS OR PROCEDURES**

Training must be provided to a member when his/her occupational exposure risk is affected (WAC 296-823-12010).

**605.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen training that has been provided to members, as required by Washington State. Records should include, but are not limited to (WAC 296-823-12015):

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Emergency Action Plan and Fire Prevention Plan Training

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the South Whidbey Fire EMS Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Washington regulations for all South Whidbey Fire EMS facilities (WAC 296-24-567).

## 606.2 POLICY

It is the policy of the South Whidbey Fire EMS to provide training to all members regarding the EAP and FPP.

## 606.3 TRAINING GUIDELINES

EAP and FPP training shall include, but is not limited to (WAC 296-24-567):

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plan.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plan at the following times:
  1. Initially when the plans are developed
  2. Whenever the member's responsibilities or designated actions under the plans change
  3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

## 606.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

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- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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## Hazard Communication Program Training

### 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (WAC 296-901-14016).

#### 607.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-901-14006):

**Hazardous chemical** - Any chemical that is classified as a physical hazard or health hazard, simple asphyxiant, combustible dust or pyrophoric gas, or a hazard not otherwise classified.

**Health hazard** - Any chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in WAC 296-901-14022, Appendix A, Health Hazard Criteria.

### 607.2 POLICY

It is the policy of South Whidbey Fire EMS, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

### 607.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics (WAC 296-901-14016):

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of the written hazard communication program, including information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, engineering controls, emergency procedures and personal protective equipment (PPE).

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- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

**607.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all hazard communication program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

## Hazardous Materials (HAZMAT) Training

### 608.1 PURPOSE AND SCOPE

Hazardous Materials (HAZMAT) Training The purpose of this policy is to establish training that will meet state requirements regarding the South Whidbey Fire EMS Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to meet the provisions of the Washington regulations.

### 608.2 POLICY

It is the policy of South Whidbey Fire/EMS that any member whose duties include a role in the HAZMAT response program shall receive training to the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

### 608.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. The skill and knowledge levels required for all new members shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-30005).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-20005; WAC 296-824-30005):

#### 608.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (WAC 296-824-30005).

#### 608.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations level (FRO) training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This members function is to contain the release from a safe distance, keep it from spreading, and prevent exposures (WAC 296-824-30005).

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#### 608.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance (WAC 296-824-30005).

#### 608.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more directed or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (WAC 296-824-30005).

#### 608.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (WAC 296-824-30005).

#### 608.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by members, their representatives and WISHA personnel (WAC 296-824-20005).

#### 608.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (WAC 296-824-30005).

### **608.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS**

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. The Washington Administrative Code requires that medical examinations and consultations be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (WAC 296-824-40005):

- (a) Prior to assignment
- (b) At least once every 12 months unless a physician believes a shorter or longer interval is necessary
- (c) At termination of employment or reassignment to duties not covered by this policy if the member has not been examined within the past six months

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- (d) As soon as possible after a member reports signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- (e) As soon as possible after the member has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation.

Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on duty. The content of medical examinations should be made available to the member as determined by the attending physician.

#### **608.4.1 HAZMAT MEDICAL SURVEILLANCE FOLLOWING EXPOSURE**

Members of an organized, designated HAZMAT team, and HAZMAT specialists shall be provided with medical surveillance at least once every 12 months after their initial assignment (WAC 296-824-40005).

Any emergency response member who exhibits signs or symptoms of possible overexposure to hazardous substances or health hazards during the course of an emergency incident shall be provided with medical consultation as soon as possible following the incident or development of signs or symptoms.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years (WAC 296-802-20005). This record shall contain at least the following information (WAC 296-824-40010):

- (a) The name and Social Security number of the member.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information given to the examining physician by the District.

#### **608.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to, the following:

- (a) Dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
  1. Specific content required by regulation covered
  2. Manufacturer's recommendations (as applicable)
  3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifier and job title of all members who received the training.

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- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test)

The Training Officer should maintain the training records in accordance with established records retention schedules.

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# Hearing Loss Prevention and Noise Control Training

## 609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain Hearing Loss Prevention Noise Control Training for members exposed to noise above levels predetermined by state code (WAC 296-817-100).

## 609.2 POLICY

It is the policy of the South Whidbey Fire EMS to promote member health and safety by establishing Hearing Loss Prevention and Noise Control Training and requiring member participation. The Hearing Loss Prevention Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts (WAC 296-817-200).

## 609.3 PROCEDURES

The following procedures shall comprise the Hearing Loss Prevention and Noise Control Training for South Whidbey Fire/EMS. The Deputy Chief, Training shall be responsible for ensuring that the appropriate members are enrolled in the training. Company officers shall be responsible for ensuring that members attend scheduled testing and training.

### 609.3.1 NOISE EXPOSURE LIMITS

The South Whidbey Fire EMS shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed the criteria in Table 1 of WAC 296-817-100.

### 609.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District (WAC 296-817-20015).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

### 609.3.3 HEARING PROTECTOR ATTENUATION

The South Whidbey Fire EMS shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in WAC 296-817-20015. The District will provide more effective hearing protectors where necessary (WAC 296-817-20015; WAC 296-305-02004).

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##### 609.3.4 MONITORING

The South Whidbey Fire EMS shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (WAC 296-817-20005).

##### 609.3.5 AUDIOMETRIC TESTING PROGRAM

The South Whidbey Fire EMS shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to WAC 296-817-100. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (WAC 296-817-40010; WAC 296-817-40015).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (WAC 296-817-40010).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

##### 609.3.6 AUDITS

The South Whidbey Fire EMS shall conduct audits at least quarterly by a properly trained member (WAC 296-817-50005; WAC 296-817-50010).

Records of the audit results for each member shall be maintained as provided by WAC 296-817-50020.

#### **609.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all Hearing Loss Prevention Program training provided to members. Records should include but are not limited to the following (WAC 296-817-20020):

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of persons conducting the training
- (e) Copies of baseline and annual audiometric testing and evaluation documents (WAC 296-817-40030).

The Training Officer shall maintain the training records in accordance with established records retention schedules.

# Heat Illness Prevention Training

## 610.1 PURPOSE AND SCOPE

Heat Illness Prevention Training The purpose of this policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (WAC 296-62-09560).

### 610.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes, but is not limited to, heat cramps, heat exhaustion and heat stroke.

## 610.2 POLICY

It is the policy of South Whidbey Fire/EMS to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness (WAC 296-62-09560).

## 610.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions prior to outdoor work which exceeds temperatures listed in Table 1 of WAC 296-62-09510 and annually thereafter. The training shall include (WAC 296-62-09560):

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of a minimum of one quart of water per hour when the work environment is above the outdoor temperature action levels identified in Table 1 of WAC 296-62-09510 between May 1 and September 30 and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

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- (g) The district's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary.
- (h) The district's procedures for contacting emergency medical services, and if necessary, for transporting members to a place where they can be reached by an emergency medical service provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

**610.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES**

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (WAC 296-62-09560):

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an emergency medical service provider, if necessary

**610.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of all members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

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# Health Insurance Portability and Accountability Act (HIPAA) Training

## 611.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

### 611.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan, or employer and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium, or communicated orally.

## 611.2 POLICY

It is the policy of South Whidbey Fire EMS to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

## 611.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

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Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

**611.4 TRAINING RECORDS**

The Training Section shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

## Discriminatory Harassment Training

### 612.1 PURPOSE AND SCOPE

The purpose of this policy is to establish discriminatory harassment training for all district members. This policy identifies which members should receive training, when additional or supplemental training is recommended and the record keeping necessary to minimize the occurrence of discriminatory harassment in the workplace.

### 612.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide all District members with training regarding the recognition and prevention of harassment. Supervisors should receive supplemental training due to their increased responsibility to effectively respond to a complaint.

### 612.3 PROCEDURE

All members of South Whidbey Fire/EMS should complete training regarding the recognition and prevention of discriminatory harassment. This training should be accomplished using the following schedule:

- (a) The initial training for all existing members of the District should be completed within six months of the adoption of this policy. Any existing members who do not complete this training within the above six-month period should complete the training as soon as practicable.
- (b) All new members of the District, including members who have had a period of absence of employment or volunteering from the District of greater than 180 days, should complete training regarding the recognition and prevention of discriminatory harassment within six months of the member's date of hire. Any new member of the District who has not completed this training within the six-month period should complete the training as soon as practicable.
- (c) All members of South Whidbey Fire/EMS should complete refresher training regarding the recognition and prevention of discriminatory harassment. This training should be provided to members once every two years.

#### 612.3.1 SUPERVISOR TRAINING

All supervisors should receive specific training regarding discriminatory harassment in addition to the discriminatory harassment recognition and prevention training recommended to all members of the District. All district supervisors should receive supervisor-specific discriminatory harassment training within six months of assuming their supervisory position. Following the initial supervisor-specific training, all supervisory personnel should receive refresher training once every three years. The District should provide at least two hours of course time in each training session.

Specific topics and information should be provided to supervisory personnel. At a minimum, the district's discriminatory harassment training program for supervisors should include, but not be limited to:

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- (a) The definitions of unlawful harassment under state and federal laws.
- (b) The state and federal statutory law and case law principles regarding the prohibition against discriminatory harassment, the prohibition against discriminatory harassment, and the prohibition against retaliation in employment.
- (c) The various types of conduct that can constitute discriminatory harassment.
- (d) The remedies available to employees/victims of discriminatory harassment.
- (e) Sample strategies to prevent discriminatory harassment in the workplace.
- (f) The use of practical examples of discriminatory harassment, which can be obtained from a variety of sources such as factual scenarios taken from case law, media accounts of actual cases; hypothetical scenarios based on workplace situations that exist within the District, and other sources which illustrate discriminatory harassment and retaliation, through the use of training methods such as role-play, case studies, and group discussions.
- (g) The limited confidentiality of the discriminatory harassment complaint process.
- (h) The resources available to victims of unlawful discriminatory harassment.
- (i) Information on how members should report any alleged or perceived discriminatory harassment.
- (j) The employer's obligation to conduct an effective investigation into any and all discriminatory harassment complaints occurring at the District or in the course of district business.

**612.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records should include, but not be limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# National Incident Management System (NIMS) Training

## 613.1 PURPOSE AND SCOPE

National Incident Management System (NIMS) Training The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

## 613.2 POLICY

It is the policy of South Whidbey Fire/EMS to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

## 613.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
  - 1. FEMA IS-700: NIMS, An Introduction
  - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
  - 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Section Supervisors, Emergency Operations Center Staff:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

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**613.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but not be limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Respiratory Protection Training

## 614.1 PURPOSE AND SCOPE

Respiratory Protection Training The purpose of this policy is to protect the health of members through appropriate training of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (WAC 296-305-04001; WAC 296-842-16005; WAC 296-305-05502).

### 614.1.1 DEFINITIONS

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

## 614.2 POLICY

It is the policy of South Whidbey Fire/EMS to protect the health of members by providing respiratory protection training.

## 614.3 TRAINING REQUIREMENTS

### 614.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they do any of the following (WAC 296-842-16005):

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

### 614.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audio-visuals, slide presentations, formal classroom instruction, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods (WAC 296-842-16005).

Instructors should be available to provide responses to questions, evaluate understanding of the material and provide other instructional interaction (WAC 296-842-16005).

### 614.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training (WAC 296-842-16005):

- (a) Initially, before worksite respirator use begins.

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- (b) Periodically, but within 12 months of the previous training.
- (c) Additionally, when the following occur:
  - 1. The member has not retained knowledge or skills.
  - 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment available for use, the step-by-step procedure for donning the respirator and checking it for proper function (WAC 296-305-04001).

#### 614.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment available for their use, the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (WAC 296-305-04001):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures such as use of regulator bypass valve, corrective action for facepiece and breathing tube damage and breathing directly from the regulator (where applicable) (WAC 296-305-04001).

#### 614.3.5 MEMBER REQUIREMENTS

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills as required by their duties:

- (a) Why the respirator is necessary, including identifying respiratory hazards such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, repair and store the respirator.

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- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.
- (h) The district's general obligations under WAC 296-842-100 et seq.

**614.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy (WAC 296-842-16005(5)).

The Training Officer should maintain the training records in accordance with established records retention schedules.

## Wildland Fire Shelter Deployment Training

### 615.1 PURPOSE AND SCOPE

Wildland Fire Shelter Deployment Training The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

### 615.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide thorough and recurrent wildland fire shelter deployment training to all District members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

### 615.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712
- (c) Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
  1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
  2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
  3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
  4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.
  5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).

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6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

**615.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain training records in accordance with established records retention schedules.

## Firefighter Health, Safety and Survival

### 616.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter/EMT health, safety and survival, and reduce the number of preventable injuries and deaths.

### 616.2 POLICY

South Whidbey Fire/EMS is committed to providing leadership, accountability and training regarding firefighter/EMT health, safety and survival.

### 616.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow South Whidbey Fire/EMS safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

### 616.4 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

### 616.5 TRAINING OFFICER RESPONSIBILITIES

The Training Section is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

### 616.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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The Training Officer should maintain the training records in accordance with established records retention schedules.

## **Chapter 7 - Equipment and Technology**

## Information Technology Use

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

#### 700.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the South Whidbey Fire EMS that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

### 700.2 POLICY

South Whidbey Fire EMS members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

### 700.3 ELECTRONIC MAIL

Electronic Mail ("e-mail") is intended to be used for communication purposes. Email messages sent or received for personal or other purposes will be treated no differently from other messages. Consequently, email should not be used for any information that the user desires to keep personal or private.

Despite the password and other security provision, it must be understood that email is not necessarily secure, private or confidential. For example, it is possible for any message sent by a user to be forwarded on to anyone else on the Internet, with or without the knowledge of the original sender. Even after an email has been deleted, it can still be possible to retrieve it and read it. The District reserves the right to access and view any email messages on its system and employees should not expect their email messages, received or sent, to be private. Therefore, users should avoid sending anything in email that might cause harm to themselves or another if revealed to persons other than the intended recipient.

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The security provision of the email system must be honored at all times. For example, one should not attempt to gain access to other people's messages to satisfy idle curiosity or other personal interests.

Good judgment should always be employed in using email. In addition to the general guidelines contained in this S.O.P. the following practices are specifically forbidden. This is not an exclusive list; other email practices that do not meet the District's expectations are prohibited.

1. Intentional impersonation and/or misrepresentation as to the identity of a sender or receiver of email.
2. Modifying a message and forwarding without noting the changes (i.e. additions, deletions, modifications to the content, etc.).
3. Bypassing the user-security mechanisms of the email system in a malicious manner (such as creating bogus accounts or "snooping" through mail addressed to other people).
4. Placing information on the email system that would defame, or portray in a false light, the sender or recipient of an email message.

#### **700.4 INTERNET ACCESS AND EMAIL AGREEMENT**

In order to provide a safe and healthy work environment for all members, and to ensure compliance with laws governing the use of public property and District policy, we ask that you agree to and comply with the following guidelines.

1. South Whidbey Fire/EMS (District) provides Internet access and email primarily for purposes related to the District and your position. Use of District equipment, Internet access and email for non-district related purposes during business hours is inappropriate. Common sense and good judgment should guide secondary usage. At least implicitly, as far as our vendors, customers, and others outside of the District are concerned, you are a representative of the District. Therefore, should you wish to engage in a time consuming, controversial, or private topic, you must do so on your own time with your own account and equipment. Even then, you should not identify yourself as District personnel when referring to District policies, issues, responsibilities, etc., unless you have been specifically authorized by the District to speak on behalf of the District.
2. All use of the District's computer network, Internet access, and email must be in conformity to state and federal law and any regulations published by the District from time to time. Users are responsible for the appropriateness and content of material they store, transmit, or publish using the District computer network, Internet access, and email. Without limiting the foregoing, the following is prohibited:
  - a. Malicious use of the District's computer network, Internet access, and email to harass others or gain unauthorized access to any computer or computing system.
  - b. Abusive, libelous, or defamatory statements.
  - c. Hate mail, harassment, or discriminatory remarks.

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- d. Accessing, transmission, or storage of pornography, or any obscene text or images.
- e. Unauthorized installation, use, storage, or distribution of copyrighted software or material.
- f. Illegal behaviors.
- g. All other misconduct outlined in this policy.

NOTE: Use of another organization's network or computing resources must additionally comply with the rules appropriated for that network or organization.

3. Users agree to hold South Whidbey Fire/EMS harmless for damage to personal computers, mobile devices, equipment, or software as a result of allowing access to the District's technology system.

4. South Whidbey Fire/EMS reserves the right to modify or revise these regulations at any time, with or without notice. For security and administrative purposes, the District reserves the right for authorized personnel to audit, access, and if necessary, disclose any use of District equipment and facilities and content of any files stored there on, including, without limitation, access logs, and email messages. The use of District computers, Internet access, and email is a privilege, not a right. Inappropriate use may result in a cancellation of those privilege or other penalties and could result in disciplinary action, up to and including termination of employment or removal as a volunteer. In addition South Widbey Fire/EMS reserves the right to restrict or deny access at work to anyone at any time.

I have read and understand the above guidelines and agree to follow them. I specifically understand that any violations of this policy may result in disciplinary action up to and including termination of my employment or removal as a volunteer.

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Employee Name (please print)

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Employee Signature

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Date

**700.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes

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records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

#### **700.6 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **700.6.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software on any district computer. Any files or software that a member finds necessary to install on district computers or networks shall be installed only with the approval of district information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

##### **700.6.2 HARDWARE**

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or

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program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

**700.6.3 INTERNET USE**

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

**700.6.4 OFF-DUTY USE**

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

**700.7 PROTECTION OF SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

**700.8 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

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The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the district computer system when requested by a supervisor or during the course of regular duties that require such information.

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## Use of District-Owned and Personal Property

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 701.2 POLICY

It is the policy of the South Whidbey Fire EMS to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to including termination.

### 701.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members should promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced with a comparable item.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property should only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

#### 701.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines should apply:

- (a) All district property, including keys, identification cards, electronic devices and system access cards, should be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

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- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

**701.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and District and district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District or District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Deputy Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

**701.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value.

The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

**701.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.

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- (c) Any personal property used in place of district-issued property, unless required by the District.
- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

#### 701.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (RCW 46.30.020).

#### 701.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

#### 701.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Deputy Chief.

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## Personal Communication Devices

### 702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications, and/or portable Internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

### 702.2 POLICY

The South Whidbey Fire EMS allows members to utilize district-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the District, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 702.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the District, including any district-issued PCD or personally owned PCD that has been used to conduct district-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through district PCDs or networks.

### 702.4 DISTRICT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue a PCD. District-issued PCDs are provided as a convenience to facilitate on-duty

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performance only, unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

#### **702.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any district business-related communication.
- (e) The device shall not be utilized to record or disclose any district business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.
- (f) Use of a personally owned PCD constitutes consent for the District to access the PCD to inspect and copy data to meet the needs of the District, which may include litigation, public records retention, and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the District with the telephone number of the device.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate record keeping.

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##### **702.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., inform family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official district business.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

##### **702.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

##### **702.8 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

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##### **702.9 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles other than authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use and the use complies with RCW 46.61.672. Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send, or read a text-based communication on a PCD while driving. Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

## Radio Call Number Designation

### 703.1 PROCEDURE

The following standard operating procedure outlines the numbering system used to identify personnel within our organization. This system is used by all fire agencies within Island County and in general by most other agencies. The number “zero” is always pronounced as zero. It is never to be pronounced “oh”.

First digit, District

Always a 3

Second digit, Station

0 = Command Staff 5 = Station 35

1 = Station 31 6 = Station 36

2 = Station 32 7 = Medical Division

3 = Station 33 8 = Reserved

4 = Station 34 9 = Reserved

Third digit, Officer (only if there are 3 total digits in the number)

0 = Duty Chief Officer Note: Chief Officers shall be designated by 301-9.

1 = Captain

2 = Lieutenant

3 = Lieutenant

4 = Lieutenant

Fourth digit if required, non-officer position, uses both the 3rd and 4th position

Example: 32-17, District 3, Station 32, 17th non-officer member

Example: 34-45, District 3, Station 34, 45th non-officer member

Print Examples:

300 Duty Officer 364 Station 36 3rd Lieutenant

304 Command Staff 31-28 Firefighter at station 31

311 Station 31 Captain 34-11 Firefighter at station 34

322 Station 32 1st Lieutenant 37-16 EMT in medical division

333 Station 33 2nd Lieutenant 37-30 FR in medical division

Spoken Examples:

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Chief three-hundred Lieutenant three six four

Chief three-zero-four Firefighter thirty-one twenty-eight

Captain three one one Firefighter thirty-four eleven

Lieutenant three two two EMT thirty-seven sixteen

Lieutenant three three three First Responder thirty-seven thirty

If you are a firefighter and an EMT, use the appropriate identifier for the type of call you are responding to.

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## Communications Operations

### 704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

#### 704.1.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

All South Whidbey Fire EMS radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

### 704.2 POLICY

The South Whidbey Fire EMS will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Dispatch. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and local and regional interagency/multi-agency incidents.

### 704.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in Dispatch to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the firefighters/paramedics who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Command and tactical radio channels to be used for the incident
- (i) Time of apparatus arrival
- (j) Requests from members during the incident
- (k) Time the apparatus returned to service

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- (l) Disposition or status of the reported incident
- (m) Duration of the incident from the time the first unit arrives on-scene at a structure fire or other incident in which conditions appear to be time sensitive. This is also known as an incident clock.
- (n) Periodic notification to the Incident Commander of the duration of the incident at intervals of the incident clock established by South Whidbey Fire EMS procedures (WAC 296-305-05000)

**704.4 RADIO COMMUNICATIONS**

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason. Emergency scene communications shall employ the use of “clear-text” terminology (WAC 296-305-05000).

Members operating at incidents are responsible for maintaining radio communications with their supervisors at all times during emergency incidents.

**704.4.1 APPARATUS IDENTIFICATION**

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Dispatch. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Dispatch once the mobile unit has been properly identified.

**704.4.2 RADIO TESTING**

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

**704.4.3 EMERGENCY TRAFFIC/MAYDAY ALERT**

Any member who becomes lost, trapped, injured or is in any other life-threatening situation shall immediately call for help using the term “Mayday” to declare that an emergency exists (WAC 296-305-05000). When a member declares Mayday, the following information should be reported:

- Unit identifier and rank/position
- Nature of problem
- Last known or approximate position
- Assignment

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- Position of closest adjacent unit or company
- Breathing air status
- Activation of audible alert on Personal Alarm (or Alert) Safety System (PASS) device
- Activation of emergency button on portable radio

Upon hearing the report of Mayday, all other units will clear the air of routine incident radio traffic.

When a member needs to transmit critical incident information that may not identify a currently life-threatening situation, he/she may use the term “emergency traffic.” Upon hearing the term “emergency traffic,” all other members operating at the incident will discontinue routine radio traffic until the situation or condition has been resolved and routine radio traffic can continue (WAC 296-305-05000).

## Mobile Data Terminal Use

### 705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

### 705.2 POLICY

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Duty Chief.

#### 705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the officer or other crew member who is not driving and has access to the MDT.

#### 705.2.2 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the fire radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

#### 705.2.3 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Notify the Duty Chief of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

### 705.3 MDT CONSIDERATIONS

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##### 705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Dispatch. It shall be responsibility of Dispatch to record all information that will then be transmitted verbally over the fire radio.

##### 705.3.2 BOMB CALLS

When assisting on a report of a possible bomb, members will turn off the MDT. Operating a MDT may cause some devices to detonate.

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## Use of District Vehicles

### 706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

#### 706.1.1 DEFINITIONS

Definitions related to this policy include:

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

### 706.2 POLICY

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigate recall and other considerations.

- Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation. .

### 706.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages. Members operating district-owned vehicles shall not permit persons other than district members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

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- (d) District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days unless approved by the Fire Chief or authorized designee.
- (e) District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

#### 706.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workspace and for District-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall adhere to the following criteria:

- (a) The member must live within the District.
- (b) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- (c) District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (d) The member may be responsible for the care and maintenance of the vehicle. The District should provide necessary care and maintenance supplies.
- (e) Off-street parking shall be available at the member's residence.
- (f) Vehicles shall be locked when not attended.
- (g) All District identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a District-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

#### 706.3.2 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 706.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions, or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

#### 706.3.4 TOLL ROAD USAGE

Members in authorized emergency vehicles using toll roads are exempt from paying toll road charges. An authorized emergency vehicle is an on-duty vehicle of the District which is equipped

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with emergency lights and sirens and used to respond to emergency calls (WAC 468-270-030; WAC 468-270-085; WAC 468-270-105).

All members passing through a toll facility in unauthorized emergency vehicles during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Members operating district-owned vehicles that are not authorized emergency vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges where required (WAC 468-270-085; WAC 468-270-105).

## Non-Official Use of District Property

### 707.1 PURPOSE AND SCOPE

Non-Official Use of Department Property The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

District property also includes use of the district's name, logos or other branding materials not intended for general distribution or marketing campaigns.

### 707.2 POLICY

The personal use of district property is not authorized. No equipment or material shall be loaned or used by a member for any purpose other than official district business without the express prior approval of the Fire Chief or the authorized designee.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Duty Chief for consideration.

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## Knox-Box Access

### 708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of South Whidbey Fire/EMS members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the South Whidbey Fire/EMS jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders.

#### 708.1.1 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the South Whidbey Fire EMS.

Knox master key - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

Knox tones - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

### 708.2 POLICY

It is the policy of South Whidbey Fire/EMS to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

### 708.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by the dispatcher. Once the Knox master key is released, it should be used to

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access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access.

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at District expense.

#### **708.4 SITE INSTALLATION AND TESTING**

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the District, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed 6 feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering. The preferred location for mounting a key switch is at the gate control head or adjacent to the gate or door entry key pad.

Knox-key switches should be installed by a certified electrician familiar with these devices.

#### **708.5 KEYS IN KNOX-BOXES**

Every access key placed in a Knox-Box shall be identified with a sturdy tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner or the District

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##### **708.6 LOCK UP OF KEYS IN KNOX-BOXES**

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact South Whidbey Fire/EMS to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

##### **708.7 TESTING KEY SWITCHES**

After a key switch has been installed, the property owner must contact the District. The first-in engine company will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

##### **708.8 NUMBER OF KEY SETS REQUIRED**

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

##### **708.9 ANNUAL KNOX-BOX TESTING**

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or the first-in engine company. This should consist of checking the operation of the box and the keys.

# Photography And Electronic Imaging

## 709.1 PURPOSE AND SCOPE

Photography and electronic imaging The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by district members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

## 709.2 POLICY

It is the policy of South Whidbey Fire/EMS to authorize members to utilize photography and electronic imaging to document incidents and District activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by District members must also comply with the requirements of HIPAA.

South Whidbey Fire/EMS shall respect the privacy rights established in the state and federal constitutions.

## 709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONICIMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

## 709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

It should be understood by all South Whidbey Fire/EMS members that use of personal digital or electronic devices, such as cameras, cell phones, personal tablets, etc., for photographs taken while on duty may render the device and the entirety of information stored on that device discoverable in a court of law.

### 709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.

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- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Investigations education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creating and maintaining a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the district's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Investigations.
- (i) Unless prohibited elsewhere in this policy, to document any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Duty Chief or any Deputy Chief.

#### 709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.

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- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

#### **709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING**

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic

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image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

## Public Alerts

### 710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

### 710.2 POLICY

It is the policy of South Whidbey Fire/EMS to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Deputy Chief or higher rank.

### 710.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident. Social media may be the most efficient method of communicating the Public Alert.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, ICOM will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside ICOM for the public to call for additional information and explicit instructions not to call ICOM for additional information.

A Public Alert should include, but not be limited to, the following:

- (a) South Whidbey Fire/EMS has generated the alert
- (b) The nature of the alert
- (c) The location and scope of the incident/prevention campaign/fire hazard
- (d) What the listener should do to assist in the effort
- (e) Established routes and/or destinations, if applicable
- (f) Where the listener can call to get additional information, if applicable
- (g) Instructions regarding what the listener should not do, if applicable

### 710.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor, all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

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The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

## **Chapter 8 - Records Management**

## Records Management

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

### 800.2 POLICY

It is the policy of South Whidbey Fire/EMS to promote the efficient and cost-effective conduct of District business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

### 800.3 PUBLIC RECORDS OFFICER

The Fire Chief shall appoint a Public Records Officer, who will oversee the records management program, including the records retention schedule (RCW 42.56.580). The Public Records Officer or the authorized designee should:

- (a) Remain familiar with the Washington Public Records Act (RCW 42.56.001 et seq.).
- (b) Identify what records the district has, where the records are kept, the volume and how the records are used.
- (c) Maintain and make available for public inspection and copying an index of records maintained by the district as identified in RCW 42.56.070.
- (d) Maintain and update the district's records retention schedule, including:
  1. Identify the minimum length of time the district must keep records in a series.
  2. Identify the district section or division responsible for the original record.
- (e) Coordinate the placement of inactive records in storage, including:
- (f) Manage the destruction of district records, including:
  1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  1. Obtaining any required approvals for the destruction of eligible records.
  2. Maintaining a list of records that have been destroyed.
- (g) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (h) Process subpoenas and requests for records as provided in the Subpoenas, the Release of Records and the Patient Medical Record Security and Privacy policies.
- (i) Manage the document imaging process for bulky or rarely accessed records with long retention periods.

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- (j) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records, including:
- (k)
  - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
  - 2. Maintaining a schedule of fees for public records as allowed by law (RCW 42.56.070; RCW 42.56.120; RCW 42.56.130).
  - 3. Prominently displaying and making available to the public the rules and procedures for public inspection and copying of records (RCW 42.56.040).
- (l) Ensure a current list containing every law that exempts or prohibits disclosure of specific information or records of South Whidbey Fire/EMS is available to the public (RCW 42.56.070).
- (m) Ensure that the business hours for record inspection or copying are posted on the district website and made known by other means designed to provide the public with notice (RCW 42.56.090).
- (n) Maintaining a storage inventory.
- (o) Providing an annual reminder to Chief Officers and section managers to review files to determine if any records should be transferred to storage.
- (p) Ensure that the name and contact information of the Public Records Officer is visible to the public, including on the district website and in appropriate district publications (RCW 42.56.580).

## **800.4 RESPONSIBILITIES**

### **800.4.1 MEMBERS' RESPONSIBILITY**

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

### **800.4.2 COMPANY OFFICERS' RESPONSIBILITY**

Company officers at the fire stations are responsible for the management of records at the fire station level. The company officers shall ensure that all records at the fire stations are retained in accordance with this policy.

## **800.5 TRAINING**

The Public Records Officer shall complete a training program consistent with the Attorney General's model rules within 90 days of assuming responsibilities for public records and complete refresher training as required (RCW 42.56.152).

## Release of Records

### 801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

### 801.2 POLICY

The South Whidbey Fire EMS is committed to providing public access to records consistent with the Washington Public Records Act (RCW 42.56.001 et seq.).

### 801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member of the public, including the media and elected officials, may obtain copies of unrestricted records of this District by submitting a request form prescribed by the district or a written request for each record sought and paying any associated fees, if required (RCW 42.56.001 et seq.).

- (a) All requests for records shall be forwarded to the South Whidbey Fire EMS Public Records Officer for review and disposition. The request should contain:
  1. A statement that information is being requested under the Public Records Act.
  2. A clear and specific description of the record being requested, including if possible, dates, subjects, titles or authors of the documents requested.
  3. If requesting a waiver of fees, a description of why the requestor believes a waiver is in the public interest.
  4. Requestor contact information, including name, address, telephone, fax and e-mail.
  5. Any accommodation needed under the Americans with Disabilities Act.
  6. Any index reference maintained by the Public Records Officer.
- (b) The processing of requests is subject to the following limitations:
  1. All requests should be date stamped upon receipt and logged on the Public Records Act request log.
  2. The Public Records Officer or the authorized designee shall determine if the requested record is available and, if so, whether all or part of the record is exempt from disclosure (RCW 42.56.520).
    - (a) The requested record, response to the record or denial with a specific explanation for nondisclosure will be provided promptly but no later than five business days from the date of request.

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- (b) If more time is needed to respond to the request, the Public Records Officer shall provide written notice of acknowledgment of the request to the requesting party within five business days, with a reasonable time estimate that is required to respond to the request, and an explanation of the need for additional time.
3. The District is not required to create records that do not otherwise exist in order to accommodate a request for information or records.
4. If the Public Records Officer or the authorized designee determines the requested records should be disclosed, the records will be made available as soon as reasonably practicable.
5. Each page of any record released should be stamped in colored ink with the official District stamp and should identify the individual to whom the record was released.
6. Released records shall be logged on the Public Records Act request log.

#### 801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

- (a) The District is not required to create records which do not exist.
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
  1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- (c) Requests to inspect or copy records shall be responded to promptly. Within five business days of receiving the request, the District shall do one of the following (RCW 42.56.520):
  1. Provide the record.
  2. Provide the internet address and a link on the district website to the specific records requested.
    - (a) If the requester notifies the District that he/she cannot access the records online, the District shall provide copies of the record or allow the requester to view the records on a district computer.
  3. Acknowledge the receipt of the request and provide a reasonable estimate of time the District will require to respond to the request. Additional time may be required to respond based upon the need to:
    - (a) Clarify the intent of the request.
    - (b) Locate and assemble the information requested.
    - (c) Notify third persons or agencies affected by the request.

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- (d) Determine whether any of the information requested is exempt.
- 4. Acknowledge the receipt of the request and ask the requester for clarification if the request is not clear and provide the requester a reasonable estimate of the time that will be needed to respond if the request is not clarified. If the requester does not respond, and the entire request is unclear, the District need not respond. If only part of the request is unclear, the District shall respond to those portions of the request that are clear.
- 5. Deny the request.

Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested if the format has been used by the District to create copies for its own use or for other agencies (WAC 44-14-050).

#### 801.3.2 DENIALS

The denial of a request for records is subject to the following:

- (a) The denial shall be accompanied by a written statement that includes the specific exemption and a brief explanation of how the exemption applies to the withheld record (RCW 42.56.210).
- (b) Requests that are denied are subject to judicial review and the burden of proof is on the District to show that the records requested are exempt or prohibited in whole or part by statute (RCW 42.56.550).

#### 801.4 RELEASE RESTRICTIONS

Examples of records with release restrictions include:

- (a) Pre-Hospital Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy).
- (b) Personnel or similar files that contain personal information to the extent that disclosure would violate privacy rights (RCW 42.56.230; RCW 42.56.250).
- (c) Records pertaining to pending litigation (RCW 42.56.290).
- (d) Legal opinions (RCW 42.56.904).
- (e) Arson investigations (RCW 42.56.240).
- (f) Test questions, scoring keys, and other examination data used to administer an examination for employment (RCW 42.56.250).
- (g) Preliminary drafts, notes, recommendations, or intra-agency memoranda in which opinions are expressed or policies formulated or recommended (RCW 42.56.280).
- (h) Records of complaints to or investigations conducted by the South Whidbey Fire EMS for law enforcement purposes (RCW 42.56.240).
- (i) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the South Whidbey Fire EMS relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed (RCW 42.56.260).

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- (j) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (k) Records that relate to archeological site information (RCW 42.56.300).
- (l) Records obtained and all reports produced as required by state fireworks law (RCW 42.56.460).
- (m) Investigative records compiled by the District regarding possible unfair practices of discrimination under RCW 49.60.010 et seq. or possible violation of other federal, state, or local laws or South Whidbey Fire EMS internal policies during an active and ongoing investigation (RCW 42.56.250)
  - 1. Records may be released upon completion of the investigation as allowed under RCW 42.56.250.

**801.5 RELEASED RECORDS TO BE MARKED**

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the district name and to whom the record was released.

# Patient Medical Record Security and Privacy

## 802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Washington Uniform Health Care Information Act (HCIA) (RCW 70.02.005)

### 802.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- E-mail addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

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- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

#### **802.2 POLICY**

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

#### **802.3 RESPONSIBILITIES**

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

#### **802.4 PRIVACY OFFICER**

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under the HIPAA.
- (c) Mitigate to the extent practicable any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or HIPAA regulations.

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- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

#### **802.5 PROCEDURE**

Records containing PHI or PPI, including Pre-hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at South Whidbey Fire EMS facilities by authorized personnel (45 CFR 164.530(c)).

#### **802.6 SECURITY**

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

##### **802.6.1 ELECTRONIC PHI SECURITY**

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstation when left unattended and shall shut down their workstation when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

Personal health information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, into the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

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##### 802.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An office is unattended when staff is physically outside the specific office area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the office.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Public Records Officer.

##### **802.7 PHI RECORD REQUESTS**

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Public Records Officer.
- (b) The Public Records Officer or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
  - 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

##### 802.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

- (a) The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to, the following (45 CFR 160.103):
  - 1. PHI or PPI contained in e-mail or other forms of written communication
  - 2. Sharing of PHI or PPI on any website, blog or other form of social or public media
  - 3. Verbal discussions
  - 4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones

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with picture-taking or video-recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI

#### 802.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Public Records Officer may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506)
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c))
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f))
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

#### 802.7.3 REQUIRED DISCLOSURES

The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

#### 802.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested or a Declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose

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records are being requested or there is a Qualified Protective Order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the Declaration must establish that:

1. The requesting party has made a good faith effort to provide written notice to the individual, and
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection, and
3. The time for the individual to raise objections to the court or tribunal has elapsed, and
4. No objections were filed or all objections have been resolved.
5. In lieu of a Declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that:
  - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
  - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

#### 802.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
  1. To report certain types of wounds or other physical injuries.
  2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- (b) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)(2)):
  1. Name and address
  2. Date and place of birth
  3. Social Security number
  4. ABO blood type and Rh factor
  5. The character and extent of injuries

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6. Date and time of treatment
7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

**802.8 INDIVIDUAL RIGHTS**

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

**802.8.1 PHI AMENDMENT REQUESTS**

Patients have the right to review their PHI records, and if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

## Release of HIPAA-Protected Information

### 803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

### 803.2 POLICY

It is the policy of the South Whidbey Fire EMS to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

### 803.3 GUIDELINES

The following topics should be considered for inclusion in this policy:

- (a) The right of members to voluntarily complete a pre-authorization for the release of personal health information to specific individuals
- (b) The location of storage and method of security of completed pre-authorization forms
- (c) The process for a supervisor to access completed forms during both business and non-business hours
- (d) Expiration, renewal and revocation processes for the pre-authorization form
- (e) A list of situations or circumstances in which members can expect the District to release their personal health information to the pre-authorized individuals

## National Fire Incident Reporting System (NFIRS)

### 804.1 PURPOSE AND SCOPE

The federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to (NFIRS).

### 804.2 POLICY

South Whidbey Fire/EMS is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of South Whidbey Fire/EMS to participate in the NFIRS.

### 804.3 RESPONSIBILITIES

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

The Fire Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure South Whidbey Fire/EMS information is compliant with the NFIRS reporting format and is forwarded to the United States Fire Administration Data Center. Data can be submitted directly to the U.S. Fire Administration's webpage.

## Subpoenas

### 805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

#### 805.1.1 DEFINITIONS

Definitions related to this policy include:

Subpoena - A time sensitive court order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

Subpoena duces tecum - A time sensitive court order requiring a person to produce in court specific documents or evidence.

Subpoena/Summons Request (SSR) log - The district log documenting the receipt of each subpoena or summons delivered to the District, and that includes the document's source, the date received and the date of response to a request to produce documents or delivery to a member.

### 805.2 POLICY

It is the policy of South Whidbey Fire/EMS to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

### 805.3 PROCEDURE

All subpoenas should be directed to the Public Records Officer or the authorized designee. The Fire Chief or the authorized designee shall be promptly informed of any subpoena request.

#### 805.3.1 PUBLIC RECORDS OFFICER

The Public Records Officer and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Public Records Officer and properly trained are not authorized to accept subpoenas for district records.

If the Public Records Officer determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the legal counsel for the District.

#### 805.3.2 SUBPOENAS FOR RECORDS

Subpoenas for records shall be date-stamped and logged on the subpoena/summons request (SSR) log.

The Public Records Officer will consult with the district privacy officer regarding any request for medical records. The Public Records Officer or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

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A Declaration of Records shall be prepared, signed, copied and attached to the records provided in response to a subpoena (RCW 10.96.030). The Public Records Officer shall make reasonable efforts to produce the requested records, or provide a response noting the lack of records, by the date specified in the subpoena.

The District is entitled to recoup any reasonable costs incurred in production of business records in response to a subpoena duces tecum. The Public Records Officer should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

**805.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR**

Upon receipt of a civil subpoena for a deposition or notice to appear, the Public Records Officer shall date-stamp and log the subpoena on the SSR log.

The Public Records Officer shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

Members shall notify their Duty Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Duty Chief.

Members who are deposed will request a copy of the transcript.

**805.3.4 ON-CALL SUBPOENAS**

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

**805.3.5 CRIMINAL SUBPOENAS**

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Duty Chief of his/her appearance and contact legal counsel if he/she has any questions.

**805.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS**

Members served with or receiving subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

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**805.3.7 WORKER'S COMPENSATION**

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the Office of the Fire Chief and/or the risk manager.

**805.4 RESPONSIBILITIES**

**805.4.1 MEMBERS**

Members subpoenaed to appear in court for any district-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Public Records Officer and provide them with a copy of the subpoena and/or summons and complaint.
- (c) Make arrangements through the Public Records Officer to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.
- (e) Contact counsel for the District for any necessary guidance.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their company officer to ensure minimization of any appearances requiring the payment of overtime.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees shall be entitled to use vacation, personal leave or compensatory time off for the time they will be away from work.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or conservative business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

**805.4.2 SUPERVISORS**

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

**805.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT**

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers, agents or employees in which any of those entities or

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persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

(a) This requirement includes:

1. Providing testimony or information for the defense in any criminal trial or proceeding.
2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.
3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

**805.6 RECEIPT AND PROCESSING OF A SUMMONS**

Upon receipt of a summons in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

**805.7 JURY DUTY**

If a member receives a summons for jury duty and it falls on an on-duty day, the member shall promptly notify his/her supervisor. Members shall be granted leave for jury duty for the hours required by the court.

The member should obtain a jury duty excuse form from the court and present the document to his/her supervisor upon returning to work.

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## Standardization of Station Files

### 806.1 PURPOSE AND SCOPE

Standardization of station files The purpose of this policy is to establish guidelines regarding the files, forms and other written instruments that should be maintained and available at all fire stations.

### 806.2 POLICY

It is the policy of South Whidbey Fire/EMS that all files, forms and other written or electronic records maintained at the fire stations shall be retained within District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

### 806.3 CREATING THE STANDARD FILES PROCEDURE

The scope of the forms and written instruments that should be maintained at all fire stations is quite extensive. It will vary considerably from agency to agency.

Agencies should create a policy addressing the files, forms and written instruments that should be kept at each fire station. Agencies will also need to address how many types of files are stored at the stations. Some of the guidelines in this policy will be based on local practice, some on requirements for forms that are relevant to outside entities and some based on codes and other mandates. Agencies should work with legal counsel when developing this policy to ensure consistency with other policies and laws and that the appropriate safeguards are in place.

Agencies should consider addressing the following topics when creating this policy:

- (a) The person responsible for maintaining the station files
- (b) Specific forms, documents and other written instruments that should be kept in the station files
- (c) Specific forms, documents and other written instruments that should not be kept in station files, such as employee medical information
- (d) Security for the station files
- (e) Secure files versus open access files
- (f) Confidential employee records, documents, evaluations
- (g) Information protected by the Health Insurance Portability and Accountability Act (HIPAA)
- (h) Storage of confidential business or occupancy information
- (i) County-required forms
- (j) Emergency Medical Service (EMS) forms, blank forms, completed forms
- (k) The district's records retention requirements

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- (l) The timetable for periodic purging of station files and the person responsible

## Chapter 9 - Safety

# Accident, Illness, and Injury Prevention Program (AIIPP)

## 900.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for the implementation of a formal written Accident, Injury and Illness Prevention Program (AIIPP), to ensure that members comply with safe and healthy work practices (WAC 296-305-01505; WAC 296-800-140).

## 900.2 REQUIRED ACCIDENT, ILLNESS, AND INJURY PREVENTION PROGRAM COMPONENTS

Components of the written AIIPP will include (WAC 296-305-01505; WAC 296-800-14005):

- (a) A Health and Safety Officer (HSO) (WAC 296-305-01505).
- (b) A description of the entire AIIPP.
- (c) A safety orientation that covers all components of the AIIPPA.
- (d) Instruction on reporting injuries and the location of first-aid facilities.
- (e) Instruction on reporting unsafe conditions and practices.
- (f) The use and care of required personal protective equipment (PPE).
- (g) The proper actions to take in emergencies, including the routes for exiting work areas during emergencies.
- (h) Identification of the hazardous gases, chemicals, or materials, along with the instructions on their safe use and emergency action following accidental exposure.
- (i) On-the-job review and training of the practices necessary to perform the initial job assignments in a safe manner, and how to properly address hazards.
- (j) The development, supervision, implementation, and enforcement of training programs to improve the skill, awareness, and competency of all members regarding occupational safety and health (WAC 296-800-14020).
- (k) A system for reviewing whether safety standards related to the following are being met:
  1. Communicable diseases (WAC 296-823-100 et seq.).
  2. Respiratory protection (WAC 296-800-160).
  3. PPE (see the Personal Protective Equipment Policy) (WAC 296-800-160 et seq.).
  4. Emergency Action Plan (WAC 296-24-567).
  5. Walking-working surfaces (WAC 296-24-735 et seq.; WAC 296-24-740 et seq.; WAC 296-24-7500 et seq.).

### 900.2.1 DISTRICT HEALTH AND SAFETY OFFICER

The Fire Chief will appoint the district HSO who, has both authority and responsibility for implementing, supervising, enforcing and managing the AIIPP (WAC 296-305-01505; WAC

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296-800-14025). The HSO will also act as a liaison with District risk management on district safety matters (see the Health and Safety Officer Policy).

The HSO will ensure the AIIPP remains effective in practice (WAC 296-800-140; WAC 296-800-14025).

#### 900.2.2 DIVISION SAFETY COORDINATORS

Each Station shall elect a Station Safety Coordinator. The EMS Division shall elect an EMS Division Safety Coordinator.

Duties of Safety Coordinators include, but are not limited to:

- Assisting the Health and Safety Officer to ensure implementation of the AIIPP and safety policies.
- Assisting with periodic safety inspections of the station to identify unsafe conditions and unsafe practices.
- Ensuring that the appropriate forms for reporting hazards and making safety suggestions are available.
- Receiving those forms and assisting in their evaluation, and advising members who submit reports of any actions taken.
- Maintaining safety training records and minutes of safety committee meetings.
- Ensuring that the safety bulletin board contains the required information.

#### 900.2.3 SAFETY COMMITTEES

The Health and Safety Officer will ensure that the District safety committee is formed with representatives from management and labor and that the safety committee meets regularly. The District Health and Safety Officer will be chairperson of the committee. The safety committee is to serve in an advisory capacity to the Fire Chief. The number of employer-selected members shall not exceed the number of employee-elected members (WAC 296-305-01505).

The safety committee will:

- Identify situations that may be a source of danger to members.
- Review results of District safety inspections.
- Review investigation reports of member injuries and illnesses and submit preventive recommendations to the Fire Chief.
- Review member reports of hazards and safety suggestions and complaints, and transmit related committee recommendations in writing to the Fire Chief. (WAC 296-305-01505).
- Discuss and formulate new safety procedures; submit these and other recommendations to the Fire Chief.

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- Evaluate safety rules and regulations established by the District to comply with State mandates.

The frequency of safety committee meetings shall be determined by the safety committee but shall not be less than one hour per calendar quarter. Special meetings may be held at the request of any committee member. Minutes shall be taken of all safety committee meetings. After review by the Fire Chief or the authorized designee, the minutes shall be conspicuously posted at all stations (WAC 296-305-01505).

**900.2.4 SAFETY COMMITTEE MEMBERSHIP**

The safety committee shall be established and comprised of the following positions/members. At no time shall the number of appointed committee members exceed those of the member-elected committee members. Member-elected committee members will be elected yearly in December.

Appointed Positions (4):

District Safety Officer

Training Chief

Resource Chief

At Large Position (appointed by the Fire Chief/Designee)

Elected Positions (7):

Each Station shall elect one representative

IAFF Local 5212 shall elect one representative.

**900.3 SAFETY COMMUNICATION SYSTEM**

The HSO should ensure that the District communicates with members on matters of safety and health, provides understandable safety information and encourages members to report workplace hazards and to make safety suggestions.

Members should be provided safety information through the following systems:

- District safety committees
- Postings of safety information
- Written communications, such as safety committee minutes, the Emergency Action Plan and District and district safety memos
- General member meetings where safety is a part of the agenda
- A safety suggestion system that allows for anonymous suggestions

Members shall be allowed to submit written suggestions or complaints. These suggestions or complaints shall be considered by the safety committee and the Fire Chief or the authorized designee will reply to the submitting member (WAC 296-305-01505).

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#### **900.4 SAFETY INSPECTION SYSTEMS**

Station Officers must conduct inspections of facilities, equipment and operations monthly. Safety inspections are intended to identify both unsafe conditions and unsafe procedures. These inspections shall include, but not be limited to, tools, apparatus, extinguishers, protective equipment and life-safety equipment (WAC 296-305-01505).

In addition, inspections should be conducted whenever new substances, processes, procedures or equipment are introduced into the workplace or a hazard is recognized. Inspections must be documented. The following is the minimum information that must be included:

- The name of the person conducting inspection
- The date of the inspection
- Any unsafe condition or unsafe procedure discovered
- Any corrective action recommendations and the date(s) of completion

Safety inspections and corrective action records must be kept on file and must not be expunged before all corrective action has been completed. Copies of all safety inspections should be forwarded to the Health and Safety Officer and the safety committee for review and possible action.

#### **900.5 SAFETY HAZARD MITIGATION**

In the event of an imminent safety hazard that cannot be immediately abated, the following actions must be initiated by the ranking officer or person who discovers the hazard:

- Remove all exposed personnel from the hazard area.
- Provide members abating the hazard with the necessary safeguards.

#### **900.6 INJURY INVESTIGATION SYSTEM**

Injury and accident investigation is a major component of a comprehensive safety program and is necessary to prevent a recurrence.

Members conducting injury investigations should understand basic accident causation in order to report detailed information that is both accurate and useful. Accidents can have two basic causes:

- (a) The direct cause. This can include an unsafe practice or an unsafe work condition. Examples include the following:
  1. Unsafe lifting technique
  2. Defective tool or equipment
  3. Poor housekeeping
- (b) The contributing cause. These are contributing factors, other than the direct cause. Examples include the following:
  1. Member with a poor safety attitude
  2. Member with poor eyesight

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3. Inadequate safety training

**900.7 SAFETY RESPONSIBILITIES**

The AIIPP will require that district members (WAC 296-305-01511; WAC 296-305-01513):

- (a) Cooperate with the District and other members in efforts to eliminate accidents.
- (b) Comply with safety standards contained in the Washington Administrative Code's Safety Standards for Fire Fighters (WAC 296-305-01001 et seq.) that are applicable to their own actions and conduct in the course of their employment.
- (c) Notify the appropriate supervisor of unsafe work practices and unsafe conditions related to equipment, apparatus or workplaces.
- (d) Apply the principles of accident prevention and use all required safety devices, protective equipment and safety practices as provided and/or developed by management.
- (e) Take proper care of all PPE.
- (f) Attend, when on-duty, required training and/or orientation programs to increase competency in occupational safety and health.
- (g) Should not participate in any district operations or other functions when under the influence of alcohol or drugs. This rule does not apply to those members taking prescription drugs as directed by a physician or dentist, providing that such use does not endanger the member or others.
- (h) Should not remove, displace, damage, destroy or carry-off any safety device, safeguard, notice or warning furnished for use in any employment or place of employment.
- (i) Should not interfere in any way with the use of any safety device, method or process adopted for the protection of any member.

Members shall comply with the above mandates and other procedures or rules that have been established to further the district's safety goals.

**900.8 POLICY**

The South Whidbey Fire EMS will adopt an AIIPP in order to comply with Washington law and enhance the safety of its members.

## Health and Safety Officer

### 901.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

This policy does not fully restate the duties and responsibilities of the HSO contained in the Accident, Illness and Injury Prevention Program Policy.

### 901.2 POLICY

It is the policy of the South Whidbey Fire EMS that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement (WAC 296-305-01507).

### 901.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS) and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a safety and health program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
  1. Fire Instructor I (NFPA Instructor I)
  2. NFPA Instructor II
  3. NFPA Fire Officer I
  4. Training Program Management
  5. Incident Safety Officer
  6. Health and Safety Officer

### 901.4 ADMINISTRATIVE RESPONSIBILITIES

Mandatory duties of the HSO include (WAC 296-305-01507):

- (a) Plan and coordinate safety activities.

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- (b) Ensure the effectiveness of the Accident, Illness and Injury Prevention Program (AIIPP) (WAC 296-800-14025).
- (c) Work closely with the safety committee.
- (d) Ensure accidents are investigated and procedures are in place that investigations will be handled appropriately (WAC 296-305-01501; WAC 296-305-01503).
- (e) Devise corrective measures to prevent accidents.
- (f) Ensure safety training for all employees (WAC 296-305-05502; WAC 296-800-14020).
- (g) Ensure that employees comply with safety directives and management responsibilities (WAC 296-305-01509; WAC 296-305-01001 et seq.).
- (h) Ensure that required records, including, but not limited to, the following are kept (WAC 296-305-01507):
  - 1. Accidents
  - 2. Injuries
  - 3. Inspections
  - 4. Exposures
  - 5. Medical monitoring
  - 6. Safety meetings
  - 7. Apparatus
  - 8. Equipment
  - 9. Protective equipment
  - 10. Other district safety activities

The HSO, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards. The HSO shall maintain a liaison with staff officers regarding recommended changes in equipment and procedures and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions (WAC 296-305-01507).

**901.5 RESPONSE DUTIES**

Whenever available, the HSO will respond to the following incidents and assume the position of HSO to monitor scene safety and enforce appropriate safety and health practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials incidents

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- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

**901.6 HEALTH AND SAFETY INCIDENT REVIEW**

The HSO should review safety and health incident reports and ensure copies are forwarded to the safety committee (see the Accident, Illness and Injury Prevention Program Policy).

## DOSH Inspections

### 902.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for South Whidbey Fire/EMS members to follow in the event that a Washington Division of Occupational Safety and Health (DOSH) inspector requests access to District property or work operations (RCW 49.17.070).

This policy does not address those inspections requested by South Whidbey Fire/EMS as part of a consultation service by DOSH.

### 902.2 POLICY

It is the policy of South Whidbey Fire/EMS for the Fire Chief or the authorized designee to designate one or more District representatives who will be responsible for facilitating a DOSH inspection. An adequate number of representatives shall be designated to accommodate the needs of the DOSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the DOSHA inspector once he/she has arrived (RCW 49.17.100).

South Whidbey Fire/EMS members should work cooperatively with any DOSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the DOSHA inspector obtaining an inspection warrant to enter District property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

### 902.3 PROCEDURE

DOSHA inspections may be unannounced. Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified (RCW 49.17.070).

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

DOSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic.

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At the conclusion of the inspection, the DOSHA inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a DOSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all DOSHA findings.

## Washington DOSH Notification of Injury or Death

### 903.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to immediately report to the Washington Division of Occupational Safety and Health (DOSH) an employment-related death or serious injury of any district members.

### 903.2 POLICY

The District will comply with DOSH reporting requirements in the event of a serious injury or death (WAC 296-305-01501; WAC 296-27-031).

### 903.3 MANDATORY NOTIFICATION

DOSH shall be notified by telephone or in person as soon as practicable, but no longer than eight hours after the District has knowledge of a work-related incident that causes (WAC 296-305-01501; WAC 296-27-031):

- (a) A fatal or potentially fatal injury of any member.
- (b) Injury requiring inpatient hospitalization of any member.

DOSH shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization.

Fatalities or hospitalizations that occur within 30 days of an incident must also be reported to DOSH.

### 903.4 REQUIRED INFORMATION

DOSH requires the following information, if available, to be submitted with the notification (WAC 296-305-01501; WAC 296-27-031):

- (a) Establishment name
- (b) Location of the incident
- (c) Date and time of the incident
- (d) Number of fatalities, hospitalized members, amputations or members who suffered the loss of an eye
- (e) Contact person and telephone number
- (f) Names of injured or deceased members
- (g) Brief description of the incident
- (h) The type of reportable event (e.g., fatality, inpatient hospitalization, amputation, loss of an eye)

During normal business hours, the Duty Chief shall provide the information to the Office of the Fire Chief directly when the injury involves a member of this district. After normal business hours, the appropriate Duty Chief shall contact Dispatch to have the Office of the Fire Chief notified. In either

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case, the Office of the Fire Chief is responsible for reporting the required information to DOSH at the contact number maintained by Office of the Fire Chief.

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# Communicable Diseases

## 904.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines to assist in minimizing the risk of district members contracting and/or spreading communicable diseases.

### 904.1.1 DEFINITIONS

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur as the result of a member's position at the South Whidbey Fire EMS (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

Occupational exposure - An exposure that may be reasonably anticipated in the performance of a member's duties.

## 904.2 POLICY

Communicable disease exposure is an occupational health hazard and transmission is possible during emergency responses and other departmental and in-station operations. The health and welfare of each member is a joint concern and the responsibility of the member and the South Whidbey Fire EMS. While each member is ultimately responsible for his/her own health, the South Whidbey Fire EMS recognizes its responsibility to provide a safe workplace and to provide each member with reasonable protection from occupationally acquired communicable diseases.

It is also the policy of the South Whidbey Fire EMS to provide fire, rescue, and emergency medical services to the public, despite any known or suspected diagnosis of communicable disease, and to provide post-exposure follow-up to district members in compliance with all applicable state and federal standards.

The South Whidbey Fire EMS is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

## 904.3 HEALTH AND SAFETY OFFICER

The Health and Safety Officer shall ensure that the District has developed an exposure control plan (WAC 296-305-02501).

The Health and Safety Officer shall also be responsible for:

- (a) Investigating reports of exposures or suspected exposures to communicable diseases.

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- (b) Providing guidance and follow-up instructions when an exposure occurs.
- (c) Communicating with hospital infection control personnel.
- (d) Coordinating collection, management, security, and confidentiality of exposure records.
- (e) Remaining current on legal requirements concerning bloodborne pathogens and other communicable diseases.
- (f) Acting as a liaison to the Washington Department of Labor and Industry regarding communicable disease issues.
- (g) Conducting periodic program audits.
- (h) Ensuring that exposure report forms are available and adequate for members to properly report incidents of exposure.
- (i) Coordinating with the Training Officer in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (j) Coordinating reviews of the plan.
- (k) Functioning as a liaison between area hospitals and district members to provide notification that a communicable disease exposure is suspected or has been determined by hospital medical personnel (WAC 296-305-02501).

**904.4 EXPOSURE CONTROL PLAN**

The exposure control plan shall be in writing, comply with all legal requirements, be accessible to all members, and remain consistent with the district's Accident, Illness and Injury Prevention Program and this policy (WAC 296-305-02501; WAC 296-823-100 et seq.).

**904.4.1 SPECIFIC CONTENTS OF THE EXPOSURE CONTROL PLAN**

The plan will include:

- (a) The identification of positions with the potential for exposure, and whether those positions require personal protective equipment (PPE) per WAC 296-823-11005. This will include:
  - 1. Determinations of which members may experience an occupational exposure. This determination must be made without considering the use of PPE.
  - 2. The determinations will contain:
    - (a) A list of job classifications in which all members have occupational exposure.
    - (b) A list of job classifications and a description of the tasks and procedures in which some members have occupational exposure.
- (b) Protocols to be followed immediately after a report of an exposure (WAC 296-305-02501).
- (c) Protocols to comply with reporting requirements in the Washington Industrial Safety and Health Act (RCW 49.17.010 et seq.; WAC 296-800-110 et seq.)

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- (d) Measures to eliminate or minimize occupational exposure, as set forth in WAC 296-823-11010 and WAC 296-823-140, and how members will be informed of those measures. The measures should include proper hand washing (WAC 296-823-14030).
- (e) A plan for the distribution and use of PPE related to communicable diseases (WAC 296-823-150; WAC 296-305-02501).
- (f) Directions for appropriate labeling of contaminated items (WAC 296-823-14025).
- (g) Rules regarding worksite maintenance in accordance with WAC 296-823-14055.
- (h) Rules regarding waste in accordance with WAC 296-823-14060.
- (i) Procedures and a training program related to airborne transmissible diseases. This includes tuberculosis exposure and respiratory requirements (WAC 296-305-02501).
- (j) Confidentiality requirements and medical protocols as set forth in WAC 296-305-02501.

#### 904.4.2 EXPOSURE CONTROL PLAN REVIEW

The plan should be reviewed and updated at least annually by the Health and Safety Officer (WAC 296-823-11010).

The plan shall be reviewed in the event of changes to the tasks and procedures, job classifications, or technologies that may eliminate or reduce exposure. Appropriate modifications should be made to reflect any of these changes (WAC 296-823-11010).

When reviewing the plan, the Health and Safety Officer shall solicit input from members of various work areas, including those who are responsible for direct patient care and are potentially exposed to injuries from contaminated sharps, and document the comments as well as the names and positions of those who respond (WAC 296-823-11010).

#### **904.5 EXPOSURE PREVENTION AND MITIGATION**

##### 904.5.1 GENERAL PRECAUTIONS

All human blood and bodily fluids are to be treated as if they are known to be infectious.

The minimum number of members required to complete the task safely will be used for all on-scene operations. Members not immediately needed shall remain at a safe distance (at least 6 feet) when exposure is possible or anticipated. When transporting a patient with a potentially airborne transmissible disease, members should notify the hospital staff prior to arrival to allow for immediate isolation of the patient.

Universal precautions also should be observed in the communal living environment of the fire station:

- (a) Members shall not report to work with signs or symptoms of a communicable disease or any wounds that cannot be completely covered or in which exudates cannot be contained with dressings.

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- (b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
  - 1. Before and after handling or preparing food.
  - 2. Before eating.
  - 3. After using the restroom.
  - 4. After sneezing or coughing into hands and/or handling contaminated facial tissue.
  - 5. After each patient contact.
  - 6. After removing any PPE.
  - 7. After handling potentially infectious materials.
  - 8. After cleaning/decontaminating equipment.
- (c) Activities such as eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is a potential for exposure to a communicable disease (WAC 296-823-14035).
- (d) Food and drink shall not be stored in areas where there is a potential for communicable disease exposure (WAC 296-823-14035).

**904.5.2 PATIENT CARE AND PPE**

PPE is important in the defense against communicable diseases. The following procedures shall be followed:

- (a) District-issued disposable latex or nitrile gloves and eye protection shall be worn prior to making any physical contact or initiating any patient treatment. If the situation dictates reusable gloves are necessary (structural or wildland gloves), and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves (WAC 296-823-15010; WAC 296-305-02501).
- (b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, or punctured; any time the ability to function as a barrier is compromised; or before contact with any other persons (WAC 296-823-15010).
- (c) When possible, gloves should be changed between patients in multiple-casualty situations. Hands should be cleaned with disinfectant wipes.
- (d) Disposable gloves shall not be washed or decontaminated for reuse.
- (e) Approved medical aid eye protection and masks or full-face shields are mandatory whenever splashes, spray, or droplets of bodily fluids may be generated, and eye, nose, or mouth contamination can be reasonably anticipated (WAC 296-823-15015). Procedures that put the member at risk for splash/spray exposure include but are not limited to inserting airways, suctioning, childbirth procedures, and the treatment of a patient who is bleeding, vomiting, or spitting (WAC 296-305-02501).
- (f) An N95 respirator/mask shall be worn when encountering an individual who is actively coughing or has a suspected or known airborne transmissible disease.

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- (g) A disposable mask may be placed on a patient with a potential airborne transmissible disease only when the patient does not have respiratory distress or potential respiratory compromise, and pulse oximetry confirms that the patient is not hypoxic.
- (h) An approved spit hood may be placed over a patient's head if that person is attempting to bite or spit at care providers. The use of a spit hood shall not replace the members' donning of a mask and goggles when indicated. The spit hood should not be used if the patient has:
  - 1. The potential of developing respiratory distress or may need supplemental oxygen administration, suctioning, or insertion of an airway adjunct.
  - 2. A condition that indicates the need to closely monitor skin signs.
- (i) A mechanical breathing device or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the necessary equipment is not available.
- (j) Disposable resuscitation devices will be immediately available at all times when on-duty. An airway bag is to be brought to the patient's side for all medical emergency calls.
- (k) When in public but not assigned to a medical aid call (e.g., grocery shopping or inspections), one member of the company should have a mask with a one-way valve, gloves, goggles, and an N95 mask (WAC 296-823-15025).
- (l) All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluids is anticipated.
- (m) A fluid-resistant gown or turnout gear with vapor barrier shall be worn when bodily fluid splashes and sprays are possible (WAC 296-823-15020).
- (n) All procedures involving blood or other potentially infectious materials shall be performed in a way to minimize splashing, spraying, or otherwise generating droplets of those materials (WAC 296-823-14020).
- (o) Contaminated disposable supplies, including gloves, dressings, CPR masks, and single-use medical devices, shall be transported with the patient in the ambulance. The waste materials shall be disposed of in a biohazard waste container at the hospital.
- (p) Disposable gloves shall be worn when handling items soiled with blood or other bodily fluids. Disposable gloves that become contaminated shall be disposed of as contaminated waste.
- (q) It is the company officer's responsibility to ensure that all appropriate PPE measures are utilized as soon as it is apparent that such measures are needed.
- (r) The District will provide and keep readily accessible, at no cost to members, the following PPE in sizes to fit all members (WAC 296-823-15005):
  - 1. Gloves
  - 2. Gowns
  - 3. Face shields or a combination of masks and eye protection
  - 4. Mouthpieces

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5. Resuscitation bags/devices (WAC 296-823-15025)
  6. Pocket masks
  7. Other ventilation devices, as needed
- (s) Members who are allergic to the gloves that are normally provided will have ready access to at least one alternative (WAC 296-823-15010).

#### 904.5.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or other sharp objects at all times, using the following guidelines:

- (a) A needle-free or self-sheathing device, or sharps with engineered protection, will be utilized to start intravenous medications or to draw blood.
- (b) When a needle-free or self-sheathing device, or sharps with engineered protection, is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- (c) After use, all sharps must be immediately placed into a sharps container. This includes devices that are self-sheathing.
- (d) The sharps container shall be stored in the manufacturer's recommended position at all times. At no time shall a district member reach into a sharps container.
- (e) Sharps containers will be inspected each morning, secured when three-quarters full, and disposed of according to appropriate procedure.
- (f) Members shall not bend, recap, or remove contaminated needles or other contaminated sharps unless they can demonstrate that there is no feasible alternative or that it is required by a specific medical procedure. If recapping is necessary, use an approved mechanical device or a one-hand technique (WAC 296-823-14010).
- (g) The handling of reusable sharps and their containers shall comply with WAC 296-823-14015.

The Emergency Medical Services (EMS) supervisor shall record all needle stick and sharps injuries, including the type or brand of device involved in those injuries that may be contaminated with another person's blood or potentially infectious material, in accordance with the requirements of WAC 296-823-17010 and WAC 296-27-01109.

#### 904.5.4 IMMUNIZATIONS

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate immunizations and treatment. This includes making the HBV vaccination available, in accordance with applicable regulations (WAC 296-823-130).

#### 904.6 DISPOSAL AND DECONTAMINATION

Equipment, supplies, or vehicles that have been contaminated by blood, bodily fluids, respiratory/airborne droplets, or other potentially infectious material, and personnel whose clothing or

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equipment has been contaminated, shall not respond to additional calls or engage in other work activities until all contaminated clothing, supplies, equipment, and vehicle interiors have been exchanged, disposed of, or cleaned and decontaminated.

Contaminated medical garments, face shields, gloves, and devices shall be cleaned and disinfected, or disposed of, in accordance with Chapter 296-823 of the Washington Administrative Code, Occupational Exposure to Bloodborne Pathogens (WAC 296-305-02501).

PPE shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal (WAC 296-823-15030). The District will clean, repair, replace, launder, and dispose of PPE, including personal clothing, at no cost to the member (WAC 296-823-15030).

#### 904.6.1 USE OF WASTE CONTAINERS

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus, at the clinic or hospital, or in an appropriately marked biohazard waste container at the station immediately upon return to the station.

The biohazard waste container located at the station shall be collapsible, leak-proof, red in color, or appropriately labeled with a biohazard warning, and routinely emptied. Biohazard waste containers shall be considered full when contents are three-quarters filled. Full biohazard waste containers shall be sealed or taped closed to prevent them from being inadvertently opened prior to collection and disposal by the contracted carrier.

#### 904.6.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved germicidal disinfectant shall be used to wash one's hands, paying particular attention to the fingernails (WAC 296-823-14030).

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, washing shall be followed by an approved hospital strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant (WAC 296-823-14030). Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed, irrigated, or cleaned using an approved germicidal disinfectant and then dressed or bandaged as needed. Medical evaluation and any recommended follow-up and treatment are required.

All washing shall be done in the designated cleaning or decontamination area of the station.

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##### 904.6.3 DECONTAMINATION OF PPE

After using any reusable PPE, it shall be washed or disinfected and stored appropriately.

Any PPE that becomes punctured, torn, or loses its integrity shall be removed as soon as practicable. If the situation results in contamination of non-intact skin, the procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red biohazard waste bag and labeled with the member's name, station, contents, and type of contamination. This bag should be given to the Health and Safety Officer for cleaning by an approved vendor. Gloves shall be worn when handling the biohazard waste bag and while it is being placed in the biohazard waste container. The gloves should then be included with the waste.

The Duty Chief should be contacted regarding the replacement of contaminated equipment and PPE when applicable.

##### 904.6.4 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces, such as nylon bags and straps, shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry.

Nonporous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with an approved germicidal disinfectant, rinsed, and allowed to dry.

Delicate equipment (e.g., radios, monitors, defibrillators, suction equipment) should be brushed and scrubbed very carefully, following the manufacturer's recommendation, and using a minimal amount of approved germicide. This type of equipment should never be immersed in water.

While cleaning equipment, members should pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathrooms, or areas that are not designated as cleaning/decontamination areas.

Contaminated equipment should be cleaned using an approved germicide while wearing disposable gloves and goggles. Large particles of contaminants (e.g., vomit, feces, blood clots) should first be removed using a disposable towel or other means to prevent direct contact, and properly disposed.

##### 904.6.5 DECONTAMINATION OF CLOTHING

Contaminated clothing, such as uniforms and undergarments, shall be removed as soon as practicable and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters.

If the clothing can be washed in soap and hot water, members should do so as soon as possible. If the clothing must be dry cleaned, members should place it into a biohazard waste bag and give it

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to the Health and Safety Officer. The Health and Safety Officer will secure a vendor that is capable of cleaning contaminated clothing and will inform the vendor of the potential contamination.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded.

#### **904.6.6 DECONTAMINATION OF VEHICLES AND EQUIPMENT**

Members should wash equipment, such as exposed portions of the apparatus or transport ambulance, gurney, backboards, blood pressure cuffs, and traction splints, as soon as possible after an incident. After removal of gross contamination with soap and water, use the approved germicidal solution and allow to air dry. A spray bottle of the solution must be carried on all apparatus to facilitate an expedient cleanup.

Equipment left at the hospital is to be cleaned by the hospital staff prior to returning the item. Members should contact the emergency department supervisor or the district EMS supervisor if a hospital fails to clean the equipment in a timely manner.

#### **904.6.7 FACILITIES**

The Health and Safety Officer shall ensure that an area for cleaning and decontamination is designated at each fire station. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. It should be thoroughly cleaned after each use and maintained in a clean and sanitary order at all times. Activities such as eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in this area.

Contaminated supplies and equipment shall be kept in a separate location from clean/sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing, or materials. A fluid-resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during cleanup procedures. When possible, one member should handle clean/sterile items and a different member should handle contaminated items.

Kitchen, bathroom, or other facilities that have not been designated as a cleaning, decontamination, or storage area will never be utilized for this purpose. Only designated sinks will be used, followed by decontamination with district-approved solution.

#### **904.7 POST-EXPOSURE PRACTICES**

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care of district members. The priority shall be to provide the exposed member with the appropriate medical care, testing, and counseling to prevent or minimize the risk of contracting or spreading the disease (WAC 296-823-160).

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##### 904.7.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, a member shall verbally report the exposure to his/her immediate supervisor, the Deputy Chief, Operations (Health and Safety Officer).and complete a written exposure report as soon as possible. Additionally, the member should document in the report whether he/she would like the person who was the source of the exposure to be tested for communicable diseases.

If the Deputy Chief, is notified of a potential exposure to an airborne transmissible disease by hospital staff or county public health staff, the Deputy Chief, shall notify the exposed member as soon as feasible but no later than 72 hours after notification.

##### 904.7.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

- (a) Name and Social Security number of the member exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) What potentially infectious materials were involved
- (e) Source of material (including the name of any involved person)
- (f) Current location of the material or person
- (g) Work being done during exposure
- (h) How the incident occurred or was caused
- (i) PPE in use at the time of the exposure
- (j) Actions taken post-event (e.g., cleanup, notifications)

If the Health and Safety Officer is unavailable to seek testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought pursuant to this policy (WAC 296-823-16010).

##### 904.7.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any member who was exposed or suspects he/she was exposed to a communicable disease should be seen by a physician or qualified health care provider as soon as possible (WAC 296-823-16005).

The doctor or health care provider should be given the supervisor's report and the member's medical records relevant to the visit and examination, as required in WAC 296-823-16025. The blood of the exposed member shall be tested.

The health care provider will be asked to give the Health and Safety Officer and/or the District's risk manager a written evaluation of the exposed member's medical condition. A copy should be provided to the member.

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The health care provider's evaluation should only contain (WAC 296-823-16030):

- Confirmation that the member received the evaluation results.
- Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required.

All other findings or diagnosis shall remain confidential and are not to be included in the written report (WAC 296-823-16030).

The Health and Safety Officer must obtain and provide the member with a copy of the health care provider's evaluation within 15 days of its completion, unless the provider gives it directly to the member or is the member's personal health care provider (WAC 296-823-16030).

#### 904.7.4 COUNSELING

The District shall provide the exposed member (and his/her family if necessary) the opportunity for counseling and consultation.

#### **904.8 SOURCE TESTING**

Source testing should be sought when it is desired by the exposed member or when it is otherwise appropriate.

There may be several methods to obtain such testing. It is the responsibility of the Health and Safety Officer to ensure that the proper testing and reporting occur. Methods of source testing may include:

- (a) Obtaining consent from any person who may be the source of an exposure. In the event that consent cannot be obtained, the related circumstances must be thoroughly documented. Testing should occur as soon as feasible when consent is provided (WAC 296-823-16010).
- (b) Reporting to the county health officer when a member may have experienced an exposure. The county health officer may pursue testing for HIV, HBV, or hepatitis C (WAC 296-823-16010; WAC 246-100-205; WAC 246-100-206).
- (c) Seeking a court order when the source of an exposure will not consent to testing and the testing is not otherwise obtainable (RCW 70.24.340). The court order sought should cover testing for any communicable disease as deemed appropriate by a health care provider.
- (d) Permitted and mandatory disclosures for exposures (RCW 70.02.220).

The Health and Safety Officer should coordinate the testing to prevent unnecessary or duplicate testing. For example, consent of the source should not be sought again if it has already been obtained by a health care or medical service provider.

#### **904.9 RECORDS**

Reports, records, and information related to communicable disease exposures or suspected exposures are confidential and shall be maintained in a medical file separate from personnel files.

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The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure, to include (WAC 296-305-02501; WAC 296-823-170; WAC 296-823-17005):

- (a) Member status regarding all required vaccinations.
- (b) Results of tuberculosis skin tests.
- (c) Copies of information regarding exposures.
- (d) Injuries resulting from contaminated needle sticks or cuts from contaminated sharps.

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (WAC 296-802-20005; WAC 296-823-17005).

## High-Visibility Safety Vests

### 905.1 PURPOSE AND SCOPE

High-visibility safety vestsThe purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Manual on Uniform Traffic Control Devices for Streets and Highways, 23 CFR 655.601).

### 905.2 POLICY

It is the policy of South Whidbey Fire/EMS that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where personnel are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

### 905.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways shall not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other District personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, or render assistance with direct firefighting.

#### 905.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency responder.
- (b) Spare vests will be assigned to each apparatus.
- (c) Two vests each will be assigned to the Fire Chief, Assistant Chief, Deputy Chiefs, Division Chief, and safety officers.
- (d) One vest will be assigned to each seat of support vehicles used by South Whidbey Fire/EMS members who may be required to work on or near roadways.

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##### 905.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be left on bunker gear at all times, unless participating in active firefighting. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

## Apparatus / Vehicle Backing

### 906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

#### 906.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Officer** - The member responsible for the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position also may be referred to as a back-up person.

**Vehicle** - Any automobile or light utility vehicle owned or leased by South Whidbey Fire/EMS and used for district business.

### 906.2 POLICY

To promote firefighter/EMT safety, it is the policy of South Whidbey Fire/EMS that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver should utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only be used in emergency situations.

### 906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

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If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In situations where a spotter is not available and the apparatus must be moved, the driver shall park the apparatus and walk around the unit completely to identify any potential hazards. The driver shall back the apparatus, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus must be backed repeatedly of for more than a short distance, the driver shall repeat the walk around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or in the direction the apparatus is headed.

#### **906.4 SPOTTER RESPONSIBILITIES**

Spotters are used when backing-up large vehicles or fire apparatus.

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between driver and spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.

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- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground; never on the apparatus.
- (k) Practice skills as time permits.

**906.5 PROCEDURES**

Each operator of South Whidbey Fire/EMS apparatus is responsible for the safe operation, backing and parking of the unit. The operator will not place the unit in reverse gear until the apparatus has come to a complete stop. A guide person/backer shall be used to assist in, and assure the safety of, any apparatus backing maneuver on any apparatus over 10,500 lb. gross vehicle weight if available. MERV, staff and small utility vehicles are not required to have a guide person/backer, but are encouraged to do so if one is available.

Before backing, the following procedures must be completed:

1. A ground guide person/backer will be positioned five (5) to ten (10) feet beyond the rear of the apparatus during the entire backing process. Eye contact, voice and hand communications will be established between the ground guide/backer and the operator through the left-hand side rearview mirror and window.
2. Vehicle operator will turn off any loud noises (fan, defrosters, AM/FM radio), remove any hearing protection and fully roll down the left window to ensure adequate voice communications can be established prior to backing.
3. Driver and guide person/backer shall ensure backing be done at a dead slow speed.
4. The operator will activate all warning lights to alert and signal others of the danger. Horn signals are at the discretion of the operator when a ground guide/backer is in place. Horn signals are strongly recommended if there is any doubt whether the apparatus does have the attention of everyone around it.
5. If voice or visual communications are lost at any time between the operator and the ground guide/backer, the operator must come to an immediate stop. The apparatus must remain at a complete stop until the proper communications (both visual and audible) are restored.
6. When trained personnel are not available as a ground guide/backer, the operator must park the apparatus, get out and walk around the apparatus to survey the backing area before proceeding to back the apparatus. Appropriate horn signals shall be made if a backer is not available except at the station at night (three (3) short blasts = backing up).
7. It is the responsibility of the ground guide/backer to survey the right side and rear area as they exit the apparatus and remove any obstacles that would damage the apparatus if contact were made during the backing process.

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8. The ground guide/backer will observe any abnormalities that the backing apparatus may have (such as ladders extended beyond the bumper) by looking left, right, up and down. The ground guide/backer will then make the necessary adjustment to the distance to prevent contact with any objects.

#### GUIDE PERSON/BACKER HAND SIGNALS

STRAIGHT BACK (hands circle in a reversing direction in front of the backer) TURN RIGHT (right arm out straight, left hand continue circular backing motion)

TURN LEFT (left arm out straight, right hand continues circular backing motion) CLOSING IN ON STOPPING POINT (both arm towards truck, away from body so driver can see distance)

STOP (arm crossed towards truck, away from body so driver can see them) OR STOP (both arm towards truck, away from body so driver can see them)

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# Heat Illness Prevention Program

## 907.1 PURPOSE AND SCOPE

Heat Illness Prevention Program The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation.

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations (WAC 296-62-09510).

### 907.1.1 DEFINITIONS

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Temperature is usually 104 or higher.

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##### **907.2 POLICY**

It is the policy of South Whidbey Fire/EMS to require member participation in the heat illness prevention program and the accompanying training.

##### **907.3 PROCEDURE**

This Heat Illness Prevention Program shall apply to all emergency operations and training exercises in outdoor environments from May 1 to September 30 where outdoor temperature action levels are above those listed in WAC 296-62-09510 Table 1 and personnel are exposed to heavy physical exertion and/or combinations of clothing, exertion levels, temperature and humidity which could cause heat illness.

##### **907.4 RESPONSIBILITIES**

Members working in adverse heat environments should consume water at a minimum rate of one quart per hour. The District will ensure that a sufficient quantity of drinking water is available at all times and that the members have the opportunity to take short breaks to stay hydrated (WAC 296-62-09540).

A rehabilitation group will be established by the Incident Commander when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- Length of the operation - The two-bottle rule should generally be observed during structure fires. After the use of two self-contained breathing apparatus (SCBA) air bottles, (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples. For wildland fires, supervisors should closely monitor work tempo and hydration needs to maintain work capacity of the crew for the entire shift.
- Amount of exertion - Company officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- Adverse climatic conditions - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts must be established when outdoor temperature action levels exceed those identified in WAC 296-62-09510 Table 1 and there is a potential for extended operations. High humidity also plays a role and should be considered.
- Communication - It may be difficult for the Incident Commander to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

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It is the responsibility of the Incident Commander to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every company officer to monitor the condition of all firefighters for signs of heat stress or fatigue (WAC 296-62-09550). When these conditions are noted, the officer shall advise the Incident Commander and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration (WAC 296-62-09530). There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation and utilizing sufficient means to cool down and rehydrate can prevent illness and injury.

All members involved in combat suppression or strenuous work events should be evaluated by a rehabilitation group prior to returning to in-service status. Medical personnel should evaluate and measure members through established medical screening protocols as approved by local medical control.

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# Respiratory Protection Program

## 908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. This policy is not meant to address communicable disease protection addressed elsewhere.

### 908.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-842-10200):

**Airborne** - Liquid or solid particles dispersed in a gaseous medium, such as air, mist, smoke, fumes, and dust.

**Air-line respirator** - A respirator that supplies air from a source that is separate from, and not worn by, the user, such as a cylinder or tank, compressor, or an uncontaminated environment. Also called an air-supplied respirator.

**Cartridge respirator** - An air-purifying respirator equipped with one or more cartridges. These respirators have a facepiece made from silicone, rubber or other plastic-like materials.

**Emergency respirator** - A respirator suitable for rescue, escape, or other activities during emergency situations.

**Exposure** - Contact with a toxic substance, a harmful physical agent, or oxygen-deficient condition. Exposure can occur through various routes of entry, such as inhalation, ingestion, skin contact or skin absorption.

**Filtering-facepiece respirator** - A tight-fitting, half-facepiece, negative-pressure, particulate air-purifying respirator with the facepiece mainly composed of filter material. These respirators do not use cartridges or canisters and may have sealing surfaces composed of rubber, silicone or other plastic-like materials. They are sometimes referred to as dust masks.

**Fit test** - Using a Washington Division of Occupational Safety and Health (DOSH)-accepted procedure to test the facepiece seal of a respirator.

**Full-facepiece respirator** - A tight-fitting respirator that covers the wearer's nose, mouth, and eyes.

**Full-face respirator** - A respirator that fits over the full face to protect the face and eyes from contaminants at the same time it filters air.

**Half-facepiece respirator** - A tight-fitting respirator that only covers the wearer's nose and mouth.

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Immediately dangerous to life or health (IDLH) - An atmospheric condition that is an immediate threat to life, would cause permanent or delayed adverse health effects, or interfere with a member's ability to escape

Licensed health care professional (LHCP) - An individual whose legally permitted scope of medical practice allows him/her to provide some or all of the health care services required for those who use respirators.

Negative-pressure respirator - Any tight-fitting respirator in which the air pressure inside the facepiece is less than the air pressure outside the respirator during inhalation.

Positive-pressure respirator - A respirator in which the air pressure inside the respiratory inlet covering is greater than the air pressure outside the respirator.

Respirator - A type of personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency, or both.

Self-contained breathing apparatus(SCBA) - An atmosphere-supplying respirator for which the source is designed to be carried by the user.

#### **908.2 POLICY**

It is the policy of South Whidbey Fire/EMS to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander, based upon his/her evaluation of the hazard. Members shall not be required, or allowed to enter or work in, hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of these devices.

#### **908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR**

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection (WAC 296-842-10505; WAC 296-305-04001). This includes ensuring that the District adopts, maintains, implements, and administers a written respiratory protection program that addresses the requirements of WAC 296-842-100 et seq. and particularly WAC 296-842-12005.

The administrator shall make sure the program is kept current and effective through periodic evaluation and correction. The administrator shall (WAC 296-842-12005):

- (a) Make sure procedures and program specifications are followed and appropriate.
- (b) Make sure selected respirators continue to effectively protect members. For example, if there are changes in work area conditions, the level of member exposure, or member physical stress has occurred, the respirator selection needs to be reevaluated.
- (c) Have supervisors periodically monitor member respirator use to make sure they are using them properly.

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- (d) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
  - 1. Respirator fit during use
  - 2. Any effects of respirator use on work performance
  - 3. Respirators being appropriate for the hazards encountered
  - 4. Proper use under current worksite conditions
  - 5. Proper maintenance
- (e) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs, and wages, as applicable.
- (f) Provide direction for respirator selection (WAC 296-842-13005).
- (g) Require medical evaluations as set forth in WAC 296-842-14005.

#### **908.4 USE OF RESPIRATORY PROTECTION**

Respirators shall be provided for, and shall be used by, all members working in areas where the atmosphere is hazardous, is suspected of being hazardous, or may rapidly become hazardous (WAC 296-305-04001).

Self-contained respiratory equipment shall be available and used by all members who enter hazardous atmospheres during structural firefighting activities (WAC 296-305-04001).

Members shall be allowed to use only the make, model, and size respirator with which they have passed a fit test in the last 12 months (WAC 296-305-04001).

##### **908.4.1 USE OF SCBA**

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- Entering an area that may be oxygen deficient, such as confined spaces, trenches, unventilated structures, or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the company officer or Incident Commander.

Members using SCBAs shall operate in teams of two or more (WAC 296-305-04001). Only members with a properly fitting facepiece shall be permitted by the District to function in a hazardous atmosphere with SCBA (WAC 296-305-05113).

Any time members are working inside a confined space, they shall be provided with SCBA or an air-line respirator with an escape bottle, and they shall use the equipment unless the safety of the atmosphere can be established by testing and continuous monitoring (WAC 296-305-04001).

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Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the Incident Commander.

Members using a properly functioning SCBA shall not compromise the protective integrity of the SCBA by removing the facepiece for any reason while in hazardous atmospheres or in atmospheres where the quality of the air is unknown (WAC 296-305-04001).

The SCBA shall be worn throughout overhaul. It shall also be worn during activities taking place in the area previously considered the hot zone after overhaul, unless the Incident Commander conducts an exposure evaluation to determine or reasonably estimate whether airborne contaminants are above a permissible exposure limit. When the company officer cannot determine or reasonably estimate the exposure limit, the atmosphere shall be considered hazardous.

#### 908.4.2 USE OF FULL-FACE RESPIRATORS

Company officers or the Incident Commander may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of carbon monoxide and adequate levels of oxygen.
- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

#### 908.4.3 USE OF CARTRIDGE RESPIRATORS

A company officer or Incident Commander may specify the use of cartridge respirators in situations where the use of an SCBA or full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

#### 908.4.4 USE OF N95 MEDICAL MASKS

This is a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use

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where fluid resistance is a priority. The masks protect against particulate contaminants, which are 0.3 microns or larger, and meet the Center for Disease Control (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where there exists an unsafe level of carbon monoxide. N95 masks should be properly fitted to the wearer and should be tested to ensure proper fit.

#### 908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy) (WAC 296-305-04001).

#### 908.4.6 PROTECTIVE DEVICES

A negative-pressure respirator, an SCBA, or any respirator that is equipped with a facepiece and is used in an IDLH atmosphere shall not be worn if facial hair comes between the sealing periphery of the facepiece and the face, or if facial hair interferes with the valve function (WAC 296-305-04001).

The wearer of a respirator shall not be allowed to wear contact lenses if the risk of eye damage is increased by their use. If corrective lenses must be worn with a facepiece, they shall be worn so that they do not adversely affect the seal of the facepiece (WAC 296-842-18005). Straps or temple bars shall not pass between the seal or surface of the respirator and the user's face (WAC 296-305-04001).

### **908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

#### 908.5.1 SCBA REQUIREMENTS

Firefighter's SCBA shall meet the standards found in the 1997 edition of NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services. Equipment purchased by this district after January 1, 2014 must, at a minimum, meet the requirements of the 2007 edition of this standard (WAC 296-305-04001).

#### 908.5.2 CLOSED CIRCUIT SCBA REQUIREMENTS

Closed circuit SCBA shall meet the following requirements:

- (a) Positive pressure
- (b) NIOSH certified
- (c) Provide a minimum service of 30 minutes

#### 908.5.3 COMPRESSED BREATHING AIR

Any purchases of compressed breathing air from a vendor or breathing air made by the District shall be tested and documentation maintained certifying the following (WAC 296-305-04001):

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- (a) Breathing air shall be tested quarterly by using an air sample taken from the same outlet and in the same manner as the respirator breathing air cylinders are filled or the air line respirators are connected.
- (b) Breathing air meets the requirements of either the 2003 edition of NFPA 1989, Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection or the 1997 edition of ANSI/CGA G6-1 Commodity Specification for Air, with a minimum air quality of grade D.
- (c) A water vapor level of 24 ppm or less.

#### **908.6 RESPIRATOR FIT TESTING**

Each new member shall be fit tested before being permitted to use SCBAs in a hazardous atmosphere (WAC 296-305-04001). Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated (WAC 296-305-04001):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., weight change of 10 percent or more, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

##### **908.6.1 RESPIRATOR FIT TESTING PROCEDURES**

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (WAC 296-305-04001).

The fit test procedures and test exercises set forth in WAC 296-842-15005 and WAC 296-842-22010 shall be followed (WAC 296-305-04001).

##### **908.6.2 FIT TESTING RECORDS**

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records must include (WAC 296-842-12010; WAC 296-305-04001):

- (a) Name of person tested
- (b) Test date
- (c) Type of fit test performed
- (d) Description (type, manufacturer, model, style, and size) of the respirator tested
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test)
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria

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- (g) Instrumentation or equipment used for the test
- (h) Name or identification of test operator

**908.7 MEDICAL EVALUATION**

All members who are required to use respiratory protection must complete a medical evaluation as set forth in WAC 296-842-14005.

Members and their representatives may examine and copy their medical evaluation records (WAC 296-842-12010).

**908.8 INSPECTION, MAINTENANCE, AND STORAGE**

**908.8.1 MAINTENANCE**

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

In cases where there is a reported failure of a respirator, it shall be removed from service, tagged and recorded as such, and tested before being returned to service (WAC 296-305-04001).

**908.8.2 INSPECTION**

Respirator inspections shall cover all of the following (WAC 296-842-17015):

- (a) Respirator function
- (b) Tightness of connections
- (c) The condition of the facepiece, head straps, valves, connecting tubes, and cartridges, canisters, or filters
- (d) Pliability and deterioration of elastomeric parts
- (e) Maintenance of air or oxygen cylinders
- (f) Making sure SCBA air cylinders are at 90 percent of the manufacturer's recommended pressure level
- (g) Proper functioning of SCBA regulators when air flow is activated
- (h) Proper functioning of SCBA low-pressure warning devices when activated

Inspections for emergency respirators shall be certified by documenting the inspection date, serial number, inspector's name, findings, and required action, if any (WAC 296-842-17015).

Inspections may be documented by either writing the information on a tag or label attached to the respirator compartment, or including the information in an inspection report (paper or electronic) that is accessible to members (WAC 296-842-17015).

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The SCBA cylinders shall be hydrostatically tested within the periods specified by the manufacturer and the applicable government agencies (WAC 296-305-04001).

**908.8.3 REPAIR**

Respirators that are not functioning properly shall be repaired or replaced before being returned to service. If respirators fail inspection or are not functioning properly (e.g., leakage, vapor or gas breakthrough, increased breathing resistance) all of the following apply (WAC 296-842-17015):

- (a) Respirators will not be used until properly repaired or adjusted.
- (b) Only NIOSH-certified parts may be used for a repair.
- (c) Repairs and adjustments must only be made by appropriately trained individuals. A manufacturer, or a technician trained by the manufacturer, shall repair or adjust reducing and admission valves, regulators, and warning devices on SCBAs or air-line respirators.

The manufacturer's recommendations and specifications for the type and extent of repairs are to be followed.

**908.8.4 POST-USE PROCEDURES**

At the end of suppression activities (to include fire overhaul) and before returning to quarters (WAC 296-305-04001):

- (a) Firefighters shall be decontaminated prior to removal of respirators whenever firefighting activities result in exposure to a hazardous substance. Gross/field decontamination will be the method used.
- (b) When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to maintain an uncontaminated atmosphere for the breathing zone and facepiece supply hose.

**908.8.5 RESPIRATOR STORAGE**

Respirators in storage shall be protected against (WAC 296-842-17010):

- Dust
- Sunlight
- Excessive moisture
- Damaging chemicals
- Deformation of the facepiece or exhalation valve
- Extreme temperatures or other conditions

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless they are stored in individual containers and are protected from damage.

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Emergency respirators, including mouthpiece respirators and those that are limited to escape-only use by their NIOSH certification, shall be kept accessible to the work area and inside compartments or covers that clearly identify them. Any additional storage instructions from the respirator manufacturer shall be followed. An adequate number of emergency respirators shall be stored in each area where they may be needed (WAC 296-842-17010).

#### 908.8.6 FLOW TESTING

The District shall conduct annual flow testing on all SCBAs. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

## Personal Alert Safety System (PASS) Devices

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (WAC 296-305-02017).

### 909.2 POLICY

It is the policy of the South Whidbey Fire EMS to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device. The District shall provide written procedures for the use, care and maintenance of personal alarm devices (WAC 296-305-02017; WAC 296-305-07002(1)).

### 909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1993 edition and WAC 296-305-02017.

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

### 909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations (WAC 296-305-02017(2)).

## Vehicle Safety Belts

### 910.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (WAC 296-305-04503; 49 CFR 571.209; 49 CFR 571.210).

### 910.2 POLICY

It is the policy of South Whidbey Fire/EMS that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this District, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (WAC 296-305-04503).

### 910.3 INOPERABLE SAFETY BELTS

No person shall operate South Whidbey Fire/EMS vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall immediately report the defect to the Deputy Chief, Resource via the department electronic ticketing system, email, or verbally. Prompt action will be taken to replace or repair the system.

## Fire Station Safety

### 911.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for South Whidbey Fire/EMS members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

### 911.2 POLICY

It is the policy of the South Whidbey Fire EMS that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in district facilities to ensure the workplace is free from recognized hazards (WAC 296-800-110; WAC 296-305-06501). All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 911.3 PROCEDURE

For the safety of all occupants, the on-duty officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station (WAC Chapter 296-800):

- (a) Safety notifications
  1. Install and maintain a safety bulletin to post important safety notifications, emergency phone numbers, and important safety education information (WAC 296-800-19005).
  2. Post a current job safety and health law poster where it can be easily seen by employees (WAC 296-800-20005). Current posters are available free of charge at any Labor and Industries Office or at the agency's website.
- (b) Personal protective equipment (PPE)
  1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with battery fluid, grinders, drills, saws, welding equipment, mowers, edgers, and while working under vehicles (WAC 296-305-02004; WAC 296-305-06503; WAC 296-800-16050).
  2. Protective clothing or equipment that needs to be decontaminated shall not be allowed in areas designated for sleeping, food preparation, living, or personal hygiene (WAC 296-305-06505).
  3. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, and other tools or other operations).

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4. Protective clothing shall not be stored in personal lockers unless specifically identified for that purpose and shall not be stored in living, kitchen, or personal hygiene areas.
  5. Wear hearing protection in compliance with the Hearing Loss Prevention and Noise Control Training Policy.
- (c) Station first-aid kit
1. Each fire station shall maintain a first-aid kit with the minimum complement of items identified in WAC 296-305-01517.
- (d) Housekeeping and personal hygiene
1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly and sanitary condition. Storage of emergency medical supplies and equipment shall be in a dedicated enclosure separate from other areas and maintained per the manufacturer's instructions (WAC 296-305-06505).
  2. Clean and repair the source of water leaks quickly to avoid mold growth.
  3. Smoking is prohibited in the building or within 25 feet of an entrance, exit, or operable window, as provided in the Smoking and Tobacco Use Policy (RCW 70.160.030; WAC 296-800-24005).
  4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
  5. Maintain cooking appliances and eating utensils in good working order.
  6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
  7. Provide and clearly label first-aid supplies.
  8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (e) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
  2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
  3. Do not let pot handles extend over the counter.
- (f) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
  2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle.
  3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.

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(g) Walking surfaces and exits

1. Ensure all primary exit routes are obvious, marked with an “Exit” sign and free of obstructions.
2. Remove any objects that block hallways and/or passageways.
3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
6. Ensure all areas of the building are adequately illuminated.
7. Ensure beds are located to cause minimum interference during dressing.

(h) Apparatus floor

1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
2. Use caution and handrails when exiting apparatus.
3. Maintain apparatus doors in a safe, operable condition.
4. Maintain a minimum of three feet of clearance around all apparatus in the station (WAC 296-305-06509).
5. Ensure that the floors are kept free of grease, oil, water, and tripping hazards. The floors shall have slip-resistant surfaces on areas where members would normally mount or dismount the apparatus (WAC 296-305-06509).
6. No class I or class II combustible liquids shall be used for cleaning purposes to remove grease or dirt from apparatus (WAC 296-305-06509).

(i) Equipment machinery and tools (WAC 296-305-06519)

1. Observe safety precautions when operating all equipment, machinery, and tools.
2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
3. Mount all equipment and machinery securely to the surface on which it sits.
4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
5. Work rests and tool rests on grinders shall be adjusted to a maximum opening of 1/8 inch to the grinding wheel.
6. Ensure all power tools are adequately grounded.
7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.

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8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (j) Electrical wiring, fixtures, and controls (WAC 296-800-280)
1. Maintain minimum requirements for clear access around all electrical control panels.
  2. Ensure all electrical equipment is inspected, safe, grounded, and used for its approved purpose.
  3. Maintain electrical fittings, boxes, cabinets, and outlets in good condition.
  4. Ensure all flexible cords and cables are approved and in good condition.
  5. Ensure all electrical tools and equipment do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- (k) Fire extinguishers and fire prevention (WAC 296-800-300)
1. Ensure fire extinguishers are of the proper type for the expected hazards and distributed so they are readily accessible.
  2. Ensure portable fire extinguishers are kept fully charged, in operable condition, and left in their designated place.
  3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  4. Test the fire alarm system as required by the fire code.
  5. Ensure a qualified person services the sprinkler system as required by the fire code.
  6. Check smoke detectors periodically to ensure they are working properly.
  7. Maintain at least minimum required clearance below all sprinkler heads.
- (l) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
  2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
  3. Store hazardous materials separately from food, food preparation, and eating areas.
  4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.

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5. Store cylinders of compressed gas in an upright position, away from combustible materials.
6. Avoid wearing or storing turnout gear in the living quarters or buildings.
7. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
8. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

## Automated External Defibrillators (AED)

### 912.1 PURPOSE AND SCOPE

Automated External Defibrillators (AED) The purpose of this policy is to establish the requirements for maintaining status as a approved Public Safety AED Service Provider through the local Emergency Medical Services (EMS) agency as approved by the State of Washington (WAC 246-976-182).

#### 912.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis, which will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

CPR - Establishing and maintaining an open airway, ensuring adequate respiration either spontaneously or by use of rescue breathing, and ensuring adequate circulation either spontaneously or by means of closed chest cardiac compression, in accordance with standards promulgated by the American Heart Association and/or the American Red Cross.

Public Safety AED Service Provider - An agency or organization that is responsible for, and is approved to operate, an AED.

### 912.2 POLICY

It is the policy of South Whidbey Fire/EMS to maintain an authorized Public Safety AED Service Provider status through the state-approved local EMS authority and to provide approved training (see the Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training Policy) to all AED-authorized members, thereby enabling them to provide AED services to the public when necessary (WAC 246-976-182).

### 912.3 PROCEDURE

The Division Chief, EMS shall be responsible for ensuring the District maintains the necessary local EMS agency approval to operate as an AED Service Provider and shall work with the Deputy Chief, Training to ensure all AED-authorized members have completed the required training.

To obtain AED Service Provider approval from the local EMS authority, the District shall provide all training and documentation information required to the local EMS agency. Documentation includes, but may not be limited to:

- Orientation to the AED for all AED-authorized members
- Instruction in the proper maintenance of AED equipment
- Initial training and continued competency training for all AED-authorized members

The District shall annually provide to the EMS agency data that includes:

- The number of patients in cardiac arrest who received CPR prior to the arrival of emergency medical care.

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- The total number of patients on whom defibrillator shocks were administered and whether they were witnessed.
- The number of persons who suffered a witnessed cardiac arrest, whose initial monitored rhythm was ventricular tachycardia or ventricular fibrillation.
- A list of AED authorized members, for statewide publication.

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# Personal Protective Equipment

## 913.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect South Whidbey Fire EMS members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities (WAC 296-305-02001). The PPE information related to patient care is found in the Communicable Diseases Policy.

Workplace activities may include response to many situations requiring different levels of PPE, such as EMS, fire, hazardous materials, and chemical, biological, radiation, or nuclear (CBRN) terrorism incidents.

### 913.1.1 DEFINITIONS

Definitions related to this policy include:

Structural firefighting protective clothing - Protective clothing normally worn by firefighters during structural firefighting operations, often referred to as turnout or bunker gear. It includes a helmet, coat, pants, boots, gloves, and a hood. Structural firefighters' protective clothing provides limited protection from heat but may not provide adequate protection from the harmful gases, vapors, liquids, or dusts that are encountered during hazardous materials incidents (WAC 296-305-01005).

## 913.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard. PPE shall be of a type specified by the National Institute for Occupational Safety and Health (NIOSH), the Mine Safety and Health Administration (MSHA), the National Fire Protection Association (NFPA), the American National Standards Institute (ANSI) or as specifically referenced by this policy.

South Whidbey Fire/EMS shall also establish a written maintenance, repair, servicing and inspection program for protective clothing and equipment to reduce the safety and health risks associated with the improper selection, poor maintenance, inadequate care, excess wear and improper use (WAC 296-305-02001).

### 913.2.1 EMPLOYEE PROVIDED FOOTWEAR

It is the policy of South Whidbey Fire/EMS to allow firefighters and EMTs to provide their own footwear if they

choose. Employees or volunteers may provide footwear as follows:

1. Footwear shall meet or exceed NFPA standards.
2. Prior to wearing the footwear as part of the required PPE ensemble, the employee/volunteer shall provide

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documentation to the Fire Chief verifying compliance with NFPA standards.

3. The difference between the cost of District issued footwear and employee/volunteer supplied footwear shall

be borne by the employee/volunteer.

4. Footwear shall be subject to inspection as described in this policy.

5. Footwear failing to pass inspection shall be promptly removed from service.

6. Footwear shall be retired in accordance with this policy.

7. Footwear shall be subject to the custody requirements as listed under Special Incident Procedure.

#### **913.3 PPE STANDARDS AND REQUIREMENTS**

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements, and standards (WAC 296-305-02001; WAC 296-305-02002; WAC 296-305-03002):

- (a) The PPE provided shall minimally meet the standards approved by ANSI or other recognized authority.
- (b) When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Deputy Chief in charge of the division where the equipment will be used.
- (c) PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) The District shall ensure that all PPE, whether provided by the District or the employee, complies with the applicable state standards.
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (g) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (h) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (i) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

##### **913.3.1 HEAD PROTECTION**

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall

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meet the requirements of NFPA 1972, Standard on Helmets for Structural Firefighting, 1987 edition (WAC 296-305-02004). Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard.

Helmets purchased after January 1, 2014, shall comply with the 2007 or later edition of NFPA 1971 (WAC 296-305-02004).

#### 913.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. Primary face and eye protection that is appropriate for the hazard shall be provided for, and used by, members exposed to the specific hazard. The District shall provide and require that members wear approved face and eye protection that is suitable for the hazard and in accordance with WAC 296-305-02004.

#### 913.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed and shall not be worn until properly cleaned or destroyed. Body protection shall be coordinated with the use of all other types of PPE (WAC 296-305-02004).

#### 913.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves structural firefighting operations, victim extrications, rescues, or emergency medical operations involving unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment (WAC 296-305-02004).

Hand protection (e.g., gloves) should not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138).

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##### 913.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with WAC 296-305-02004.

##### **913.4 SELECTION, CARE, AND MAINTENANCE OF PPE**

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. For hazardous materials incidents, the District shall provide chemical protective clothing that is appropriate for the potential hazard, in compliance with WAC 296-842, and chemical protective clothing, in compliance with WAC 296-305-03002. A program for selection, care, and maintenance of PPE consists of the following:

###### 913.4.1 SELECTION

The PPE selection process should be conducted through a labor-management committee utilizing members from labor and representatives from the District purchasing section.

Prior to procurement, a risk assessment may be performed to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions. The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects.
- (b) Style and design for user comfort and wear performance.
- (c) Construction for quality, durability, and garment life.
- (d) Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs, as identified in WAC 296-305-02001 and WAC 296-305-02002.
- (e) Firefighting PPE that contains perfluoroalkyl and polyfluoroalkyl substances (PFAS) chemicals should be avoided (RCW 70A.400.030).

###### 913.4.2 INSPECTION

There are two primary types of PPE inspection:

Routine inspection - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves, and hood should be checked for the following:
  - 1. Soiling

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2. Contamination from hazardous materials or biological agents
3. Physical damage, such as:
  - (a) Rips, tears, and cuts
  - (b) Damaged/missing hardware and closure systems
  - (c) Thermal damage, such as charring, burn holes, and melting
  - (d) Damaged or missing reflective trim
  - (e) Shrinkage
  - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
  1. Soiling
  2. Contamination from hazardous materials or biological agents
  3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents, and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
  4. Physical damage to ear flaps, such as:
    - (a) Rips, tears, and cuts
    - (b) Thermal damage, such as charring, burn holes, and melting
  5. Damaged or missing components of suspension and retention systems
  6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
  1. Soiling
  2. Contamination from hazardous materials or biological agents
  3. Physical damage, such as:
    - (a) Cuts, tears, and punctures
    - (b) Thermal damage, such as charring, burn holes, and melting
    - (c) Exposed or deformed steel toe, steel midsole, and shank
    - (d) Loss of water resistance

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Semi-annual inspection - Inspection of PPE ensembles and elements shall be conducted a minimum of every six months by an individual qualified by the District or whenever routine inspections indicate a problem may exist (WAC 296-305-02001; WAC 296-305-02002).

All findings from routine and semi-annual inspections shall be documented on an inspection form. Universal precautions should be observed, as appropriate, when handling elements. Advanced inspections should include, at a minimum, the inspection criteria outlined in the applicable NFPA standard.

#### 913.4.3 CLEANING AND DECONTAMINATION

The District will provide for the cleaning of all members' PPE. The following rules and restrictions should apply to the cleaning of PPE (WAC 296-305-02001):

- (a) Soiled and contaminated PPE elements should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (b) Commercial dry cleaning shall not be used.
- (c) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (f) Cleaning shall be performed by either a cleaning service or at a district facility that is equipped to handle contaminated clothing. Contaminated clothing cleaned by a district facility shall be in a facility that is in compliance with WAC 296-305-02001.
- (g) NFPA standards identify and define three primary types of cleaning: routine, advanced, and specialized.
  1. Routine cleaning - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
    - (a) When possible, initiate cleaning at the incident scene.
    - (b) Brush off any dry debris.
    - (c) Gently rinse off debris with a water hose.
    - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
    - (e) Inspect for soiling and contamination and repeat the process if necessary.
    - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
  2. Advanced cleaning - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition,

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elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.

- (a) The district's Health and Safety Officer (HSO) shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
  - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
  - (c) Station laundering machines shall not be used to clean PPE elements.
3. Specialized cleaning - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
- (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
  - (b) The district's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminate, and if identified, the District shall consult the manufacturer for an appropriate decontamination agent and process.

#### 913.4.4 REPAIR OF PPE

The Deputy Chief, Resource shall manage all PPE repairs utilizing qualified individuals who have been approved by the manufacturer. (WAC 296-305-02001)(WAC 296-305-2002). All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

#### 913.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the Deputy Chief, Resource. All fittings shall be completed by the Deputy Chief, Resource and/or by a manufacturer representative.

- Members shall only use District-issued PPE.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other District facilities.

#### 913.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

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- PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- PPE shall be clean, dry, and well ventilated before storage.
- PPE shall not be stored in airtight containers unless the container is new and unused.
- PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

#### 913.4.7 PPE TRAINING

The Training Officer shall be responsible for the following (WAC 296-305-02001):

- (a) Upon issue, all employees shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (b) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

#### 913.4.8 PPE RECORD KEEPING

The District shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include the following:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates of advanced, specialized cleaning, or decontamination, and by whom it was performed.
- (h) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (i) The date the element was removed from service (retirement).

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- (j) The date and method the element was disposed.
- (k) A written notice from a seller that PPE contains PFAS chemicals and the reason PFAS chemicals were added shall be retained for at least three years from the date of the purchase. The District is required to provide this notice and associated sales documents upon request to the Washington Department of Ecology within 60 days (RCW 70A.400.030).

#### 913.4.9 PPE RETIREMENT

All structural protective clothing ensembles and elements that are worn or damaged to the extent that the District deems that it is not possible or cost effective to repair, or that has a manufacturer's date prior to 1991, shall be retired (WAC 296-305-02002).

All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective, or damaged shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner assuring that they will not be used in any firefighting or emergency activities. Retired PPE may only be used for training in a non-hazardous area. Any PPE used for training shall be clearly marked: "Training only. No live fire."

#### 913.4.10 SPECIAL INCIDENT PROCEDURE

If any member of South Whidbey Fire/EMS suffers a serious injury or death while wearing PPE, the following procedure shall be followed:

- The PPE will immediately be removed from service.
- Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- The PPE shall be made available to the District's investigation team (see Line of Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

# Hazardous Energy Control

## 914.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by WAC 296-803-100 et seq. for hazardous energy control. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and program review requirements.

### 914.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-803-099):

**Affected member** - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up, or adjusting machines or equipment under lockout or tagout.

**Authorized member** - A member who performs lockout or tagout of machines or equipment, in order to clean, repair, service, set up, or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

**Hazardous energy** - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

**Lockout or tagout** - The use of devices, positive methods, and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical, or thermal).

## 914.2 POLICY

It is the policy of South Whidbey Fire/EMS to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

## 914.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include but not be limited to:

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules, and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including but not limited to:
  1. A statement of the intended use of the procedure.

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2. Procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
  3. The procedural steps for the placement, removal, and transfer of lockout and tagout devices.
  4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout, and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include but is not limited to:
1. Extrication tools
  2. Chain saws
  3. Hydraulic systems (e.g., rack, jacks)
  4. Complex electrical systems (e.g., generators, pumps, radios)

#### **914.4 ENERGY CONTROL PROCEDURES**

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (WAC 296-803-500):

- (a) Notifying all affected personnel.
- (b) Applying lockout and/or tagout devices appropriately.
- (c) Relieving all stored and residual energy after lockout/tagout devices have been applied.
- (d) Verifying that the machine or equipment is isolated before starting work.
- (e) Removing lockout/tagout devices and energizing the machine or equipment.
- (f) Protecting members to ensure continuous lockout/tagout during shift or personnel changes or when performing group lockout/tagout.
- (g) Coordinating with outside employers servicing or maintaining district machines or equipment.

#### **914.5 PROGRAM REVIEW**

South Whidbey Fire/EMS shall conduct a periodic review of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (WAC 296-803-700).

- (a) The periodic review shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being reviewed.

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- (b) Where lockout and/or tagout are used for hazardous energy control, the authorized member shall provide a review of roles and responsibilities to the members.
- (c) The Health and Safety Officer shall certify that the periodic reviews have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of person performing the review.

**914.6 TRAINING**

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include but is not limited to the following topics (WAC 296-803-600):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards, and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment, and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual review process

**914.7 TRAINING RECORDS**

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records according to the district's established records retention schedule. Documentation shall include (WAC 296-803-60005):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and rank of the members who received the training.
- (d) The names, certificate number, and qualifications of persons conducting the training.

## Hazard Communication

### 915.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous chemicals in the workplace (WAC 296-901-14002).

### 915.2 POLICY

It is the policy of the South Whidbey Fire EMS to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

### 915.3 PROCEDURE

The Fire Chief or the authorized designee shall appoint an officer to develop, implement and maintain a written hazard communication program that includes, but is not limited to (WAC 296-901-14010):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in employee work areas.
- (c) The District shall make the written chemical hazard communication program available, upon request, to members, their designated representatives, the Washington Department of Labor and Industries and the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information (WAC 296-901-14012):
  1. Product identifier
  2. Signal word
  3. Hazard statement
  4. Pictogram
  5. Precautionary statements
  6. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

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##### **915.4 SAFETY DATA SHEETS**

The District shall have a SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with WAC 296-901-14014.

##### **915.5 TRAINING REQUIREMENTS**

See the Hazard Communication Program Training Policy.

## Firearms Possession

### **916.1 PURPOSE AND SCOPE**

The purpose of this policy is to promote the safety of all members by restricting the possession of firearms in the workplace.

### **916.2 POLICY**

Members are prohibited from possessing firearms while on district property or while on duty. This includes keeping or transporting a firearm in a vehicle, unless the firearm is secured by two forms of security. For the purpose of this section, a firearm is considered secure in a vehicle provided it is locked within the glove box or other secure container with lock that is mounted to the vehicle, and the vehicle is locked.

### **916.3 CONCEALED WEAPONS PROHIBITED**

Members who possess a valid concealed firearms permit shall not carry firearms while on duty or representing the district in any capacity.

## Chapter 10 - Personnel

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## Purpose

### 1000.1 PREAMBLE

The Commissioners of South Whidbey Fire/EMS believe that the residents of the district have the right to protect their property and wellbeing by legal and proper participation as volunteer fire district members. At this point in time and until this policy is changed the purpose of hiring any part-time or full-time employee, to include the Fire Chief, is to enhance the delivery of a primarily volunteer emergency service. The District asserts its right to govern and shall not agree to any labor contract, now or in the future, that disallows or severely restricts participation by qualified volunteer emergency responders alongside career staff. All current and future employees of the district shall be made aware of and comply with this policy as a condition of employment.

The Personnel Policies Section is a general informational guide to the District's current employment and volunteer policies and shall not be construed as a contract. The Board of Fire Commissioners reserve the right to amend, delete, supplement, or rescind any of these provisions they deem necessary and appropriate, without advance notice other than that provided by law. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The District also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient emergency services to its citizens.

These personnel policies shall apply to all District employees and volunteers as specified. They shall not apply to elected officials and independent contractors.

## Definitions

### 1001.1 DEFINITIONS

**Anniversary Date:** The anniversary date shall be the first day of the month closest to the date of initial appointment to a regular budgeted position, and shall be used to calculate sick and annual leave accrual, and years of service. For years of service, employment must be continuous or broken only by approved leave of absence. The calendar month shall be divided from the 1st to the 15th and the 16th to the last day, with the anniversary date established by determining in which half the date of appointment occurred.

**Appointment Status - Acting:** An appointment for a limited period of time of a current employee to a higher classification to fill a temporary or emergent need.

**Appointment Status - Probationary:** A probationary work period of six months from the date of employment or as set forth in the appointment letter or contract; a probationary work period as a result of disciplinary action.

**Appointment Status - Regular:** The assignment of a person to a budgeted position.

**Appointment Status - Temporary:** An appointment for a limited period of time to fill a temporary or emergent need. Seasonal employment is considered a temporary appointment.

**Appointment Status - Active Volunteer:** An appointment to an established non-paid position within the organization by the Board of Fire Commissioners.

**Appointment Status - Recruit Volunteer:** A temporary appointment to an established non-paid position within the organization by the District Chief during a required training period.

**Day:** A twenty-four (24) hour period.

**Days:** Means consecutive calendar days, unless otherwise specified.

**Demotion:** The movement of an employee from a position in one pay grade to a position with a lower pay grade; or the movement of an employee from one pay step within a pay grade to a lower pay step within the same pay grade; or the movement of a volunteer from a position of responsibility or rank to a position of lesser responsibility or rank.

**District:** South Whidbey Fire/EMS.

**Domestic Partners:** A Qualified Domestic Partnership (QDP) is one in which two people are registered as domestic partners with the Secretary of State for the State of Washington.

**Employee - Individual:** Any individual appointed to a position of service with the District who is paid hourly or by salary.

**Employee - Full Time:** An employee who has received an appointment to a budgeted position on a full work week, year around basis.

**Employee - Part Time:** An employee who has received an appointment to a budgeted position for a 30 your or less per week basis.

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**Employee - Exempt:** An employee determined to be exempt from the provisions of the Fair Labor Standards Act.

**Family - Immediate:** A relative by blood or marriage, or legal adoption, who is a member of the employees household under the same roof, a member of an employee's household who is on record with the Fire District as a domestic partner; or, regardless of residence, any parent, step-parent, grandparent, spouse, child, brother, sister, or grandchild of the employee.

**Grievance:** An employee's verbal or written expression of dissatisfaction with some aspect of these rules and regulations affecting him or her, for the purpose of resolving their concern.

**Holiday:** Those special days off granted to the employees in addition to vacation and sick leave.

**Job Description:** A written documentation of all job duties, responsibilities, and qualifications for each position classification authorized by the Board of Commissioners.

**Lateral Transfer:** An employee transfer from one classification to another classification with the same pay grade, or within the same classification or pay grade from one department to another.

**Layoff:** Non-disciplinary termination of an employee, either permanently or for a specified period of time, due to financial circumstances or a change in the need for which the position held was created.

**Leave:** An authorized absence from regularly scheduled work hours which has been approved by the proper authority.

**Letter of Appointment:** The document officially assigning a person to a position within the District which may also be a two-party agreement or contract if signed by the employee.

**Life Membership:** A volunteer for South Whidbey Fire/EMS retiring from active duty, with 25 years of service, who maintains residency within the district qualifies for Life Membership.

**Merit Increase Date:** The date on which the employee receives the annual pay increment within the current salary range.

**Overtime:** Time a non-exempt employee is directed or authorized to work in excess of the regular work day or week.

**Performance Evaluation:** A written appraisal of work performance of an employee designed to inform management and the employee of the manner in which the employee is meeting established work standards and to offer constructive suggestions or requirements for improvement.

**Position:** A combination of duties and responsibilities assigned to and performed by an individual.

**Probationary Period:** An extension of the selection process during which an employee is required to demonstrate ability to perform the duties of the position.

**Promotion:** The movement of an employee from a position in one pay grade to a position requiring duties and responsibilities of higher qualifications and a higher pay grade.

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**Reallocation:** The movement of a position from one pay grade to another pay grade found to be more appropriate as a result of an analysis of the duties of the position and job description.

**Reclassification:** The revision of a job description as a result of analysis of the duties, responsibilities, minimum qualifications, and salary requirements; may include job title change.

**Resignation:** A voluntary separation from employment initiated by or submitted by an employee.

**Retiree:** A member of South Whidbey Fire/EMS leaving active service to draw either Washington's Department of Retirement Systems or Board of Volunteer Fire Fighters pension.

**Salary Plan:** A series of salary ranges for each job title as adopted by the Board of Fire Commissioners.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct as defined in State and Federal Laws.

**Spouse:** The wife or husband of an employee, not legally separated from the employee.

**Supervisor:** An employee having the authority to direct another employee or employees within their department and recommend the hiring, transfer, suspension, layoff, promotion, dismissal, assignment, reward, or discipline of another employee, and the responsibility to adjust the employee's grievances.

**Suspension:** A temporary removal from duty with or without pay of an employee for disciplinary purposes or for the purpose of investigating accusations brought against an employee.

**Termination:** Involuntary separation of an employee from employment with the District.

**Volunteer:** A person who has been appointed to an established non-paid position within the organization.

**Work Week:** The total of scheduled work hours in a calendar week.

## Volunteer Services Membership

### 1002.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve South Whidbey Fire/EMS service to the community, increase responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to South Whidbey Fire/EMS and prompt new enthusiasm, and is intended to support the District's mission.

Volunteers are the foundation of South Whidbey Fire/EMS and are vital to providing a high level of service to the South Whidbey Community.

#### 1002.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for South Whidbey Fire/EMS without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

### 1002.2 POLICY

It is the policy of South Whidbey Fire/EMS to utilize volunteers to the extent reasonably practicable to provide emergency response to all emergencies, enhance public education opportunities, enforcement efforts and in any other capacity that is intended to to serve the community.

### 1002.3 PROCEDURE

South Whidbey Fire/EMS serves the South Whidbey community with highly skilled volunteers. In addition to emergency response, volunteers may assist in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist with public education efforts and/or in other areas within South Whidbey Fire/EMS as needed. .

All volunteers shall comply with all orders and directives, either oral or written, issued by South Whidbey Fire/EMS. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to South Whidbey Fire/EMS operations refers to a regular full-time or part-time employees, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

### 1002.4 VOLUNTEER MANAGEMENT

#### 1002.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with South Whidbey Fire/EMS policy on equal opportunity, non-discriminatory employment. A primary qualification for

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participation in the application process should be an interest in, and an ability to assist South Whidbey Fire/EMS in serving the public.

1. Preference is given to those individuals who reside within the district boundaries. Individuals who live outside the district boundaries may be considered for membership provided they can fulfill the requirements of volunteer membership participation.
2. Be at least 18 years of age and possess a high school diploma or GED.
3. Possess a valid Washington driver's license if the position requires vehicle operation.
4. Complete mandatory training as determined to be appropriate by South Whidbey Fire/EMS.
5. Possess any other qualifications specific to the volunteer assignment.
6. Must be of good moral character. Individuals convicted of a felony may not participate.
7. Individuals who have been convicted of a crime against children or other persons as described in RCW 43.43.834 may not participate.

Internal requests for volunteers should be submitted in writing by interested staff to the Deputy Chief, Training through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments.

#### 1002.4.2 SCREENING

All prospective volunteers shall complete the volunteer application form.

All applicants shall complete the following process prior to being placed in recruit status:

Step 1. Application packets will be available at the District administration office. Application packets will contain an application, request for drivers abstract/motor vehicle record and a request for a police background check. The applicant will return completed application and forms to the District Administrative Assistant at the District headquarters (administration).

Step 2. The background checks will be completed.

Step 3. The applicant's completed background check will be forwarded to the Chief for review and approval or denial.

Step 4. The applicant will be scheduled for a medical examination to assure the District that there are no medical issues that would be cause for the applicant's inability to perform the duties of a firefighter or EMT. The applicant will complete a medical physical, respiratory test, and drug screen.

Step 5. The applicant will complete and pass a Work Capacity Test (WCT), which will be offered quarterly by the department.

Step 6. The applicant will take a written entry test and must achieve a passing grade of 70%. The test will be offered quarterly on the same day as the WCT.

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Step 7. The results of the physical, WCT, and written exam will be forwarded to the Chief for review and approval or denial.

Step 8. An interview will be arranged for the applicant by Company or EMS Officers of the station or division to which the applicant will be assigned if successful. The station Captain or EMS officer will contact the applicant and establish a time and place for the interview. The interview will provide the applicant with information concerning the commitment to training, responses and his/her expectations. The applicant may ask questions as to the requirements and commitments may be introduced to the station, equipment and personnel if they are available. At this time currently certified FF/EMTs will need to show proof of current EMT license, proof of certification as a FF and proof of current C.E.

Step 9. Following the interview, the Company Officers will forward a positive or negative recommendation to the Chief.

Step 10. Interview with the Fire Chief.

Step 11. The successful applicant will be forwarded to the Board of Fire Commissioners for confirmation.

Step 12. Following Board confirmation, the new recruit will be given a paperwork packet with all information and forms which must be completed for the orientation.

#### 1002.4.3 SELECTION AND APPOINTMENT TO RECRUIT STATUS

Service as a volunteer with South Whidbey Fire/EMS shall begin with an official notice of acceptance and appointment to recruit status. Notice may only be given by an authorized representative of South Whidbey Fire/EMS. No volunteer recruit may begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork, as follows:

Step 1. The recruit will attend a department orientation (conducted biannually) and will submit all completed paperwork, receive required prerequisite training, and will meet with the Deputy Chief, Resources to receive Personal Protective Equipment (PPE), passport tags, uniform & name tape, computer access, and building access.

Step 2. The recruit will meet with the Deputy Chief, Training to ensure all requirements for entry into the Fire or EMS Academy have been met, and addition to IMLS LearnIT.

Step 3. The recruit will be enrolled in the next available Fire or EMS Academy.

Step 4. The Hepatitis B series and TB test will be administered if requested by the recruit.

Step 5. The recruit will attend and complete the Fire or EMS Academy.

Step 6. The recruit's academy attendance and test results will be forwarded to the Chief for review and approval.

Step 7. The recruit will be placed in a probationary member status following approval for a period of 12 months.

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At the time of appointment to recruit status, each volunteer shall complete all required enrollment paperwork and will receive a copy of their position description.. All volunteers shall receive a copy of the policy manual. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of South Whidbey Fire/EMS.

#### 1002.4.4 TRAINING

Volunteers will be provided with an orientation program to acquaint them with South Whidbey Fire/EMS, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious disease and exposure prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are part-time or other full-time employees of South Whidbey Fire/EMS. They shall always represent themselves as volunteers.

#### 1002.4.5 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to District approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall be worn so as to represent the District in a positive light at all times. When responding to a call for service, volunteers shall wear the uniform of part thereof that clearly identifies them as a member of South Whidbey Fire/EMS.

Volunteers shall be required to return any issued uniform or District property at the termination of service.

#### **1002.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with South Whidbey Fire/EMS must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.

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- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

**1002.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or South Whidbey Fire/EMS policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with South Whidbey Fire/EMS. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of South Whidbey Fire/EMS, or maintain that they represent South Whidbey Fire/EMS in such matters without permission from the proper South Whidbey Fire/EMS personnel.

**1002.7 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be carried at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

**1002.8 MEMBERSHIP STATUS**

**1002.8.1 RECRUIT STATUS**

Each volunteer is required to successfully complete the required training for a particular section prior to being appointed to a Probationary Status. Upon recommendation of the District Chief, evidence of comparable training from another agency may meet the recruit training requirement. An applicant shall be in recruit status from the time he/she is approved for membership until he/she completes all required training and certification. Recruits are subject to all policies imposed on active volunteers. Violation of policies or any activity that serves to discredit the District or its volunteer service is reason for dismissal. Upon successful completion of all required recruit training, and with approval of the District Chief, the member will be placed in probationary status for a period of not less than one year.

**1002.8.2 PROBATIONARY STATUS**

Upon successful completion of the recruit academy, members shall be placed in Probationary Status. Probationary members shall meet all requirements of membership participation.

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Probationary members not fulfilling the minimum membership requirements shall be dismissed from the service.

**1002.8.3 ACTIVE STATUS**

Upon successful completion of the required probationary period, and with approval of the District Chief, the member will be placed in Active Volunteer Status. Active volunteers shall meet the minimum requirements of membership participation.

**1002.8.4 SUPPORT SERVICES STATUS**

Support Services membership is restricted to the following:

Each active member of Suppression, Prevention, or Special Services Sections may sponsor one member in Support Services Section. Each member of Support Services must have continued sponsorship.

Qualified Life Members are eligible for membership in Support Services and may sponsor one member. Sponsored members may continue membership upon the death of the retired member.

Each member of the South Whidbey Fire/EMS Board of Commissioners may sponsor one member in Support Services Section for the duration of his/her term of office.

The Board of Commissioners of South Whidbey Fire/EMS, with a majority vote, may sponsor any member of the community for membership in Support Services Section for any length of time. The District Chief may recommend individuals for sponsorship by the Board of Commissioners.

**1002.9 MINIMUM PARTICIPATION REQUIREMENTS**

In order to maintain “active” status, a member shall meet the following requirements. These requirements shall be waived for any member granted a legitimate Leave of Absence, during the leave. Any member granted a Leave of Absence shall be responsible to update any training missed during their leave once they return. It must be understood that meeting the minimum standard does not ensure EMTs remain certified. It is the responsibility of the EMT to ensure he/she attends adequate training to retain certification.

1. Firefighter:

- a. Attend a minimum of 15% of non-medical calls for service to which the member’s home station has been dispatched.
- b. Attend a minimum of 22 fire drills per year, with not less than 5 per quarter.

2. EMT:

- a. EMT – complete 48 hours per quarter MERV time or equivalent response time.
- b. Firefighter/EMT – complete 24 hours per quarter MERV time or equivalent response time.
- c. Attend a minimum of 8 medical drills per year, with not less than 2 per quarter.

3. Special Operations:

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- a. Attend a minimum of 15% of special team calls for service to which the team has been dispatched.
- b. Attend a minimum of 6 special team drills per year for each team of which the member participates.

If a member does not meet the minimum requirements for each division to which they belong, for 2 consecutive quarters, he/she shall be placed on a 6 month probation for that division. If a member does not meet the minimum requirements for the division during probation, they shall be automatically dismissed from that division. Any member belonging to a single division (Firefighter or EMT), and does not meet minimum standards for that division in 2 consecutive years, shall be dismissed from the organization.

Members may not use a Leave of Absence as a means to avoid probation. For the purpose of this standard, a legitimate Leave of Absence is defined as a leave granted to a member in good standing that has met the minimum standard herein at the time of the Leave request.

The requirements herein are not intended to abate, or change membership participation requirements in the Volunteer Fire Fighter's Relief and Pension Act, as required in Section 4.21, Volunteer Benefits.

**1002.10 VOLUNTEERS LEAVING THE DISTRICT**

The following procedure will provide a consistent process for volunteers separating from the District.

**Step 1 – Notification**

When a member submits a Letter of Resignation to his/her officer,

Or

It is determined that a volunteer no longer intends to participate the commanding officer will:

1. Determine and have completed any outstanding incident reports that are the member's responsibility.
2. Notify and make arrangements with the Resource Chief for the return of any District equipment and resources.
3. Forward the Letter of Resignation (or a notice of termination) and the Personnel Action Form (PAF) to the District Administration. The Chief or his /her designee will conduct an exit interview as necessary.

**Step 2 – Equipment Return**

The Resources Chief or designee will meet with the exiting member to check in all assigned gear and equipment including ID card. Upon receipt of the gear and equipment the Resources Officer will forward the PAF to administration informing the status of the volunteer, i.e. leaving in good standing, missing gear, etc. Any equipment, or resources not returned will be charged against the member by withholding the appropriate funds from the final points check.

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Step 3 – Administration

Using the PAF, administration will determine

1. If the member needs to supply additional information and complete any additional required paperwork (address confirmation required etc.).
2. Determine if there are outstanding balances owed.
3. Return any applicable deposits.
4. Update roster and files.
5. Notify the Network Services Administrator.

Step 4 – Paperwork

Return all applicable paperwork to administration

**1002.11 VOLUNTEERS RETURNING TO THE DISTRICT**

The following procedure applies to South Whidbey Fire/EMS members who left active status in good standing with the District and is requesting to return to active membership.

Step 1 – Application

Application packets will be available at the District administration or by contacting current members. Application packets will contain an application, request for drivers abstract/motor vehicle record and a request for a police background check. Applicant will return completed application and forms to the District Administrative Assistant at the District headquarters (administration). Once the applicant's background checks are returned to the District administration for verification and approved by the Chief or designee, the applicant will be notified that the appropriate station or EMS officer will contact them for an interview.

The completed application and reentry check off form (10.0721) will be forwarded to the Training Chief. The Training Chief will meet with the appropriate station Captain prior to Step 2.

Step 2 – Interview

The station Captain will contact the applicant and establish a time and place for an interview. The interview will provide the applicant with information concerning the commitment to training, responses and his/her expectations. It is at this time the applicant can ask questions as to the requirements and commitments. This is also an opportunity for the applicant to be introduced to the station, equipment and personnel if they are available. Applicants for Medical Division will be asked to show proof of current EMS certification/license and proof of current continuing education or OTEP program at this time. Upon the recommendation of the station Captain or Division Chief, EMS, the application will be returned to the District Administration to forward to the Operations Chief and review re-entry check-off form

Step 3 – Training

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If separation from the District is less than one year the applicant will meet with the Training Chief and review training requirements to qualify for re-entry. Medical personnel will meet with the Division Chief, EMS to evaluate the need for state DOH paperwork and need for C.E.

If separation from the District is more than one year at the next scheduled entry test, the applicant will have to pass two entry tests for firefighter candidates administered by the Operations Chief.

Test 1 – Entry level written test. The exam will demonstrate that the candidate has the reading skills and aptitude to learn and perform the duties required for membership. 70% must be obtained to pass the written examination. If applicable a written examination to determine medical knowledge.

Test 2 – Work Capacity Test. Applicants will be required to demonstrate that they have the strength and endurance to fulfill the role of a firefighter/EMT by passing a WCT. WCT will be conducted at the earliest available time.

#### Step 5 – Board Confirmation

At the completion of re-entry check-off form and all required training the EMS and/or Training Chief will notify the Resource Chief of the candidates statuses. The Resource Chief will forward the information to the District Secretary and Fire Chief who will sign a copy of the application indicating the candidate is accepted for membership. The Board of Fire Commissioners will review the recommendation at the next regularly scheduled board meeting. Once confirmed the member is eligible to participate in the retirement program and insurance benefits.

#### Step 6 – Final Assignment

The candidate will be assigned to the appropriate station, and issued all necessary remaining response equipment.

#### Step 7 – Paperwork

Return all applicable paperwork to administration.

## Recruitment and Selection

### 1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the South Whidbey Fire EMS. This policy supplements any rules that govern employment practices for the South Whidbey Fire EMS.

### 1003.2 POLICY

In accordance with applicable federal, state, and local law, the South Whidbey Fire EMS provides equal opportunities for applicants and district members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The District does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

### 1003.3 RECRUITMENT

The Administration Section should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Section shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

### 1003.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

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- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Washington law (15 USC § 1681 et seq.; RCW 19.182.020)
- Local, state, and federal criminal history record checks (after determination that the candidate is qualified for the position) (RCW 49.94.010)
- Polygraph or voice stress analyzer examination (when legally permissible) (RCW 49.44.120)
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

#### 1003.4.1 VETERAN PREFERENCE

The District will provide veteran preference points as required by RCW 41.04.010.

#### **1003.5 HIRING**

The District's selection procedures are designed to place the best qualified applicant in a vacant position and ensure all applicants equal opportunity and consideration for employment. The District recognizes the value of current District Volunteers and will consider this fact when choosing the best qualified applicant for a vacant position. All stages of the selection process will be free from any discrimination based on race, sex, color, religion, national origin, citizenship status, age, or disabilities.

1. **NEPOTISM:** Members of the immediate family of district employees or fire district commissioners will not be hired if one or more of the following applies, as determined by the Board of Fire Commissioners:

a. One member would have the authority or practical power to supervise, hire, remove or discipline the other; or

b. One member would be responsible for financially auditing the work of the other; or

c. One member would handle confidential material which may create the appearance of improper or inappropriate access to that material by the other.

2. **POSITION DESIGNATION:** All budgeted positions are designated as either full-time or part-time. Employees in part-time positions work less than 30 hours per week and are normally

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not entitled to benefits, except as provided by law unless otherwise specified in the letter of appointment, employment contract or bargaining agreement, and approved by the Board of Fire Commissioners.

3. **TEMPORARY APPOINTMENT:** The District Chief may fill any vacant subordinate position with a qualified temporary employee until the position is filled through the appropriate process. Temporary employees shall be chosen with first consideration to current District employees, then current District volunteers, then other sources.

4. **EMPLOYMENT ADVERTISEMENT:** Employment opportunities shall be advertised in the local news paper/s no less than once per week for two consecutive weeks. Other advertisement and recruitment methods may be employed to assure an appropriate number of qualified applicants.

5. **APPLICATION PROCESS:** Every applicant will be required to complete an "Application for Employment" form. Falsification of information on the Application for Employment by the applicant is cause for removal of the applicant from the process, or dismissal from the job. A review of the job-related information supplied on the application will be the primary basis for selecting applicants for further consideration. A resume or support documentation may be required along with the Application for Employment.

6. **SELECTION PROCESS:** Each Application for Employment and resume shall be reviewed by the District Chief or his/her designee and placed on a list for a selection process in order of the most qualified as compared to the Job Description. The Chief shall include volunteer service with South Whidbey Fire/EMS as a value among the qualifications. In no case shall that value exceed 20% of the overall value. The District Chief shall designate the number of top applicants to participate in a selection process. The selection process to be used may include a written test, personal interview, panel interview, assessment center, or other selection tools as recommended by the District Chief. In the case of hiring fulltime employees, the District Chief shall have the selection process approved by a majority vote of the Fire Commissioners. When forming interview panels or assessment center raters for fulltime employee candidates the District Chief shall include one South Whidbey Fire/EMS Fire Commissioner, one officer from the volunteer officer corps, one representative from the community and such fire officers or commissioners from other jurisdictions as are necessary. In no case shall raters for fulltime positions be current Island County Fire District #3 employees. The District Chief or his/her designate shall interview, at least, the top three candidates before selecting an individual for a position unless there were less than three qualified applicants.

7. **INTERVIEWS AND PRE-EMPLOYMENT TESTING:** All interviews and pre-employment tests will be designed to produce objective, job-related information about the applicant's ability to successfully perform the requirements of the position. Selection decisions will not be based solely on test scores or interview results. Rather, applicants will be judged on the basis of their job-related qualifications as demonstrated throughout the selection process.

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8. DISTRICT CHIEF SHALL MAKE ALL APPOINTMENTS: The District Chief shall make all appointments to subordinate positions subject to confirmation by majority vote of the Board of Fire Commissioners.

#### **1003.6 APPOINTMENT STATUS**

All appointments to budgeted positions are considered regular status unless special employment conditions are necessary. If it is determined that special conditions apply, they will be specified in the appointment letter and made a condition of employment.

1. Regular: All new employees appointed to regular positions are in probationary status and subject to the conditions of the one year probationary period.

2. Temporary: A temporary appointment may be made to any authorized position in the district. Temporary appointments are for a limited period of time and employees are not entitled to benefits unless authorized by the Board of Fire Commissioners as special conditions. All conditions of a temporary appointment will be specified in the letter of appointment or contract.

3. Seasonal: Seasonal employment is considered temporary appointment status. Temporary employees do not attain regular status in the classification, have no grievance rights and may be terminated at will.

**ACTING:** When the need arises to fill a position due to approved leave of absence, disciplinary actions or when a vacancy exists, a current regular status employee may be appointed "acting" to a position of higher pay grade or to a position of differing classification. Such appointments are for a limited time to fill a temporary vacancy. Employees will not attain regular status in the higher position from an acting appointment and will be returned to the previous classification. No probationary period is required for an acting appointment. Employees acting in a position of greater responsibility for thirty days or more shall be compensated at the pay rate they would receive if the position were permanent. This pay increase shall begin on the thirty first day and continue as long as the employee is in the acting position. Employees may not be assigned to an acting position for a period longer than six months without the approval of the Board of Fire Commissioners.

**PROMOTIONAL PROBATION:** A regular status employee promoted to a position of changed responsibility, new duties, or higher pay within the District will serve a one year probationary period in the new position. This trial performance is to ensure the employee meets the desired performance levels of the higher position which will be determined through written performance evaluations. A performance evaluation will be written for a promotional probationary employee by his/her immediate supervisor each 90 days for the probation period. This evaluation will follow the regular "Probation Evaluation" format. If it is determined that the promoted employee cannot for any reason perform the duties of the higher position as required, he/she will be returned to the former, or similar position.

**PROBATIONARY PERIOD:** All regular status employees with the exception of the District Chief, whether part-time or full-time, will be required to serve a probationary period for one year from the

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date of employment. A current employee in any appointment status may be placed on probation for disciplinary reasons after the initial one year probationary period has been served.

1. Probation to Regular Status: A Performance Evaluation will be written for a probationary employee by his/her immediate supervisor each 90 days of the probationary period. The District Chief will determine through the written Employee Performance Evaluation whether each probationary employee is performing the job satisfactorily. If the employee's performance is satisfactory after the appropriate probation period the District Chief may take the employee off probation and place him/her on regular status. If a new employee's performance is not satisfactory during the probationary period, the District Chief may recommend termination of employment at any time during the probationary period or, in special circumstances, request that the Board of Fire Commissioners extend the probationary period up to an established period of time, specified in writing to the employee. In the event the employee's performance is still unsatisfactory, the employee may be terminated at any time within the extended probationary period. Termination of a probationary employee shall be at the discretion of the District Chief subject to the approval of the Board of Fire Commissioners.

PROBATIONARY PERIOD INFORMATION: A probationary status employee will accrue vacation and sick leave and receive all other benefits of regular status employees. However, vacation leave will not be taken during any probationary period. A probationary status employee has no grievance rights and may be terminated at will.

#### **1003.7 MENTORING PROGRAM**

##### **Purpose**

When an individual enters the organization it is difficult for a new member to navigate the training and equipment issue in the first year of being a part of South Whidbey Fire/EMS. To assist the new personnel the Fire District has implemented a "mentoring" program which can be very beneficial in completing training requirements and being sure that pagers and equipment are issued and explained. It will also provide the new member a "go to person" when they need assistance in understanding the workings of the District.

##### **The Mentor**

Mentoring is the sharing of wisdom. A mentor is one who shapes potential into a productive responder. They give logic to organizational values, explain processes, make introductions and assists in effectively navigating through the system. Before becoming a mentor a person should ask themselves do they have time to give to helping another station member, are they interested and committed and are they prepared with the information that will be required.

Mentoring provides a statement to a potential member that we are committed to their success. It is a long term strategy for the future strength of South Whidbey Fire/EMS.

##### **The Program**

Once a new member is assigned to a station or the medical division the Captain of that station or division will assign a mentor to that individual. The mentor will then:

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Meet with the individual to introduce themselves and get to know the new member

Establish a schedule for future meetings

Exchange contact information

Develop goals for completion of training

Make sure that appropriate gear is issued

Make sure that the pager use is understood

Assist the individual when needed

Contact appropriate staff member when necessary

Develop a professional relationship and be available to help in any way possible

Once the new member is at a point where mentoring is no longer required then that person should be considered to mentor as soon as possible. The recently mentored person will have the most recent information to pass on to the next new person.

The success of the program depends on the effort put forth to mentor the new member. The program will hopefully continue to grow and we will not lose new personnel through the perennial “slipping through the cracks” because someone is watching out for them.

#### **1003.8 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate’s unsuitability to perform duties relevant to the operation of the South Whidbey Fire EMS.

##### **1003.8.1 NOTICES**

The Administration Section shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Washington’s Fair Credit Reporting Act (15 USC § 1681d; RCW 19.182.010; RCW 19.182.020; RCW 19.182.110).

##### **1003.8.2 CRIMINAL BACKGROUND INFORMATION**

Criminal background information, whether directly from the Washington State Patrol Identification and Criminal History Section (WASIS) or provided by a third party, may have restrictions on the access, use, security, and release of the information. The Administration Section shall establish procedures to ensure compliance with any applicable requirements and security limitations.

##### **1003.8.3 REVIEW OF SOCIAL MEDIA SITES**

Due to the potential for accessing unsubstantiated, private or protected information, the Deputy Chief shall not require candidates to provide passwords, account information or access to password-protected social media accounts (RCW 49.44.200).

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The Deputy Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate and validated.
- The District fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Deputy Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

#### 1003.8.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

#### 1003.8.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

#### **1003.9 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

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#### **1003.10 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Office of the Fire Chief should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

##### **1003.10.1 STANDARDS FOR FIREFIGHTERS**

Generally, the standards may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (f) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

##### **1003.11 TRAINING**

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal.

##### **1003.12 RETENTION**

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.

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- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, forms of recognition, etc.

## Work Capacity Test

### 1004.1 PURPOSE

The intent of the Work Capacity Test (WCT) is to confirm that all South Whidbey Fire/EMS candidates, paid staff, part time firefighter/EMT staff and volunteers, are sufficiently physically fit to be able to meet the normal physical requirements of the job they do. The test is pass/fail and is not intended to rank candidates. The completion times may, however, be used to in a weighted scoring format in combination with other testing procedures for ranking paid staff or part time firefighter candidates.

The WCT is intended to be conducted at Station 31, using standard District equipment, which shall be made available to candidates for practice before the testing.

All lateral transfer candidates shall take the District WCT, regardless of success on other prior WCT's with other Departments/agencies, unless having been completed within two months.

All Applicants shall successfully pass the WCT as part of the application process. The test shall occur prior becoming a candidate or undertaking any physical training.

### 1004.2 FIREFIGHTING WORK CAPACITY TEST

Individuals shall wear exercise clothes for the testing with the addition of turnout coat, helmet, firefighting or utility gloves and SCBA backpacks for the first six elements of the WCT. The test shall consist of seven elements, conducted at six test stations.

The test shall consist of the following skill stations:

1. Candidates shall safely pick up a 50 foot section of 2-1/2 inch fire hose bundle from the ground, carry it from ground level to mezzanine floor (one flight), back to ground level, and back to mezzanine level. The candidate shall leave the hose bundle at the mezzanine level landing and proceed to skill station 2.
2. Candidate shall, standing on the mezzanine level above the apparatus bay shower, hoist a rolled 2-1/2 inch fire hose complete with nozzle (or equivalent weight) from ground level to the mezzanine level (clearing the floor), lower it back to the ground level under control and then hoist it to the mezzanine level, lifting it over the railing to the mezzanine floor. Candidate shall leave the hose and nozzle on the mezzanine and proceed to the next skill station.
3. Candidate shall pick up the 2-1/2 inch fire hose bundle from the mezzanine landing and proceed to ground level leaving the hose at the foot of the stairs. Candidate shall proceed to the next skill station.
4. Candidate shall lift an electric exhaust fan from the ground set at the edge of the exterior concrete door slab (4' from door) and hang it from a bar placed in the rear apparatus bay door. Bar height shall be as close to equal with the candidate's top of head as possible. Candidate shall step back to the edge of the slab, shall step forward and lift the fan from the spreader bar to the

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ground into its' initial position. Candidate shall repeat the procedure a second time and proceed to the next skill station.

5. Candidate shall drag a charged 1-3/4 inch hose line from the south side of the front apron until the nozzle can be set down on the grass at the north side of the apron. Candidate shall proceed to the next skill station.

6. Candidate shall drag a 165 pound rescue-training mannequin in full firefighting PPE from the North side of the front apron to the south side, across a line normal to Cameron Road at the fire hydrant on the south side of the apron. Time will stop (2:00 minutes maximum) while candidate doffs all firefighting equipment to and proceed to the next skill station.

7. Candidate shall run from the fire hydrant to a road cone placed at the side of Cameron Road 100 yards south of the most southerly fire hydrant on Cameron Road and return to Station 31. The course is approximately one mile.

Time Limit

The time limit to complete all 7 test stations shall be 20:00 minutes. The time shall start when the hose is picked up at the start of test station 1. The elapsed time shall be determined when the Candidate's foot reaches the concrete apron at Station 31 at the completion of test station 7 (mile run). A maximum 2:00 minute time allowance is given for doffing PPE and SCBA back pack at the completion of element 6. Time will pause upon completion of test station 6 and begins at the start to skill station 7 or at the maximum of 2:00 minutes to allow the Candidate to carefully doff SCBA and PPE prior to the run.

**1004.3 EMS WORK CAPACITY TEST**

The candidates shall wear exercise clothes for the testing. The test shall consist of seven test stations. These stations shall consist of physical elements designed to ensure the candidate's ability to perform the physical job requirements of an EMT.

The test shall consist of the following elements:

1. The Candidate shall safely step in and out of the back of Rehab 31 using the hand holds on the doors. This shall be repeated four times. The Candidate shall proceed to test station 2.

2. The Candidate shall pick up the medical bag and AED located at the base of the stairs. The candidate shall carry the medical bag and AED up the stairs (one flight), turn around and carry them back down the stairs. This shall be repeated one time. The Candidate shall set the Medical bag and AED down at the base of the stairs and proceed to test station 3.

3. The candidate shall remove the medical rescue mannequin from the passenger seat of the vehicle and drag it (feet only touching the ground), 100 feet and lower it to the ground. The Candidate shall proceed to test station 4.

4. The Candidate shall complete two minutes of compression only CPR then proceed to test station 5.

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5. The Candidate shall pick up the foot end of the backboard. The medical rescue mannequin will be strapped to the board and a test team member shall be at the head of the board. The Candidate shall carry the board up the stairs (one flight). After reaching the top, the candidate shall back down the stairs carrying the foot end of the board. There shall be a backer in place behind the candidate during this portion of the test. The Candidate and test team member shall proceed to station 6 carrying the backboard and mannequin.

6. The Candidate and helper shall set the board and mannequin on the floor next to the folding table, return to a standing position, pick the board up again and place it on the table. Repeat two times. The candidate shall proceed to test station 7.

7. The Candidate shall don the weight vest and walk to the half mile marker, turn around and return to the starting point.

#### Time limit

The time limit to complete the test shall be 30 minutes. The time shall start at the first test station as the candidate steps into the back of Rehab 31. The test is completed when the Candidate returns to the starting point of the mile walk.

### **1004.4 TEST ADMINISTRATION**

#### 1004.4.1 FIRE

##### Testing crew

It is recommended that the following personnel should be on site to administer the test if there are multiple candidates.

1. Test Supervisor.
2. One assistant to reposition the equipment at the first three test stations.
3. Two assistants to reposition the equipment at the second two test stations.
4. One timer.
5. Two assistants to supervise the sixth test station (mile run).

One of the test personnel for the first five stations and one from the sixth test station (mile run) shall be either First Responder or EMT. The personnel supervising the run shall be provided with a vehicle, equipped with radio and first aid bag including oxygen and AED. The vehicle shall be positioned so as to be able to see the complete course for the run. Two assistants and the timer may be omitted from the test crew if only a single candidate is to be on course at any given time. In the event that there is only a single candidate the test can be administered by two personnel.

#### Testing set up

##### Test Station 1

The test station shall utilize the exterior stair leading to the apparatus bay mezzanine at the rear of Station 31. A single section of 2-1/2 inch fire hose shall be packaged as per a hotel pack for

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easy shoulder loading and shall be securely taped/banded in at least three places. The hose shall be set to the right of and adjacent to the first step.

#### Test Station 2

The test station shall utilize the south end of the apparatus bay mezzanine at Station 31. The 2-1/2 inch fire hose shall be donut rolled with the nozzle at the outside perimeter of the roll and shall be securely taped. An equivalent weighted bag may be used. 5/8 inch utility rope shall be used to hoist the hose roll. The hose shall be laid on the apparatus bay floor immediately in front of the shower stall. The rope shall be laid over the mezzanine rail. Excess rope shall be tied off to eliminate any possible tripping hazard.

#### Test Station 3

The test station shall utilize the east or rear door from the apparatus bay. The spreader bar shall be installed between the two jambs at a height approximating the top of the candidate's helmet. The exhaust fan should be set on the gravel with one side touching the edge concrete door pad. The exhaust fan should be fitted with appropriately sized bungee cords with hooks that fit the spreader bar.

#### Test Station 4

The test station shall utilize the fire hydrant to the south side of the front apron at Station 31. A ball valve or gated wye shall be fitted adjacent to the hydrant. Three sections or 1-3/4 inch fire hose shall be connected to the valve. The hose shall be fitted with a nozzle with the bail taped closed. The hydrant shall be kept open throughout the testing and the valve shall be opened momentarily before each candidate starts to ensure that the hose is fully charged. The hose shall be neatly flaked out behind the starting line, which shall be at an imaginary line through the hydrant normal to Cameron Road. The candidate completes the test when the nozzle can be laid on the grass to the north of the apron.

#### Test Station 5

The rescue mannequin shall be dressed in PPE including turnout pants, jacket, helmet and boots. The mannequin shall be set at the north edge of the apron to the east of the finish point for the hose drag. A hose strap shall be secured around the upper torso for the candidate to pull the mannequin. The hose strap shall be sufficiently long that the candidate can drag the mannequin from a standing position.

#### Test Station 6

A traffic cone shall serve as the turning mark for the run. The cone will be equal to the power pole PAST the last hydrant on Cameron Road just at the base for the hill. It shall be set to the east side of Cameron Road, such that the candidates do not cross traffic during the run.

#### Testing

All candidates shall be given a thorough briefing before commencing the test. The test supervision staff shall demonstrate the correct techniques for each element and answer any questions before

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commencing the test. The briefing shall include correct lifting and lowering techniques. Candidates shall walk briskly, but not run, between the first six elements.

The following procedures are recommended to ensure fair and safe testing for all candidates:

#### Test Station 1

It is recommended that the mezzanine door be left open during testing to facilitate the candidate's ability to turn easily with the hose shoulder loaded. The candidate should be instructed to maintain a good handgrip on the appropriate handrail when ascending or descending the stairs.

#### Test Station 2

An assistant shall be stationed in the apparatus bay to ensure that the hose does not catch at the mezzanine level when being hoisted. The assistant may guide, but not lift, the hose bundle when the candidate is hoisting the hose roll past the mezzanine. The candidate shall use hand over hand hoisting techniques. The rope shall not be permitted to run through the candidate's hands.

#### Test Station 3

The spreader should be set at the height of top of the candidate's helmet. It may be necessary to adjust the height for individual candidates. This must be checked before each candidate starts Station 1

#### Test Station 4

The candidate completes this element when the mannequin's feet cross an imaginary line from the fire hydrant normal to Cameron Road.

#### Test Station 5

The candidate shall doff firefighting PPE and SCBA backpack before commencing the run.

#### Test Station 6

Candidates may walk part of the course or stop to regain their breath but must finish within the time limit. It is recommended that bottled water is available for candidates from the course supervisors.

### 1004.4.2 MEDICAL

#### Testing Crew

If there are multiple candidates, it is recommended the following personnel be on site to administer the test.

1. Test supervisor.
2. Two assistants to position equipment and assist in the various test stations.
3. One timer.
4. Two assistants to supervise the seventh test station (mile walk with weight vest).

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One of the test team members at each station shall be either a first responder or an EMT. The personnel supervising the walk shall be provided with a vehicle, a radio, a first aid bag with oxygen, and an AED. The vehicle shall be positioned to allow the supervising personnel a view of the complete course.

In the event there is only a single candidate, the test may be administered by three personnel.

#### Testing Set Up

##### Test station 1

The station shall be at the back doors of Rehab 31. The back doors shall be in the open position. There shall be ample room at the back of rehab 31 for the Candidate to move freely. The area shall be free of trip hazards.

##### Test station 2

The medical bag and AED from rehab 31 shall be placed at the base of the stairway. Care shall be taken to ensure there is clear access to the stairway and it is free of trip hazards.

##### Test station 3

The medical rescue mannequin shall have a 20lb weight attached to the chest bringing the weight to 85lbs. The mannequin shall be placed in the passenger seat of the vehicle being used for this station. Clear access shall be assured from the passenger side of the vehicle and throughout the 100 foot drag course.

##### Test station 4

A CPR mannequin shall be placed on a blanket at the end of the 100 foot drag course. A member of the test team shall start the stop watch, and begin timing the two minute CPR interval, as the Candidate begins compressions.

##### Test station 5

A backboard, with the medical training mannequin strapped to it, shall be placed at the foot of the stairway. The mannequin shall have a 20lb weight attached to its chest, bringing the weight up to 85lbs. There shall be two members of the test team available to assist at this station; one to assist with the head of the backboard and one to serve as backer.

##### Test station 6

The backboard and mannequin from station 5 shall be carried to this station by the Candidate and test team member. A classroom folding table shall be set up on the bay floor. The test team member shall assist the Candidate in raising and lowering the backboard and mannequin from the floor to the table.

##### Test station 7

A marker shall be placed defining the start/end point, and half mile point of this station. The weight vest, weighted to 25lbs, will be placed at the start/end line. The time clock will be stopped when

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the Candidate reaches this station. The clock will be restarted when the Candidate has properly donned the vest and begins to walk.

**Testing**

All Candidates shall be given a thorough explanation of each station by the test team staff. Any questions shall be addressed before testing begins. The briefing shall include correct techniques for performing CPR compressions and lifting. Candidates shall walk briskly, but not run, between stations. Water shall be made available to the candidate at any time during the test.

The following procedures are recommended to ensure safe and fair testing for all Candidates:

Test station 1

The test team staff shall ensure the Candidate uses the hand rail while stepping into and out of the Rehab unit and the testing area is clear of all trip hazards.

Test station 2

The medical bag used for this station shall be the standard medical bag on Rehab 31. The weight of the bag shall be 35lbs. The stairway shall be clear of all obstacles.

Test station 3

The mannequin shall be weighted to 85lbs. The 100 foot course shall be clearly defined and free of all obstacles.

Test station 4

The test team staff shall ensure the Candidate understands the technique for performing CPR compressions before the start of the test.

Test station 5

The test team staff shall ensure there is a backer on the stairway behind the Candidate. The backer is for safety purposes and shall not hinder the Candidate. The route from station 5 to station 6 shall be clear of obstacles.

Test station 6

The folding table shall be a standard height classroom table. The Candidate and assistant shall use proper lifting techniques.

Test station 7

The weight vest shall be worn properly by the Candidate and be weighted to 25lbs. At no time during this station shall the Candidate run. The time clock shall be stopped until the weight vest has been properly secured on the Candidate. The clock shall be restarted when the candidate leaves the start/end line at the beginning of the walk. When the Candidate's foot crosses the start/end line at the completion of the walk, the clock shall be stopped.

**1004.5 TEST FORMS**

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1004.5.1 MEDICAL SURVEILLANCE  
TEST RECORD

Candidate Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Vital sign readings:

Pre-test

Blood pressure: \_\_\_\_\_ Taken By: \_\_\_\_\_

Pulse Rate: \_\_\_\_\_ Time Taken: \_\_\_\_\_

*Vital signs must be within normal limits before the Candidate begins the test.*

Post test

Blood pressure: \_\_\_\_\_ Taken By: \_\_\_\_\_

Pulse Rate: \_\_\_\_\_ Time Taken: \_\_\_\_\_

Ten Minutes Post Test

Blood Pressure: \_\_\_\_\_ Taken By: \_\_\_\_\_

Pulse Rate: \_\_\_\_\_ Time Taken: \_\_\_\_\_

If pulse remains over 140, and or blood pressure remains over 160/100 after ten minutes, ALS evaluation shall be requested.

Evaluator comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1004.5.2 STATION SCORE SHEET, FIRE  
STATION SCORE SHEET

Candidate Name:Date:

PassFailCompletion Time

Station 1 (Hose Pack - Up Stairs) \_\_\_\_\_

Station 2 (Hoisting) \_\_\_\_\_

Station 3 (Hose Pack - Down Stairs) \_\_\_\_\_

Station 4 (Smoke Ejector Placement) \_\_\_\_\_

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Station 5 (Charged 1¾ Hose Drag) \_\_\_\_ \_\_\_\_

Station 6 (Victim Drag) \_\_\_\_ \_\_\_\_

(PAUSE TIME - Maximum two minute break to carefully doff SCBA/PPE)

Station 7 (1 Mile Run) \_\_\_\_ \_\_\_\_

TOTAL TIME:

Evaluator Name:Signature:

Candidate Name:Signature:

1004.5.3 STATION SCORE SHEET, EMS  
STATION SCORE SHEET

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Start Time: \_\_ \_\_\_\_\_

Complete Incomplete

Station 1 (Rehab 31, step up) \_\_\_\_ \_\_\_\_

Station 2 (Climb and Carry) \_\_\_\_ \_\_\_\_

Station 3 (Mannequin drag) \_\_\_\_ \_\_\_\_

Station 4 (CPR Compressions) \_\_\_\_ \_\_\_\_

Station 5 (Stairway Carry) \_\_\_\_ \_\_\_\_

Station 6 (Backboard lift) \_\_\_\_ \_\_\_\_

Station 7 (Mile walk) \_\_\_\_ \_\_\_\_

Completion Time: \_\_ \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Candidate Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Promotions and Transfers

### 1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of South Whidbey Fire/EMS.

### 1005.2 POLICY

The South Whidbey Fire EMS determines promotions and transfers in a nondiscriminatory manner. It is the policy of the South Whidbey Fire EMS to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the District based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

### 1005.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
  1. Emotional stability and maturity
  2. Stress tolerance
  3. Sound judgment and decision-making ability
  4. Personal integrity and ethical conduct
  5. Leadership
  6. Initiative
  7. Adaptability and flexibility
  8. Ability to conform to organizational goals and objectives in a positive manner

### 1005.4 TRANSFERS

#### 1005.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the South Whidbey Fire EMS
- Expressed interest in the transfer position
- Education, training, and demonstrated abilities in areas related to the transfer position

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- Completion of any local, regional, or national training or certification for the transfer position

#### 1005.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Deputy Chief for whom the candidate will work. The Deputy Chief should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Deputy Chief after the interview, the Deputy Chief should submit his/her recommendation to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

#### **1005.5 TRAINING OFFICER RESPONSIBILITIES**

It is the responsibility of the Training Officer to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

#### **1005.6 PROMOTIONAL PROCESS**

The purpose of this standard operating procedure is to establish the minimum qualifications for Lieutenant and Captain positions and guidelines for the promotional process. The goal of this process is to develop a list of individuals qualified to lead our members into harms way, protect them, and be tactically competent in those challenges. It is understood that it takes time to develop the skills necessary to lead in a volunteer system. That said, it is critical that those members placed in leadership positions have the knowledge, skills, and ability to be successful as an officer prior to placement. This standard establishes the minimum acceptable qualifications for officers and also allows for officer development once placed.

Qualifications:

A Lieutenant Candidate will require the following:

- Certification as a Fire Fighter I, EMT-B, or both; and
- Captain's recommendation and Chief's approval; and
- Be a member in good standing, with a minimum of 3 years of experience in the fire/EMS service; and
- Pass assessment of skills practical and written test with a minimum score of 75%; and
- Meet SCBA safety requirements; and

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- Be qualified to drive and fully operate all apparatus assigned; and
- Completion of ILMS Officer I series or any NFPA Officer I Certifications; and
- Certification as an Instructor 1 within one year of position appointment; and
- Completion of NIMS IS-300 within one year of position appointment; and
- Completion of ITAC or equivalent training within one year of position appointment; and
- Completion of Incident Safety Officer within one year of position appointment; and

A Captain will require the following:

- Must have held the position of Lieutenant and acquired all required certifications and training at that rank; and
- Deputy or Assistant Chief's recommendation and Chief's approval; and
- Be a member in good standing; with a minimum of 5 years of experience in the fire/EMS service; and
- Pass assessment of skills practical and written test with a minimum score of 75%; and
- Meet SCBA safety requirements; and
- Be qualified to drive and fully operate all apparatus assigned; and
- Instructor 1 certification; and
- Incident Safety Officer certification; and
- NIMS IS-300 certified; and
- Completed ITAC or equivalent training; and
- Complete NFPA Officer I within 18 months of position appointment.

Promotional Process:

The promotional process will involve three components:

1. Application and resume, and;
2. Written exam, and
3. Skills assessment center.

The total points from each area will be added together for a final score and establishment of an officer eligibility list. The list will be valid for two years. Testing will be conducted as needed.

Application and Resume

Candidate's application and resume will be scored based on the following criteria.

- Completeness
- Resume
- Certifications as required for the position

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- Training
- Experience

#### Written Exam

Candidates will be tested on questions from the following areas. A minimum score of 75 % must be achieved to continue in the process.

- District Policies & Procedures
- Leadership
- Management & Supervision
- Tactical Fire Fighting and/or Emergency Medicine
- Hazardous Materials Operations
- Emergency Vehicle Driving
- Accountability, Command and Communications
- Fire/EMS Instruction
- Target Hazard Identification and Planning
- NIMS

#### Practical Skills Assessment Center

Candidates will be evaluated on their practical skills in the following areas; Command, Tactics, Conflict Resolution, Training and Writing Skills. A minimum score of 75 % must be achieved to continue in the process.

- Command: Candidates will be given a scenario to manage and control until a ranking officer arrives.
- Tactics: Candidates will be given a scenario where they will demonstrate tactical skills as required.
- Conflict Resolution: Candidates will be given a scenario where they will have to react to a conflict of some nature.
- Training: Candidates will be given a topic to teach a 10 minute presentation to a small audience. Candidates will be given the topic in advance and are expected to prepare a lesson plan and have all materials ready ahead of time.

#### Promotional Process Reading List

In order to give the Officer candidate a broad foundation of knowledge which directly applies to the job, the following reading list is offered. Candidates are encouraged to review from this list for the promotional process and as a source of ongoing learning.

#### Printed Media:

- South Whidbey Fire/EMS, (Current Ed.) [Policies Manual](#).

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- South Whidbey Fire/EMS, (Current Ed.) Standard Operating Procedures Manual.
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- Heifetz, R.A., Linsky, M. (2002), Leadership on the Line, Harvard Business School Press.
- Collins, J., (2001), Good to Great, HarperCollins Publishers.
- Johnson , S., (2002), Who Moved My Cheese, G.P. Putnam's Sons Publishing.
- Carter, H.R., Rausch, E., (4th Ed.), Management in the Fire Service, National Fire Protection Association.
- Norman, J., (3rd Ed.), Fire Officer's Handbook of Tactics, Fire Engineering.
- Bingham, R.C., (2005), Street Smart Fire Fighting, Valley Press.
- Limmer, D., O'Keefe, M.F., (11th Ed.), Emergency Care, Pearson- Prentice Hall Publishers.
- International Association of Fire Chiefs, National Fire Protection Association, (2010), Fire Officer Principles and Practices, Jones & Barlett Publishers.
- International Association of Fire Chiefs, (2nd Ed.), Officer Development Handbook.
- Bledsoe, B.E., (2009), Rehabilitation and Medical Monitoring, International Association of Fire Chiefs.
- NFPA 1620, (2003 Ed.) Recommended Practice for Pre-Incident Planning, National Fire Protection Association.
- IFSTA, (5th Ed.), Essentials of Fire Fighting, Fire Protection Publications, Oklahoma State University.
- IFSTA , (3rd Ed.), Hazardous Materials for First Responders, Fire Protection Publications, Oklahoma State University.
- IFSTA, (7th Ed.), Fire and Emergency Services Instructor, Fire Protection Publications, Oklahoma State University.
- IFSTA , (2nd Ed.), Pumping Apparatus Driver/Operator Handbook, Fire Protection Publications, Oklahoma State University.
- IFSTA , (2nd Ed.), Principals of Foam Fire Fighting, Fire Protection Publications, Oklahoma State University.
- Thomaier, G.K, et. al., (2007), Integrated Tactics Accountability & Communications, Fire Command Incorporated

#### Software and Electronic Media:

- Action Training Systems, ILMS Fire Fighter I Series Modules.
- Action Training Systems, ILMS Fire Officer I Series Modules.
- Action Training Systems, ILMS RIT Series Modules.

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- Action Training Systems, ILMS Driver Operator Series Modules.
- Federal Emergency Management Learning Institute ([www.training.fema.gov](http://www.training.fema.gov)).

## Reduction In Force

### 1006.1 REDUCTION IN FORCE

Fluctuating revenue and budget conditions may from time to time force the District to reduce personnel by means of a layoff.

**Layoff:** A layoff is a method of permanent termination of the employee due to financial circumstances or a change in the need for which the position or positions was created. A layoff must be approved by the Board of Fire Commissioners. No regular employee shall be laid off while another person in the same classification is employed on a probationary, temporary, acting or part-time basis. Layoffs shall occur according to seniority in the effected classification. Individuals experiencing a layoff from one classification may accept a voluntary demotion to a previously held classification with the accrued seniority time of both positions. Voluntary demotions may cause an over-staffing in the lower classification resulting in a layoff for that classification.

**Rehire After a Layoff:** Regular full-time employees terminated as a result of lay-off may be offered the first opportunity to fill comparable vacant positions that become available. Employees rehired after a layoff shall have all previously accrued seniority and sick leave restored. Sick leave and seniority are not accrued during the layoff period.

**Resignation:** An employee wishing to leave District service in good standing will file with the District Chief a written resignation, including a statement as the reasons for resigning and the effective date of resignation. The written resignation notice will be completed at least two weeks prior to the effective date of resignation. Notice requirements may be waived by the District Chief. A copy of the resignation notice and a final performance evaluation report shall be placed in the personnel file of the employee.

**Exit Interview:** In all separations from employment of regular status employees, an exit interview will be conducted with the employee prior to issuance of the final check. The exit interview should be conducted by the District Chief and shall consist of discussion of:

- a. The reasons for separation from employment, i.e. resignation, termination, and lay-off including re-employment options, if any.
- b. Determination of any complicating factors of the separation, including whether work related injuries have been sustained by the employee.
- c. Arrangement for the return of all District-owned uniforms, equipment and other District-owned items.
- d. An explanation to the employee of the effects of separation of employment on benefits provisions and contributions to the Public Employees Retirement System, the amount of vacation leave accrued.
- e. A summary of the exit interview will be placed in the personnel file of the employee.

## Position Descriptions

### 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

### 1007.2 POLICY

It is the policy of South Whidbey Fire/EMS to develop unique position descriptions for each assignment within an established rank or classification. Each Job Description shall be approved by the Board of Fire Commissioners. A copy of each approved Job Description shall be placed herein. The District Chief shall review the Job Descriptions on a annual basis and make suggestions for needed revisions to the Board of Fire Commissioners. In compliance with the Americans with Disabilities Act, South Whidbey Fire/EMS will make reasonable accommodation to assist qualified disabled persons.

Each Job Description shall contain but not be limited to the following:

JOB TITLE:

SUPERVISOR'S TITLE:

STATUS: (Exempt, Non-Exempt, Volunteer)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY: (A short description of the type of work to be done and the responsibilities required)

DUTIES: (Specific tasks and duties required)

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

EDUCATION, CERTIFICATIONS, AND EXPERIENCE: (Education and experience required at entry or within a specified time after entry)

QUALIFICATIONS AND RESTRICTIONS: (Entry level requirements and requirements for continued employment)

### 1007.3 PROCEDURE

The Office of the Fire Chief will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Duty Chief). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

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Position descriptions should be reviewed prior to hiring to assure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

**1007.4 JOB DESCRIPTIONS**

**1007.4.1 ASSISTANT FIRE CHIEF**

**JOB TITLE:** Assistant Chief, Operations

**SUPERVISOR'S TITLE:** Fire Chief

**FLSA STATUS:** Exempt, Salaried

**POSITION DESCRIPTION:** The Assistant Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Assistant Chief oversees and manages the Operations Division of the organization, which includes fire suppression, emergency medical services, fire prevention, technical rescue, marine rescue, support services volunteer and part time staff, and all operations related functions. The Assistant Chief serves a duty officer, on rotation as assigned. The Assistant Chief acts as the Fire Chief in his/her absence.

**ESSENTIAL DUTIES**

1. Supervises all activities of fire suppression, the EMS program, the fire prevention/public education program, the technical rescue team and the marine rescue team.
2. Supervises subordinate officers, including the Division Chief, EMS, station Captains, and Fire Prevention Officer. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
5. Recruits, retains, and supports volunteer fire and EMS personnel.
6. Manages the District response plans and updates run cards as necessary.

**OTHER FUNCTIONS/DUTIES**

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
2. Designated as the District Infection Control Officer.
3. Performs other duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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1. Education and Experience:

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Apparatus and equipment design, use, and required maintenance.
- e. Incident Command administration techniques.
- f. Problem solving techniques and methodology.
- g. Methods and techniques of public relations.
- h. Public safety computer systems.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to and deal with the public and personnel.
- d. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.

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- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new service delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

#### SPECIAL CONDITIONS OF EMPLOYMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Fire Officer I
  - b. Incident Safety Officer
  - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
  - d. Washington Emergency Medical Technician (within 6 months of appointment)
  - e. IFSTA Level I Instructor (within 1 year of appointment)
  - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

#### PHYSICAL REQUIREMENTS

- 1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

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2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
3. The employee may work extended periods of time, including evenings, nights, and weekends.
4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.
5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
6. The employee must hear in the normal audio range with or without correction.

### ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Assistant Chief position and certify that I can perform these functions.

---

Signature Date

1007.4.2 DEPUTY FIRE CHIEF, TRAINING OFFICER

JOB TITLE: Deputy Chief, Training

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Exempt, Salaried

**POSITION DESCRIPTION:** The Deputy Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Deputy Chief oversees and manages the Training Division of the organization. The Deputy Chief plans, organizes, coordinates, and administers the District training and safety programs in accordance with District policies/procedures, laws of the State of Washington, national standards for training and safety. The Deputy Chief serves a duty officer, on rotation as assigned. The Deputy Chief may act as the Fire Chief in his/her absence.

### ESSENTIAL DUTIES

1. Plan, develop, organize design and deliver a competency based training program that maintains a state of operational readiness for the District responders in all response services, develop an

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annual training and safety work plan, and write and maintain training and safety standard operating procedures to ensure program integrity.

2. Develop and maintain a training manual that includes measurable performance criteria for each certification/accreditation level, and comprehensive files/documents by which to track members participation in training activities.
3. Participates in the development of the annual District budget and manages budget items as assigned.
4. Coordinates and participates as needed in pre-academies and annual recruit academies.
5. Coordinate and track entry of new volunteers, exit and re-entry of volunteer members.
6. Supervises subordinate staff, makes assignments and/or delegates authority as necessary. Performs subordinate evaluations to ensure continuous performance improvement.

#### OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
2. Functions as the District IT manager.
3. Represent the District at training meetings on a county, regional, and state level.
4. Designated as the District Safety Officer.
5. Plan, coordinate and manage the District promotional examinations for line officers as needed.
6. Performs other duties as assigned.

#### QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

##### 1. Education and Experience

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

##### 2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.

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- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Training program development and administration, and modern instructional techniques and methodologies.
- e. Incident Command administration techniques.
- f. Problem solving techniques and methodology.
- g. Methods and techniques of public relations.
- h. Principles of business letter writing and report preparation.
- i. Public safety computer systems, training program software, and technical audio-video equipment beyond a basic level.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to and deal with the public and personnel.
- d. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new training delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.

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- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

#### SPECIAL CONDITIONS OF EMPLOYMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Fire Officer I
  - b. Incident Safety Officer
  - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
  - d. Washington Emergency Medical Technician (within 6 months of appointment)
  - e. IFSTA Level II Instructor (within 1 year of appointment)
  - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

#### PHYSICAL REQUIREMENTS

- 1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The employee may work extended periods of time, including evenings, nights, and weekends.
- 4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping

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with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Deputy Chief, Training position and certify that I can perform these functions.

\_\_\_\_\_

\_\_\_\_\_

Signature Date

1007.4.3 DEPUTY FIRE CHIEF, RESOURCE OFFICER

JOB TITLE: Deputy Chief, Resources

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Exempt, Salaried

**POSITION DESCRIPTION:** The Deputy Chief is a member of the Fire Chief's senior management team. Under direction of the Fire Chief, the Deputy Chief oversees and manages the Resource Division of the organization. The Deputy Chief procures, tracks, maintains, tests, and manages District assets and property, including all apparatus, equipment, and facilities. The Deputy Chief serves a duty officer, on rotation as assigned. The Deputy Chief may act as the Fire Chief in his/her absence.

**ESSENTIAL DUTIES**

1. Develop, implement, and manage a maintenance schedule for all District owned equipment, facilities, and property. Contract and manage small repair, maintenance, and construction projects, and public works projects authorized by the Chief.

2. Develop, implement, update, and manage an inventory system for tracking all District owned assets in accordance with District policy and using recognized inventory management practices as outlined by the Washington State Auditor.

3. Ensures appropriate preventative maintenance, timely repair, security, and records maintenance for all District equipment, apparatus, facilities, and property. Manages and issues all safety equipment including PPE. Oversees required testing of all District equipment, apparatus, and facility infrastructure.

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4. Procures District materials and goods, equipment, tools, and apparatus in accordance with District policy and Washington State RCWs.
5. Manages the division budget, writes and reviews specifications, researches pricing, deals with vendors, places orders, receives shipments, and accept products on behalf of the District.
6. Supervises subordinate staff, makes assignments and/or delegates authority as necessary. Performs subordinate evaluations to ensure continuous performance improvement.

#### OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
2. Functions as the District communications manager and ensures the functionality of the District's radio system including annual review of lease contracts on the Districts radio tower site.
3. Represent the District at resource meetings on a county, regional, and state level.
4. Assists in the training and development of volunteer staff members.
5. Performs other duties as assigned.

#### QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

##### 1. Education and Experience

- a. Education: An Associate Degree from an accredited college or university, in fire science, or a related field.
- b. Experience: Five years of full-time firefighting experience, with at least two years of supervisory or management experience at a Captain or Battalion Chief level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

##### 2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.

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- c. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, emergency medical services, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- d. Resource management program development and administration including inventory management and tracking.
- e. Building construction and sound construction techniques.
- f. Laws relating to public agency purchasing and contracting.
- g. Apparatus and equipment design, use, maintenance, and testing procedures and schedules.
- h. Incident Command administration techniques.
- i. Problem solving techniques and methodology.
- j. Methods and techniques of public relations.
- k. Principles of business letter writing and report preparation.
- l. Public safety computer systems, maintenance software, inventory control software.

#### 3. Skill to:

- a. Operate an emergency vehicle.
- b. Conduct minor repairs of apparatus, equipment, and facilities.
- c. Teach the application of District policies, procedures, and protocols.
- d. Make presentations to and deal with the public and personnel.
- e. Successfully work with employees and volunteers.

#### 4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new apparatus and equipment designs and standards.
- i. Interpret and apply federal, state, and local laws, policies and procedures.

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- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.
- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

#### SPECIAL CONDITIONS OF EMPLOYMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Fire Officer I
  - b. Incident Safety Officer
  - c. Completion of NIMS 300 & 400 training (within 1 year of appointment)
  - d. Washington Emergency Medical Technician (within 6 months of appointment)
  - e. IFSTA Level I Instructor (within 1 year of appointment)
  - f. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)

#### PHYSICAL REQUIREMENTS

- 1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. Duty Officer work includes response to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The employee may work extended periods of time, including evenings, nights, and weekends.
- 4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping

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with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Deputy Chief, Resources position and certify that I can perform these functions.

---

Signature Date

1007.4.4 DIVISION CHIEF, EMS

JOB TITLE: Division Chief, EMS

SUPERVISOR'S TITLE: Assistant Chief

FLSA STATUS: Exempt, Salaried

**POSITION DESCRIPTION:** The Divisions Chief is a member of the Fire Chief's senior management team. Under direction of the Assistant Chief, the Division Chief oversees and manages the Emergency Medical Services Division of the organization. The Division Chief coordinates all EMS functions of the District, including emergency, non-emergency, and administrative functions.

**ESSENTIAL DUTIES**

1. Supervises all activities of the EMS program including medical response, certification of personnel, reporting, and quality assurance. Manages the MERV program and ensures vehicles are maintained at the required level to maintain AID unit designation. Ensures medical equipment is in a state of readiness.

2. Supervises subordinate officers, including Captains and Lieutenants assigned to the EMS Division. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues and refers more complex issues to the Assistant Chief. Recruits, retains, and supports volunteer EMS personnel.

3, Participates in the development of the annual District budget and manages budget items as assigned.

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4. Supervises regular training/drills to ensure personnel skills/certification maintenance. Coordinates and documents required OTEP training. Documents and enters personnel points earned by medical responders.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Plan, coordinate, and instruct EMT classes as necessary.

OTHER FUNCTIONS/DUTIES

1. Performs as the Duty Officer (24 hour shifts for a 7-day cycle) as assigned. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
2. May represent the District at County and Regional EMS Council meetings.
3. Pursue and coordinate the submittal of EMS grants.
- 4 Attends and participates in monthly officer meetings.
5. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

- a. Education: A high school diploma, or GED. An Associate Degree in a related field is highly desired.
- b. Experience: Five years of progressively responsible medical experience, with at least two years of supervisory or management experience at a Captain level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Emergency medical services principles and techniques, laws, regulations, and ordinances.

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- d. Operational characteristics, services, and activities of an emergency services program including fire suppression, fire prevention, marine and technical rescue, hazardous materials, and disaster preparedness, response and recovery.
- e. Medical training methodologies, techniques and strategies.
- f. Medical equipment design, use, and required maintenance.
- g. Incident Command administration techniques.
- h. Problem solving techniques and methodology.
- i. Methods and techniques of public relations.
- j. Principles of business letter writing and report preparation.
- k. Public safety computer systems.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Evaluating and implementing new techniques in emergency medicine on a District level.
- d. Make presentations to and deal with the public and personnel.
- e. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern fire suppression, fire prevention, emergency medical services, disaster preparedness, marine and technical rescue, hazardous materials response, and associated programs, services, and operations.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare and administer division budgets.
- f. Prepare clear and concise administrative reports.
- g. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- h. Research, analyze, and evaluate new service delivery methods and techniques.
- i. Interpret and apply federal, state, and local laws, policies and procedures.
- j. Retain presence of mind and act quickly and calmly in emergency situations.
- k. Operate and effectively use specialized fire tools and equipment, including safety equipment.

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- l. Operate modern office equipment and computers including applicable software applications.
- m. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- n. Communicate clearly and concisely, both orally and in writing.

#### SPECIAL CONDITIONS OF EMPLOYMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Washington Emergency Medical Technician
  - b. Incident Safety Officer
  - c. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)
  - d. Completion of NIMS 300 training (within 1 year of appointment)
  - e. Washington DOH Senior EMT Instructor (within 1 year of appointment)
  - f. Advanced Leadership Issues in Emergency Medical Services (R151 NFA) (within 18 months of appointment)
  - g. NFPA Officer I (within 18 months of appointment)

#### PHYSICAL REQUIREMENTS

- 1. Work is generally performed in the office setting with occasional travel to attend meeting or conduct District business. The employee may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The employee is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The employee occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The employee is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The employee may work extended periods of time, including evenings, nights, and weekends.
- 4. The employee's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping

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with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The employee must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The employee must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Division Chief, EMS position and certify that I can perform these functions.

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\_\_\_\_\_  
Signature Date

1007.4.5 ADMINISTRATIVE ASSISTANT, FINANCE OFFICER

JOB TITLE: Administrative Assistant, Finance

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Full-Time, non-exempt, salaried

POSITION DESCRIPTION: Under the direction of the Chief, the Administrative Assistant, Finance is responsible for general accounting and financial reporting, cash management, billing, payroll, financial and personnel systems, and financial data processing systems. The Administrative Assistant, Finance provides administrative and clerical support to the Fire Chief as needed, and general office assistance to the public, volunteers and the administrative staff as necessary.

In addition, the Administrative Assistant, Finance may be designated District Secretary and/or Auditing Officer by the Board of Fire Commissioners. The obligations and requirements of District Secretary and Auditing Officer are defined in separate job descriptions.

**ESSENTIAL DUTIES**

1. Responsible for the entry of required data, disbursement of funds and developing reports as needed in Payroll, Accounts Payable, Accounts Receivable, Investments, Advance Travel Fund and Petty Cash.

2. Maintain accurate reports of District funds, and assets, and balance journal entries and fund levels.

3. Work with the State Auditor during periodic state audits.

4. Maintain the Department bank accounts including reconciliation, outstanding checks and check stock inventories.

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5. Update and maintain personnel files, finance files, project files and other files that pertain to District business and maintain the appropriate archive of such files according to State requirements.
6. Participate in the development of the annual budget and work within the adopted budget.
7. Provide clerical support as the District Secretary, Finance, and Auditing Officer in the form of written minutes, reports, documents, etc., if assigned.

OTHER FUNCTIONS/DUTIES

1. Serve as District Secretary if assigned as such by the Board of Fire Commissioners.
2. Serve as Auditing Officer if assigned as such by the Board of Fire Commissioners.
3. Provide information and support to District volunteers.
4. Attend meetings after regular hours as required.
5. Provide clerical support to the District Chief and staff.
6. Register district personnel for seminars, conferences and training events and make travel arrangements.
7. Answer telephones and assist the public.
8. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience:

- a. Education: A high school diploma, or GED, bachelor's degree preferred.
- b. Experience: A minimum of 5 years previous experience as an office assistant or administrative assistant with accounting experience.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. District policies, procedures, and protocols as they apply to the position.
- b. Working knowledge of government payroll reports and taxes.
- c. Knowledge of fire district files maintenance.
- d. Knowledge and ability to use word processing and data base programs, and bookkeeping software.
- e. Problem solving techniques and methodology.

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f. Technologically literate with computer skills, including familiarity with Microsoft Word, Publisher, PowerPoint, and Excel is desired.

3. Skill to:

- a. Skill to organize and manage finances such as payroll, accounts payable invoices and warrants.
- b. Skill to type forty (40) words per minute.
- c. Skill to deal with the public and problem solve.
- d. Operate a vehicle.
- e. Successfully work with and maintain relationships with employees, volunteers, and the public.
- f. Cheerful presence with excellent people skills.
- g. Internet skills, including use of email programs.

4. Ability to:

- a. Ability to design/use spread sheets.
- b. Ability to communicate effectively orally and in writing.
- c. Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers.
- d. Operate modern office equipment and computers including applicable software applications.
- e. Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work.
- f. A flexible self-starter who can work independently, and follow directions.
- g. Maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense during the course of the shift.

SPECIAL CONDITIONS OF APPOINTMENT

- 1. Possession of a valid Washington State Driver's License.
- 2. Must suitable experience to be bonded.

PHYSICAL REQUIREMENTS

- 1. Must pass the department's medical and drug screen.
- 2. Work is generally performed in the office settings with occasional travel to conduct District business. The incumbent is occasionally exposed to outside weather conditions, wet/humid conditions, and windy conditions.
- 3. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist;

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occasionally push, pull, lift and/or carry moderate weights up to 25 pounds; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.

4. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

5. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Administrative Assistant, Finance position and certify that I can perform these functions.

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Signature Date

1007.4.6 ADMINISTRATIVE ASSISTANT, RECORDS MANAGEMENT OFFICER

JOB TITLE: Administrative Assistant, Records

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Full-Time, non-exempt, salaried

POSITION DESCRIPTION: Under the direction of the Chief, the Administrative Assistant, Records serves as the department's Records Manager and coordinates and maintains the department official records management program, imaging and records systems, and document retention, storage, and retrieval systems; provides information to the public and staff requiring knowledge of department services, policies, and procedures relevant to records; manages the release of public records.

The Administrative Assistant, Records shall be designated as the Public Information Officer. In addition, the Administrative Assistant, Records may be designated District Secretary by the Board of Fire Commissioners. The obligations and requirements of District Secretary in separate job descriptions.

**ESSENTIAL DUTIES**

1. Maintains computerized and manual records management systems for the department's official documents and acts as point of contact for the day-to-day operations of the electronic records management system..

2. Assists in reviewing and updating department records retention schedules and vital records, including working with outside agencies and staff to inventory records; updates retention schedule to reflect current legal requirements; provides for and administers the appropriate destruction of records.

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3. Enters data into the department's RMS system for fire and EMS incidents and ensures accuracy of data entered by volunteers and staff. Tracks volunteer points and calculates quarterly reimbursements.
4. Coordinates requests for public records submitted within specific deadlines regulated by the State including receipt of request, distribution of request, and research; compiles and prepares for the release of the documents requested; provides files, photocopies, and digital copies; researches records to prepare reports and provides follow-up information to customer and staff inquiries, as well as schedules and coordinates for review of records.
5. Coordinates the creation, maintenance, retrieval, protection, retention, and destruction of all records in accordance with department policy and legal, financial, governmental, and historical requirements. Evaluates existing program performance and recommends improvements to operational performance and security; administers changes and adjustments to systems as needed.
6. Participates in the development, implementation, and maintenance of policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents.

OTHER FUNCTIONS/DUTIES

1. Serve as District Secretary if assigned as such by the Board of Fire Commissioners.
2. Provide information and support to District volunteers.
3. Attend meetings after regular hours as required.
4. Provide clerical support to the District Chief and staff.
5. Answer telephones and assist the public.
6. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience:

- a. Education: A high school diploma, or GED, bachelor's degree preferred.
- b. Experience: A minimum of 5 years previous experience as an office assistant or administrative assistant with records management experience.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. District policies, procedures, and protocols as they apply to the position.
- b. Principles and practices of records management including records retention laws.

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- c. Manual and electronic records management systems.
- d. Knowledge and ability to use word processing and data base programs, and bookkeeping software.
- e. Problem solving techniques and methodology.
- f. Technologically literate with computer skills, including familiarity with Microsoft Word, Publisher, PowerPoint, and Excel is desired.
- g. Principles and practices of data collection and report preparation.
- h. Business letter writing and the standard format for reports and correspondence.
- i. Alphabetical and numerical filing methods.

3. Skill to:

- a. Skill to organize and manage file systems, both manual and electronic.
- b. Skill to type forty (40) words per minute.
- c. Skill to deal with the public and problem solve.
- d. Operate a vehicle.
- e. Successfully work with and maintain relationships with employees, volunteers, and the public.
- f. Cheerful presence with excellent people skills.
- g. Internet skills, including use of email programs.

4. Ability to:

- a. Ability to communicate effectively orally and in writing.
- b. Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers.
- c. Operate modern office equipment and computers including applicable software applications.
- d. Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work.
- e. A flexible self-starter who can work independently, and follow directions.
- f. Maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense during the course of the shift.
- g. Develop and maintain complex record keeping systems.

SPECIAL CONDITIONS OF APPOINTMENT

- 1. Possession of a valid Washington State Driver's License.

PHYSICAL REQUIREMENTS

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1. Must pass the department's medical and drug screen.
2. Work is generally performed in the office settings with occasional travel to conduct District business. The incumbent is occasionally exposed to outside weather conditions, wet/humid conditions, and windy conditions.
3. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights up to 25 pounds; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.
4. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
5. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Administrative Assistant, Finance position and certify that I can perform these functions.

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Signature Date

1007.4.7 ADMINISTRATIVE ASSISTANT

JOB TITLE: Administrative Assistant

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Part-Time or Full-Time, Non-Exempt, At-Will

POSITION DESCRIPTION: Under the direction of the Chief, the Office Assistant is responsible to provide general office assistance to the public, volunteers, employees, and the administrative staff as needed. This is an "at-will" position which can be terminated at any time with or without cause.

**ESSENTIAL DUTIES**

1. Reception – answer incoming calls and provide customer service to walk-ins. Takes written and electronic messages for Administrative and Career Staff.
2. General Office – filing and electronic storage for documents, copy projects, data entry.
3. Electronic storage for records retention.
4. Mail - distribute incoming mail and parcels, prepare outgoing mail for large projects
5. Assist in preparing newsletters, flyers, training handouts/booklets, public information, etc..

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6. Assist with ordering office and other station supplies as needed.
7. Receipt of incoming funds.
8. Assist with planning and coordinating special projects and events.
9. Travel coordination for Administrative Staff and Commissioners.
10. Primary administrative assistant for Administrative Staff.
11. Coordinates meetings and appointments for the Administrative Staff.
12. This position does not include firefighting or emergency medical response duties.

**OTHER FUNCTIONS/DUTIES**

1. Performs other duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**1. Education and Experience:**

- a. Education: A high school diploma, or GED.
- b. Experience: A minimum of 2 years previous experience as an office assistant or administrative assistant.
- c. Equivalency: An equivalent combination of education and experience may be considered.

**2. Knowledge of:**

- a. District policies, procedures, and protocols as they apply to the position.
- b. Problem solving techniques and methodology.
- c. Technologically literate with computer skills including familiarity with Microsoft Word, Publisher, PowerPoint, and Excel is desired.

**3. Skill to:**

- a. Operate a vehicle.
- b. Successfully work with employees, volunteers, and the public.
- c. Cheerful presence with excellent people skills.
- d. Modern information technology skills, including use of email, electronic media, and other online programs.
- e. Type 60 words per minute.

**4. Ability to:**

- a. Ability to communicate effectively orally and in writing.

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- b. Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers.
- c. Operate modern office equipment and computers including applicable software applications.
- d. Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work.
- e. A flexible self-starter who can work independently, and follow directions.
- f. Maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense during the course of the shift.

**SPECIAL CONDITIONS OF APPOINTMENT**

- 1. Possession of a valid Washington State Driver's License.
- 2. Must be available to work in office hours as assigned at the discretion of the Fire Chief.

**PHYSICAL REQUIREMENTS**

- 1. Work is generally performed in the office settings with occasional travel to conduct District business. The incumbent is occasionally exposed to outside weather conditions, wet/humid conditions, and windy conditions. The working environment may be well lit with overhead lighting and background noises, incumbent must be comfortable working in a well lit office with background conversations, radio traffic and overhead paging noises.
- 2. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.
- 3. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
- 4. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Office Assistant position and certify that I can perform these functions.

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Signature Date

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1007.4.8 CAPTAIN, FIRE

JOB TITLE: Captain, Fire

SUPERVISOR'S TITLE: Assistant Chief

FLSA STATUS: FLSA Non-exempt, or Volunteer

POSITION DESCRIPTION: The Fire Captain is a member of the Assistant Chief's management team. Under direction of the Assistant Chief the Fire Captain manages one of the District's fire stations, the apparatus in it, and the personnel assigned to that station. The Fire Captain coordinates emergency response from the station based upon the resources dispatched to an incident.

ESSENTIAL DUTIES

1. Manages routine maintenance and cleanup of assigned station. Manages routine apparatus and equipment checks and maintenance.
2. Supervises subordinate officers and personnel. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues and refers more complex issues to the Assistant Chief. Recruits, retains, supports, and encourages volunteer personnel.
3. Participates in the development of the annual Division budget and manages budget items as assigned.
4. Supports regular training/drills to ensure personnel skills/certification maintenance. Reviews and monitors personnel points earned by fire responders for drills and response to emergencies.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Assists with, and instructs fire/rescue classes as necessary.

OTHER FUNCTIONS/DUTIES

1. Attends and participates in monthly officer meetings.
2. Represents the District at functions and activities.
3. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

- a. Education: A high school diploma, or GED.
- b. Experience: Five years of progressively responsible experience, with at least two years of supervisory or management experience at a Lieutenant level.

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c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.

b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District., and pertinent federal, state, and local laws that relate to the district, and the application of each.

c. Emergency medical services principles and techniques.

d. Operational characteristics, services, and activities of a fire/rescue program.

e. Fire training methodologies, techniques and strategies.

f. Fire equipment use and required maintenance.

g. Incident Command administration techniques.

h. Problem solving techniques and methodology.

i. Principles of business report preparation.

j. Public safety computer systems.

3. Skill to:

a. Operate an emergency vehicle.

b. Teach the application of District policies, procedures, and protocols.

c. Evaluating and implementing new techniques in emergency operations on a District level.

d. Make presentations to personnel.

e. Successfully work with employees and volunteers.

4. Ability to:

a. Oversee and participate in the management of a modern emergency services operation.

b. Oversee, direct, and coordinate subordinate staff and volunteers.

c. Select, supervise, train, and evaluate staff.

d. Participate in the development and administration of division goals, objectives, and procedures.

e. Prepare clear and concise administrative reports.

f. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

g. Research, analyze, and evaluate new service delivery methods and techniques.

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- h. Operate modern office equipment and computers including applicable software applications.
- i. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- j. Communicate clearly and concisely, both orally and in writing.

#### SPECIAL CONDITIONS OF APPOINTMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within one month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Incident Safety Officer
  - b. Completion of NIMS 300 training
  - c. IFSTA Level I Instructor
  - d. Washington Emergency Vehicle Driver Training certification (within three months of appointment)
  - ef. NFPA Fire Officer I (within 18 months of appointment)

#### PHYSICAL REQUIREMENTS

- 1. Work is generally performed both in the office and field settings with occasional travel to attend a meeting or conduct District business. The incumbent may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
- 4. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

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5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
6. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Captain, Fire position and certify that I can perform these functions.

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SignatureDate

1007.4.9 CAPTAIN, EMS  
JOB TITLE: Captain, EMS

SUPERVISOR'S TITLE: Division Chief, EMS

FLSA STATUS: FLSA Non-exempt, or Volunteer

POSITION DESCRIPTION: The Captain is a member of the Division Chief's management team. Under direction of the Division Chief, the Captain oversees and manages the District MERV program and EMS training needs. The Captain responds to emergency and non-emergency incidents as necessary.

**ESSENTIAL DUTIES**

1. Supports the District MERV program and ensures daily operational readiness of Division resources. Ensures medical equipment is maintained in a daily state of readiness.
2. Supervises subordinate officers, including Lieutenants assigned to the EMS Division. Makes assignments and/or delegates authority as necessary to accomplish tasks. Performs subordinate evaluations to ensure continuous performance improvement. Resolves personnel issues and refers more complex issues to the Division Chief. Recruits, retains, and supports volunteer EMS personnel.
3. Participates in the development of the annual Division budget and manages budget items as assigned.
4. Supports regular training/drills to ensure personnel skills/certification maintenance. Ensures OTEP training documentation is complete. Reviews and monitors personnel points earned by medical responders.
5. Responds to emergency incidents and performs as a member of an emergency response team or incident commander as necessary.
6. Assists with, and instructs EMT classes as necessary.

**OTHER FUNCTIONS/DUTIES**

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1. Attends and participates in monthly officer meetings.
2. Represents the District at functions and activities.
3. Performs other duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**1. Education and Experience:**

- a. Education: A high school diploma, or GED.
- b. Experience: Five years of progressively responsible medical experience, with at least two years of supervisory or management experience at a Lieutenant level.
- c. Equivalency: An equivalent combination of education and experience may be considered.

**2. Knowledge of:**

- a. Contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization including personnel management, supervision, training, and performance evaluation, budget development and administration, and program development and administration.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District, and pertinent federal, state, and local laws that relate to the district, and the application of each.
- c. Emergency medical services principles and techniques.
- d. Operational characteristics, services, and activities of an emergency medical services program.
- e. Medical training methodologies, techniques and strategies.
- f. Medical equipment use, and required maintenance.
- g. Incident Command administration techniques.
- h. Problem solving techniques and methodology.
- i. Principles of business report preparation.
- j. Public safety computer systems.

**3. Skill to:**

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Evaluating and implementing new techniques in emergency medicine on a District level.
- d. Make presentations to personnel.

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e. Successfully work with employees and volunteers.

4. Ability to:

- a. Oversee and participate in the management of a modern emergency medical services operation.
- b. Oversee, direct, and coordinate subordinate staff and volunteers.
- c. Select, supervise, train, and evaluate staff.
- d. Participate in the development and administration of division goals, objectives, and procedures.
- e. Prepare clear and concise administrative reports.
- f. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- g. Research, analyze, and evaluate new service delivery methods and techniques.
- h. Operate modern office equipment and computers including applicable software applications.
- i. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- j. Communicate clearly and concisely, both orally and in writing.

SPECIAL CONDITIONS OF APPOINTMENT

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Incident Safety Officer
  - b. Completion of NIMS 300 training (within 1 year of appointment)
  - c. Washington Emergency Medical Technician (within 6 months of appointment)
  - d. IFSTA Level I Instructor (within 1 year of appointment)
  - e. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment)
  - f. NFPA Officer I (within 18 months of appointment)

PHYSICAL REQUIREMENTS

- 1. Work is generally performed both in the office and field settings with occasional travel to attend meeting or conduct District business. The incumbent may occasionally respond to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles,

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fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.

2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.

3. The incumbent may work extended periods of time, including evenings, nights, and weekends.

4. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The incumbent must hear in the normal audio range with or without correction.

#### ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Captain, EMS position and certify that I can perform these functions.

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Signature Date

1007.4.10 LIEUTENANT, FIRE

JOB TITLE: Lieutenant, Fire

SUPERVISOR'S TITLE: Captain, Fire

FLSA STATUS: FLSA Non-exempt, or Volunteer

POSITION DESCRIPTION: The Lieutenant, Fire Operations is a member of the Assistant Chief's management team. Under direction of the Captain, Fire the Lieutenant, Fire Operations assists with management of their assigned station, apparatus and personnel. The Lieutenant, Fire Operations responds to emergency and non-emergency incidents as necessary.

#### ESSENTIAL DUTIES

1. Assists the Captain with the management of the station, apparatus, and personnel assigned to the station. Maintains equipment and reports necessary repairs or replacements.

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2. Supervises subordinates, including EMS and Fire Responders as necessary. Makes assignments and/or delegate authority as necessary to accomplish tasks.
3. Assists with and participates in training/drills to ensure personnel skills/certification maintenance.
4. Coordinates monthly safety checks.
5. Responds to emergency incidents and performs as a member of an emergency response team or crew leader.
6. Assists with, and instructs fire/rescue classes as necessary.

**OTHER FUNCTIONS/DUTIES**

1. Attends and participates in monthly officer meetings.
2. Performs other duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**1. Education and Experience**

- a. Education: A high school diploma, or GED.
- b. Experience: Three years of progressively responsible fire/rescue experience.
- c. Equivalency: An equivalent combination of education and experience may be considered.

**2. Knowledge of:**

- a. Contemporary leadership principles and practices.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District.
- c. Emergency medical services principles and techniques.
- d. Operational characteristics, services, and activities of an emergency medical services program.
- e. Fire equipment use, and required maintenance.
- f. Problem solving techniques and methodology.
- g. Public safety computer systems.

**3. Skill to:**

- a. Operate an emergency vehicle.
- b. Teach the application of District policies, procedures, and protocols.
- c. Make presentations to personnel.

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- d. Successfully work with employees and volunteers.
- 4. Ability to:
  - a. Oversee, direct, and coordinate subordinate volunteers.
  - b. Train and evaluate staff.
  - c. Participate in the development and administration of division goals, objectives, and procedures.
  - d. Prepare clear and concise administrative reports.
  - e. Operate modern office equipment and computers including applicable software applications.
  - f. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
  - g. Communicate clearly and concisely, both orally and in writing.

**SPECIAL CONDITIONS OF APPOINTMENT**

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment).
  - b. Fire Fighter I (within 1 year of appointment)
  - c. Incident Safety Officer (within 1 year of appointment)
  - d. Completion of NIMS 300 training (within 1 year of appointment).
  - e. IFSTA Level I Instructor (within 1 year of appointment).

**PHYSICAL REQUIREMENTS**

- 1. Work is generally performed in the field settings with occasional travel to attend meeting or conduct District business. The incumbent responds to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
- 4. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach,

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and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Lieutenant, Fire position and certify that I can perform these functions.

---

Signature Date

1007.4.11 LIEUTENANT, EMS

JOB TITLE: Lieutenant, EMS

SUPERVISOR'S TITLE: Captain, EMS

FLSA STATUS: FLSA Non-exempt, or Volunteer

POSITION DESCRIPTION: The Lieutenant, EMS is a member of the Division Chief's management team. Under direction of the Captain, EMS the Lieutenant, EMS coordinates the District EMS operational needs. The Lieutenant, EMS responds to emergency and non-emergency incidents as necessary.

**ESSENTIAL DUTIES**

1. Coordinates the District MERV program and assesses daily operational readiness of Division resources. Maintains medical equipment and reports necessary repairs or replacements.
2. Supervises subordinates, including EMS and Fire Responders as necessary. Makes assignments and/or delegate authority as necessary to accomplish tasks.
3. Coordinates special events coverage as required.
4. Coordinates monthly medical safety checks.
5. Responds to emergency incidents and performs as a member of an emergency response team or crew leader.

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6. Assists with, and instructs EMT classes as necessary.

**OTHER FUNCTIONS/DUTIES**

1. Attends and participates in monthly officer meetings.

2. Performs other duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience

a. Education: A high school diploma, or GED.

b. Experience: Three years of progressively responsible medical experience.

c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

a. Contemporary leadership principles and practices.

b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District.

c. Emergency medical services principles and techniques.

d. Operational characteristics, services, and activities of an emergency medical services program.

e. Medical equipment use, and required maintenance.

f. Problem solving techniques and methodology.

g. Public safety computer systems.

3. Skill to:

a. Operate an emergency vehicle.

b. Teach the application of District policies, procedures, and protocols.

c. Make presentations to personnel.

d. Successfully work with employees and volunteers.

4. Ability to:

a. Oversee, direct, and coordinate subordinate volunteers.

b. Train and evaluate staff.

c. Participate in the development and administration of division goals, objectives, and procedures.

d. Prepare clear and concise administrative reports.

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- e. Operate modern office equipment and computers including applicable software applications.
- f. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- g. Communicate clearly and concisely, both orally and in writing.

**SPECIAL CONDITIONS OF APPOINTMENT**

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Washington Emergency Medical Technician.
  - b. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment).
  - c. Incident Safety Officer (within 1 year of appointment)
  - d. Completion of NIMS 300 training (within 1 year of appointment).
  - e. IFSTA Level I Instructor (within 1 year of appointment).

**PHYSICAL REQUIREMENTS**

- 1. Work is generally performed in the field settings with occasional travel to attend meeting or conduct District business. The incumbent responds to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
- 4. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; occasionally bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

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5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Lieutenant, EMS position and certify that I can perform these functions.

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Signature Date

1007.4.12 FIREFIGHTER

JOB TITLE: Firefighter

SUPERVISOR'S TITLE: Lieutenant

STATUS: FLSA Non-exempt or Volunteer

POSITION DESCRIPTION: Individuals in this position are responsible to the Fire Chief through the Station Officers to respond to fires and other emergencies, engage in fire suppression activities and mitigation of other related emergencies. Firefighters are obligated to comply with District Policies, Standard Operating Procedures and the instructions of appointed officers.

**ESSENTIAL DUTIES**

1. Attend ongoing training and drills on a regular basis to maintain basic skills.
2. Respond to emergencies when called.
3. Perform fire, rescue, and life safety activities as needed or assigned at the scene of an emergency or in support of emergency operations.
4. Represent the Fire District at functions and activities.
5. Perform routine checks and maintenance on apparatus and equipment.
6. Perform routine maintenance and cleanup at fire stations.

**OTHER FUNCTIONS/DUTIES**

1. Assists with fire/rescue classes as necessary.
2. Perform other related duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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1. Education and Experience

- a. Education: A high school diploma, or GED, or higher.
- b. Training: Completion of a basic fire academy or have evidence of other training equivalent to Fighter I certification.

2. Knowledge of:

- a. Contemporary firefighting principles and practices.
- b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District.
- c. Fire apparatus use, and required maintenance.
- d. Fire equipment use, and required maintenance.
- e. Problem solving techniques and methodology.

3. Skill to:

- a. Operate an emergency vehicle.
- b. Operate fire equipment and tools.
- c. Successfully work with employees and volunteers.

4. Ability to:

- a. Accomplish task in the team setting.
- b. Participate in the development of goals, objectives, and procedures.
- c. Operate modern office equipment and computers including applicable software applications.
- d. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
- e. Communicate clearly and concisely, both orally and in writing.

**SPECIAL CONDITIONS OF APPOINTMENT**

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment).
  - b. Fire Fighter I.

**PHYSICAL REQUIREMENTS**

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1. Work is generally performed in the field settings with occasional travel to attend meeting or conduct District business. The incumbent responds to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
4. The incumbent's primary functions require sufficient physical ability to work in a field setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate computer equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.
5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
6. The incumbent must hear in the normal audio range with or without correction.

### ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Firefighter position and certify that I can perform these functions.

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Signature Date

1007.4.13 EMERGENCY MEDICAL TECHNICIAN

JOB TITLE: Emergency Medical Technician

SUPERVISOR'S TITLE: Lieutenant

STATUS: FLSA Non-exempt or Volunteer

POSITION DESCRIPTION: Individuals in this position are responsible to the Fire Chief through the Station Officers to respond to medical and other emergencies and mitigation of other related

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emergencies. EMTs are obligated to comply with District Policies, Standard Operating Procedures and the instructions of appointed officers.

**ESSENTIAL DUTIES**

1. Attend ongoing training and drills on a regular basis to maintain basic skills.
2. Respond to emergencies when called.
3. Perform emergency medical and ReHab activities as needed or assigned at the scene of an emergency or in support of emergency operations.
4. Represent the Fire District at functions and activities.
5. Perform routine checks and maintenance on apparatus and equipment.
6. Perform routine maintenance and cleanup at district facilities.

**OTHER FUNCTIONS/DUTIES**

1. Assists with EMT classes as necessary.
2. Perform other related duties as assigned.

**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience:
  - a. Education: A high school diploma, or GED, or higher.
  - b. Training: Completion of a basic EMT academy or have evidence of other training equivalent to EMT Basic certification.
2. Knowledge of:
  - a. Contemporary emergency medicine principles and practices.
  - b. District policies, procedures, protocols, chain of command, Washington State law pertaining to the District.
  - c. Knowledge of Island County BLS protocols.
  - d. Medical apparatus use, and required maintenance.
  - e. Medical equipment use, and required maintenance.
  - f. Problem solving techniques and methodology.
3. Skill to:
  - a. Operate an emergency vehicle.
  - b. Operate medical equipment and tools.

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- c. Successfully work with employees and volunteers.
- 4. Ability to:
  - a. Accomplish task in the team setting.
  - b. Participate in the development of goals, objectives, and procedures.
  - c. Operate modern office equipment and computers including applicable software applications.
  - d. Maintain contact and preserve good relations with the public, respond to requests and inquiries, and work effectively with a variety of community groups. Establish and maintain effective working relationships with those contacted in the course of work.
  - e. Communicate clearly and concisely, both orally and in writing.

**SPECIAL CONDITIONS OF APPOINTMENT**

- 1. The incumbent must live within the boundaries of the Fire District.
- 2. Possession of a valid Washington State Driver's License (within 1 month of appointment).
- 3. Possession of the following certifications and credentials:
  - a. Washington Emergency Vehicle Driver Training certification (within 3 months of appointment).
  - b. Washington Emergency Medical Technician.

**PHYSICAL REQUIREMENTS**

- 1. Work is generally performed in the field settings with occasional travel to attend meeting or conduct District business. The incumbent responds to emergency scenes, both small scale and large scale, and disasters. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
- 2. The incumbent is required to wear personal protective equipment including turnout gear, boots, helmet, goggles/face protection, gloves, and self-contained breathing apparatus.
- 3. The incumbent may work extended periods of time, including evenings, nights, and weekends.
- 4. The incumbent's primary functions require sufficient physical ability to work in a field setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate computer equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle for both normal travel and emergency response; and the ability to operate specialized vehicles and equipment.

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5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

6. The incumbent must hear in the normal audio range with or without correction.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Firefighter position and certify that I can perform these functions.

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Signature Date

1007.4.14 MAINTENANCE TECHNICIAN

JOB TITLE: Maintenance Technician

SUPERVISOR'S TITLE: Deputy Chief, Resources

FLSA STATUS: FLSA Non-exempt, At-will

POSITION DESCRIPTION: Under the direction of the Deputy Chief, Resources, the Maintenance Technician is

responsible to provide general maintenance to district facilities, apparatus, and equipment; to identify the location

for, install, and document address signs within the District.

**ESSENTIAL DUTIES**

1. Maintain District resources in accordance with District policies and procedures, and standards of good

practice within the fire service.

2. Verify the property address, properly locate, and install the address sign in accordance with District protocols and maintain precise records of addresses that have been installed and generate reports as required.

3. Maintain a correct inventory of address signs and materials to be installed.

4. Use and maintain District owned tools and equipment.

5. Drive and maintain District owned vehicles.

6. Assist property owners with questions and concerns concerning the addressing program. Inform property owners about the benefits of the sign program to them and the District.

**OTHER FUNCTIONS/DUTIES**

1. Performs other duties as assigned.

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**QUALIFICATIONS**

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**1. Education and Experience:**

- a. Education: A high school diploma, or GED.
- b. Experience: No specific experience required.
- c. Equivalency: An equivalent combination of education and experience may be considered.

**2. Knowledge of:**

- a. District policies, procedures, and protocols.
- b. Problem solving techniques and methodology.
- c. Knowledge of routine vehicle maintenance checks and the skill and ability to perform such activity.

**3. Skill to:**

- a. Operate all District vehicle, apparatus, and pumps.
- b. Perform general maintenance on District vehicles, apparatus, equipment, including but not limited to, running, cleaning, polishing, checking fluid levels, and making minor repairs.
- c. Perform general janitorial work at District facilities.
- d. Perform general yard work and maintenance at District properties.
- e. Read maps.
- f. Install fence post and address sign.
- g. Successfully work with employees, volunteers, and the public.

**4. Ability to:**

- a. Ability to communicate effectively orally and in writing.
- b. Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers.
- c. Prepare clear and concise administrative reports.
- d. Operate modern office equipment and computers including applicable software applications.
- e. Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work.
- f. Communicate clearly and concisely.

**SPECIAL CONDITIONS OF APPOINTMENT**

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1. Possession of a valid Washington State Driver's License.
2. Possession of a valid Class B license, with Air Brake and Tanker endorsements, within 120 days of appointment.
3. Possession of a current Basic First Aid/CPR card.

**PHYSICAL REQUIREMENTS**

1. Work is generally performed in the field settings with occasional travel to attend meeting or conduct District business. The incumbent is regularly exposed to outside weather conditions, wet/humid conditions, and windy conditions. The incumbent occasionally works in high or precarious places, and is occasionally exposed to airborne particles, fumes, toxic or caustic chemicals, extreme cold/heat, vibration, high noise levels, risk of electrical shock or radiation, or exposure to hostile individuals.
2. The incumbent is required to wear personal protective equipment including safety vest, gloves, eye protection, and weather gear.
3. The incumbent may work extended periods of time, including evenings.
4. The incumbent's primary functions require sufficient physical ability to work in a field setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift and/or carry moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle; and the ability to operate specialized vehicles and equipment.
5. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
6. The incumbent must hear in the normal audio range with or without correction.
7. The incumbent must be able to climb and work from a ladder at heights up to 35 feet.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Maintenance Technician position and certify that I can perform these functions.

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Signature Date

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# Performance Evaluations

## 1008.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

## 1008.2 POLICY

The District evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

## 1008.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

## 1008.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period.

Performance evaluation reports shall be completed as defined by the Office of the Fire Chief by specific job classification for all other full-time personnel during the probationary period.

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#### **1008.5 FULL-TIME PERMANENT STATUS EMPLOYEES**

Permanent employees are subject to three types of performance evaluations:

**Regular** - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

**Transfer** - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

**Special** - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

##### **1008.5.1 RATINGS**

**Outstanding** - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

**Exceeds standards** - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

**Meets standards** - Performance expected of a fully competent employee and meets the standards required of the position.

**Needs improvement** - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

**Unsatisfactory** - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

#### **1008.6 VOLUNTEERS**

A performance evaluation report shall be completed once each year by the volunteer's immediate supervisor on a date agreed upon with the evaluatee, except for volunteers who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the volunteer's date of last promotion.

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##### **1008.7 EVALUATION INTERVIEW**

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

##### **1008.7.1 DISCRIMINATORY HARASSMENT FORM**

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the District and district harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

##### **1008.8 EVALUATION REVIEW**

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

##### **1008.9 RECORDS MANAGEMENT**

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Office of the Fire Chief.

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Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

## Standard Work Week

### **1009.1 FULL-TIME, EXEMPT EMPLOYEES**

Full-time exempt employees, as defined by the FLSA, are expected to work hours equivalent to a 40 hour work week. It is understood that the very nature of the work load of exempt employees may require them to work variable hours, at various times of day, and various days of the week. For the purpose of this standard, exempt employees must work an equivalent to 40 hours per week for every 28 day period.

### **1009.2 FULL-TIME, HOURLY EMPLOYEES**

Full-time hourly employees work 40 hours per week. Special considerations may be made by the Board of Fire Commissioners to facilitate Job-Share situations. In such cases full-time employees may work no less than 30 hours per week with the equivalent reduction in the district contribution to all benefits with the employee making up the difference to continue medical insurance. Unless otherwise approved in writing by the District, the 7 day work week used to calculate payroll and benefits for each employee will be 12:00 a.m. Sunday through 11:59:59 p.m. Saturday. Full time employees working 24 hour shifts in combat suppression positions shall work 56 hours per week. Overtime shall be calculated using a 28 day cycle to comply with the Fair Labor Standards Act.

### **1009.3 ATTENDANCE, REST AND MEAL BREAKS**

**ATTENDANCE:** Employees must be in attendance at their work station in accordance with the rules regarding hours of work, holidays and leaves as set forth in these policies. Employees are expected to be at their work station and prepared to begin work at the starting time. Abuse of attendance or hours of work rules may result in disciplinary action.

**REST BREAKS:** Employees are entitled to one 15-minute work break per four hours of work time. While rest breaks are authorized in accordance with applicable State law, break schedules are flexible so as not to interrupt the operations of the District. The District Chief has the authority to revise break schedules as necessary.

**MEAL BREAKS:** Employees are entitled to a maximum one-hour break for meals for each 8-hour work period. Arrangements of meal breaks will be approved by the District Chief in consideration of work schedules.

## Reporting for Duty

### 1010.1 PURPOSE AND SCOPE

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 1010.2 POLICY

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

### 1010.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

It is the member's responsibility to contact his/her station and/or immediate supervisor before the start of the duty shift if the member is not going to arrive in time to relieve the previous shift on time.

### 1010.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company officers shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Duty Chief. Company officers may not be absent from their place of assignment without the specific permission of a Duty Chief.

### 1010.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment on the member's assigned apparatus and donning the appropriate uniform.

### 1010.6 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

### 1010.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

### 1010.8 INABILITY TO REPORT FOR DUTY

Members should notify their company officer at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the company officer at the duty station, members should notify the duty Duty Chief.

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**1010.9 EMERGENCY RECALL**

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel as safely as possible to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

**1010.10 RELIEVED FROM DUTY FOR VIOLATIONS**

Any company officer may relieve a member under his/her command from duty, when in the company officer's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Duty Chief, followed by written charges and documentation in accordance with district procedures.

**1010.11 LIGHT DUTY**

Light duty release to work:

Light duty release refers to the status of a member who, following an injury or illness, has been released for light duty by their Physician. A member who is on a light duty work release may attend drills and lectures but may not participate in any hands on, or physically demanding activities. A person on light duty release will not be allowed to respond on calls. Light duty assignments must be approved by the District Chief.

Full Duty release to work:

Full duty release to work refers to the status of a member who, following an injury or illness, has been released to full duty by their Physician. The release must include a job description of the work the person will be returning to. This job description must be signed by the Physician.

## Emergency Recall

### 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of South Whidbey Fire/EMS to recall off-duty career employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

#### 1011.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the South Whidbey Fire EMS and neighboring jurisdictions.

### 1011.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employee's working at the scene, and to ensure adequate resources are available for additional emergency calls (NFPA 1710-8). In some instances, this may require the emergency recall of employee's.

### 1011.3 PROCEDURES

The Fire Chief, or any other Chief Officer or Duty Chief may initiate an emergency recall by providing Dispatch or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

#### 1011.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area
- Two or more incidents causing a high demand for resources at different locations
- Numerous incidents causing a peak demand on the entire resource system
- Any time designated by the Fire Chief or the authorized designee

#### 1011.3.2 DISPATCH RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining

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agreements. Dispatch or the other designated resource should follow the establish procedure when implementing an emergency recall.

#### 1011.3.3 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall notification within 10 minutes with their status and estimated time of arrival, and, if applicable, report for duty with their personal protective equipment.

#### 1011.3.4 EXCEPTIONS

Members may not refuse an emergency recall notice. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

#### 1011.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Additional Chief officers

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## Salary and Benefits

### 1012.1 EMPLOYEE SALARY AND WAGES

All employees are paid at an hourly or monthly rate, as specified in each job description or employment contract. Hourly employees are paid on the basis of actual number of hours worked, including authorized absences with pay and authorized holidays. Salary rates for temporary or part-time employees will be based on the pay for full-time positions in the same classification.

**Salary Matrix:** The Board of Fire Commissioners shall approve a salary matrix in which each authorized position will be placed. The Salary Matrix shall consist of 10 Pay Bands and 10 Steps within each Pay Band. Current employees will be placed in the matrix based upon their current position and salary. The Pay Band and Step for new employees will be determined by the position for which they are hired, and their experience in similar positions.

**Beginning Salary:** Each employee will be appointed at the minimum Step of the Pay Band established for the classification, with the exception of the District Chief, which shall be negotiated. Upon the recommendation of the District Chief, the Board of Fire Commissioners may grant an appointment to a pay Step higher than the minimum Step. Employees promoted to a higher classification shall be appointed at a Step within the Pay Band that is commensurate to the new position and job description.

**Merit Increases:** A merit increase is the advancement of one pay step within the salary range. When a regular status employee has performed satisfactorily, as determined through the Performance Evaluation process, a merit increase may be granted at the completion of one year from his/her anniversary date. The annual merit increase date for an employee will change only if:

The employee is promoted or temporarily assigned to a position that becomes permanent.

The employee receives a merit step adjustment as authorized by the Board of Fire Commissioners.

**Cost of Living Adjustment (COLA):** The Board of Fire Commissioners may authorize a Cost of Living Adjustment to each paid position for the next fiscal year. The Cost of Living Adjustment shall be based upon the COLA calculated by the U.S. Social Security Administration for the next calendar year.

### 1012.2 PAY PERIODS AND DISBURSEMENT

Pay periods are twice monthly, with twenty-six (26) pay periods per year, each fourteen (14) days long. Pay days are seven (7) days from the end of the pay period. Pay for FLSA exempt employees is calculated at their annual salary divided by twenty-six (26).

Pay shall be disbursed to employees at the earliest possible time. Pay shall not be disbursed to employees prior to the completion of the work for which the pay is intended. No employee shall withhold the pay of another without specific instruction from the courts or the District Chief.

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**1012.3 EMPLOYEE BENEFITS**

Benefits as defined in this section are applicable only to regular, full-time or part-time employees of the District, unless otherwise stated in the letter of appointment, employment contract, Collective Bargaining Agreement, or otherwise authorized by the Board of Fire Commissioners.

Benefits available to part-time employees may vary in type and quantity from full-time employees, and must be approved by the Board of Fire Commissionres.

**1012.3.1 LEGAL HOLIDAYS**

All regular full-time and approved part-time employees shall be granted the following holidays and such other days as the District may fix a reduction of pay.

New Years Day: January First

Martin Luther King's Birthday: Third Monday in January

President's Day: Third Monday in February

Memorial Day: Last Monday in May

Juneteenth: June 19th

Independence Day: July 4th

Labor Day: First Monday in September

Veteran's Day: November 11th

Thanksgiving: Fourth Thursday in November

Day after Thanksgiving: The following Friday after Thanksgiving

Christmas Day: December 25th

One Floating Holiday: Scheduled as time is available, must be used in the same calendar year, must be employed six (6) consecutive months to be eligible.

Employee's Birthday:

Effective June 12, 2014, the Fire District is required to provide all full-time and part-time employees with two unpaid holidays per calendar year for reasons of faith or conscience or for and organized activity conducted under the auspices of a religious denomination, church, or religious organization. Employees may select the two days I consultation with the Chief, and the Chief shall grant leave unless, in the Chief's determination, such days create an undue hardship on the District, or unless the employee is necessary to maintain public safety.

For full-time employees working a standard Monday through Friday work week, holidays falling on a Saturday shall be observed on previous Friday and holidays falling on Sunday shall be observed on the following Monday.

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Any employee on vacation or sick leave during a holiday will not be charged vacation or sick leave for that day or, in the case of shift schedule employees, will not be charged for vacation or sick leave from 0800 to 2000 hours.

An employee who would otherwise be entitled to a holiday but is on leave without pay or on unpaid family and medical leave will receive compensation for the holiday, provided the employee has been in pay status for 10 working days during the month, not counting the holiday.

#### 1012.3.2 FLOATING HOLIDAY

in addition to legal holidays is one “floating” holiday each calendar year, for all regular full-time employees who have completed at least six months of employment with the District. A floating holiday may be taken at the request of the employee and with the approval of the District Chief. The floating holiday must be taken during the calendar year or entitlement to the day will lapse, except when an employee has requested a personal holiday and the request has been denied due to workload or scheduling.

#### 1012.3.3 VACATION LEAVE

All regular full-time and part-time employees of the District accrue annual vacation with full pay according to the following schedule:

1. Date of hire through 5 years: One hundred twelve (112) hours per year for fifty six (56) hour per week shift employees. Eighty (80) hours of vacation per year for regular forty (40) hour per week employees. Sixty (60) hours of vacation per year for regular thirty (30) hour per week employees. Forty (40) hours of vacation for regular twenty (20) hour per week employees.

2. 6 Years through 14 years: One hundred sixty eight (168) hours per year for fifty six (56) hour per week shift employees. One hundred twenty (120) hours of vacation per year for regular forty (40) hour per week employees. Ninety (90) hours of vacation per year for regular thirty (30) hour per week employees. Sixty (60) hours of vacation per year for regular twenty (20) hour per week employees.

3. 15 years and over: Two hundred twenty four (224) hours per year for fifty six (56) hour per week shift employees. One hundred sixty (160) hours of vacation per year for regular forty (40) hour per week employees. One hundred twenty(120) hours of vacation per year for regular thirty (30) hour per week employees. Eighty (80) hours of vacation per year for regular twenty (20) hour per week employees.

4. The conversion factors for employees transferred to/from regular forty (40) hour work week to/from fifty six (56) hour shift work is as follows:

a. From 40 to 56:  $1.4 \text{ times vacation hours} = \text{new vacation hours}$ .

b. From 56 to 40:  $\text{Vacation hours divided by } 1.4 = \text{new vacation hours}$ .

5. Newly hired employees may use accrued vacation after one full year from their hire date.

6. Vacation is accrued bi-monthly based on one twelfth (1/24) of the annual accrual rate. Vacation may be used as it is accrued. Vacation is posted annually on the hire date. Unused vacation may

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be carried over from one year to the next. The maximum amount of vacation that can be carried over at the time of posting is two years of accrual based on the next year's accrual rate. Unused vacation beyond the amount allowed for carry over will be forfeited by the employee.

7. Upon separation from District employment, any regular employee may be paid for any unused vacation up to the amount at the last posting at the rate the employee is being paid at the time of separation.

#### 1012.3.4 SICK LEAVE

Sick leave is considered a privilege earned by time worked and subject to the following rules:

Monthly Accrual: Each regular full-time and part-time employee of the District shall accrue sick leave at the end of each full month worked at the following rates:

1. Four (4) hours per month for twenty (20) hour per week employees.
2. Six (6) hours per month for thirty (30) hour per week employees.
3. Eight (8) hours per month for forty (40) hour per week employees.
4. Twelve (12) hours per month for fifty six (56) hour per week shift employees.
5. Sick leave may be used as it is accrued. Sick leave is posted annually on the hire date.

Maximum Accrual: Unless otherwise provided by a Collective Bargaining Agreement, employees shall accrue sick leave as follows:

1. Four hundred eighty (480) hours for 20 hour per week employees.
2. Seven hundred twenty (720) hours for 30 hour per week employees.
3. Nine hundred sixty (960) hours for forty (40) hour per week employees.
4. One thousand four hundred forty (1440) hours for fifty six (56) hour shift employees.
5. Accrual beyond the maximum at the time of posting will be forfeited by the employee or may be donated to the employee Shared Sick Time Account.

Conversion to Wellness Time: With the approval of the District Chief, accumulated sick leave in excess of seventy five percent (75%) of the maximum may be converted to vacation at the rate of 3:1 or three (3) hours of sick leave for one (1) hour of wellness time. Wellness time converted from sick time must be used within the calendar year it is converted. Those wellness hours not used by the employee shall be forfeited.

Shared Sick Time Account: The purpose of the Shared Sick Time Account is to allow those employees who have accumulated a significant amount of sick time to donate hours into the bank for the benefit of fellow employees.

1. With the approval of the District Chief, employees who have accumulated a minimum of ninety six (96) hours of sick time may donate hours to the Shared Sick Time Account.

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2. Employees who have in excess of ninety six (96) hours may donate a maximum of ten (10) percent of their accrued time annually.
3. At no time may an employee's accumulated sick time hours fall below ninety six (96) hours in order for the employee to donate to the account.
4. The maximum number of hours that may be in the Shared Sick Time Account at any time is 240 hours.
5. Use of the Shared Sick Time Account must be approved by the District Chief.

**Wellness Day Conversion:**At the end of each calendar year, employees who have not used sick time for themselves within that year will be given one (1) vacation day as a wellness benefit. That day must be used within the next calendar year.

**Sick Time Use:**All regular employees are eligible to use accrued sick leave for:

1. An illness, injury, or condition (such as pregnancy or childbirth), incapacitating the employee to perform the required work;
2. Preventative health care of the employee to include medical and dental appointments;
3. An illness, injury or preventative health care of member of the employee's immediate family which requires the employee's attendance when an employee is required to be absent from work to care for a qualified dependent of the employee with a health condition requiring treatment or supervision and other reasonable alternatives can not be found, accrued sick leave may be used.
4. Use of accrued sick leave to care for an immediate family member, other than a qualified dependent as described above, who is ill, injured or in need of the employee's assistance to receive preventative health care, shall be limited to three days per year unless additional use is authorized by the District Chief.
5. Employees unable to report to work because of illness are to notify their immediate supervisor within one hour of the official start time, except in the case of a bona fide emergency. Sick leave with pay may not allowed unless such report has been made.
6. Sick leave benefits may not be used for any absences when the employee is entitled to receive compensation benefits under the Worker's Compensation Act, except that sick leave may be used in payment making up the difference between the worker's compensation payment and the employee's monthly salary.
7. An employee may be required to provide certification of illness or a written release to return to work from a qualified health care provider whenever requested by the District Chief. Abuse of sick leave privileges may be cause for disciplinary action, including dismissal.
8. Or any other circumstances allowed by applicable law.

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**1012.3.5 BEREAVEMENT LEAVE**

In the event of death in the immediate family of an employee, up to (40 hours for 40 hour per week employees and 56 hours for 56 hour per week employees) sick leave may be approved by the District Chief.

**1012.3.6 JURY DUTY**

A regular employee summoned for jury duty is granted leave for such duty with District payment of the difference between his/her normal District salary and compensation received for jury duty. The District Chief is to be informed immediately by the employee upon receipt of a summons for jury duty.

**1012.3.7 LEAVE OF ABSENCE**

Leave of Absence is defined as leave without pay and may be granted to a regular employee when such leave will not operate to the detriment of the District.

Leave of Absence may be authorized for any reasons applicable to:

- a. Leave with pay.
- b. Educational leave.
- c. Adoptive/Paternity Leave.
- d. Leaves granted for government service in the public interest upon specific request of any employee.
- e. Medical Leave or Family Medical Leave.
- f. Military Leave

Upon written request of the employee and approval of the District Chief, the Board of Fire Commissioners may grant a regular employee a leave of absence without pay not to exceed six months. Normally, leave without pay will not be granted until all accrued vacation time has been exhausted. The District Chief may grant a leave of absence without pay without the approval of the Board of Fire Commissioners for a period not to exceed 14 consecutive calendar days.

Vacation and sick leave accrual is suspended during periods of leave without pay. The anniversary date of the employee will be adjusted by the length of leave granted. Any employee on approved leave of absence may continue medical and/or dental insurance coverage by paying the full cost to the District in advance for each month or portion thereof in which the employee is to be absent.

Upon expiration of a regularly approved leave without pay, the employee will be reinstated in the position held at the time the leave was granted or to a similar position, provided that return to employment is not in conflict with any rule relating to re-employment following layoff.

Unauthorized absence is treated as leave without pay and may be grounds for disciplinary action. Upon return from unauthorized absence, the employee is required to provide a written statement to the department manager explaining the reason for the absence. An unauthorized absence for

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a period of three days or two 24 hour shifts will be considered as a resignation from employment of the District.

#### 1012.3.8 HEALTH AND DISABILITY INSURANCE

The District will offer to regular full-time employees, part-time employees, and their families insurance plans for medical, hospital and dental benefits, to be used at the option of the employee. The District will contribute to the costs of such plans, as approved by the Board of Fire Commissioners, as part of the annual budget.

Part-time employees will be offered an insurance plan equal to that of full-time employees, with a required participation rate percentage based upon the number of hours the individual works per week as follows:

1. Part-time employees working 20 hours per week will be offered a plan with a participation rate percentage of 50/50, employee/district.
2. Part-time employees working 30 hours per week will be offered a plan with a participation rate percentage of 25/75, employee/district.

Part-time employees may be offered, at the discretion of the board, an insurance plan of lesser benefits equal to the amount of funding provided by the district.

It is the policy of South Whidbey Fire/EMS to handle the "Protected Health Information" of its employees and members in compliance with 45 CFR 164.530 in accordance with South Whidbey Fire/EMS Policy.

Industrial Accident Insurance is provided for all eligible regular employees, except full-time uniformed employees who are covered under the LEOFF Act as set forth in RCW 41.26.

#### 1012.3.9 RETIREMENT

Regular full time and part-time District employees are covered under the Washington Public Employees Retirement System in accordance with State law and all employees in a qualifying position, regardless of appointment status, will become members of the Retirement System. Payroll deduction for employee contributions is required, regardless of anticipated length of service. Employer contributions will be made in accordance with applicable State law.

Uniformed personnel shall be members of the Washington Law Enforcement Officers and Fire Fighters Retirement System with employer contributions made in accordance with applicable State law.

#### 1012.3.10 OPTIONAL BENEFIT OR INVESTMENT PLANS

The District may offer to regular full-time employees optional benefit plans such as life insurance, income protection, deferred compensation or other retirement plans, etc. These benefits, when offered, are at the option of the employee. If costs exceed the District benefit contribution, the remainder of costs incurred are the responsibility of the employee.

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#### **1012.4 VOLUNTEER REIMBURSEMENT**

South Whidbey Fire/EMS recognizes that volunteers incur expenses as a result of their participation. It is impractical for both the individual and organization to detail expenses for reimbursement. The District shall reimburse volunteers based on an amount of money per unit of voluntary service which will be designated as a “point”. The amount of money per point shall be established each year during the budget process. Reimbursement compensation per point rendered does not constitute an employer-employee relationship for the purpose of the minimum wage law. The following shall be considered points for reimbursement purposes:

1. Response to an emergency alarm
2. Attendance at scheduled drill
3. Attendance at District sponsored training
4. Attendance at a District sponsored public education event
5. Attendance at a District sponsored public service
6. Attendance at a District sponsored event approved for a point by the District Chief
7. Unusually long volunteer service events may be eligible for one additional point as determined by the District Chief.

The District office shall maintain a record of points earned by each volunteer. The District office shall make a reasonable effort to record service units earned based on training records, rosters, reports and other information that may be available. It shall be incumbent upon each volunteer to report service activities and review the accuracy of the points record.

Reimbursement for volunteer points will occur quarterly. The request for reimbursements will be included with the normal voucher process at the regularly scheduled Board of Fire Commissioners. (Exception): When a volunteer leaves volunteer service, the District reimbursement for points will be included in the next normal voucher process for approval by the Board of Fire Commissioners, provided the volunteer has returned all District owned equipment and has no outstanding debts to the District.

When, in the proper course of volunteer service, a volunteer suffers the loss or damage of personal property, (i.e. glasses, contacts, watch, abnormally soiled clothing, etc.), the District Chief shall seek the replacement, repair or cleaning of such property through use of the District insurance coverage. Should the situation not be covered by insurance, the District Chief is authorized to replace, repair or clean such property to a limit of \$100. Reimbursement may be limited to actual value rather than full replacement value. In no case shall the reimbursement authorized by the District Chief be in the form of money without the express consent of the Board of Fire Commissioners.

When, in the proper course of volunteer service, a volunteer suffers an injury for which the cost of medical services are covered by the Volunteer Fire Fighters’ Relief and Pension Act, and the volunteer chooses a medical service provider who’s fees are greater than that allowed, the

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volunteer may be reimbursed the difference by the District to a limit of \$200 per incident. Volunteers requesting this reimbursement must show evidence of having paid the amount being requested.

1012.4.1 VOLUNTEER POINTS SCHEDULE

South Whidbey Fire/EMS will reimburse its volunteers based upon rank, medical certifications held, and years of service with the District. Compensations units from stipend reimbursement will be designated as points. Points will be awarded as follows:

1. One point per incident response up to 4 hours in duration. Additional points will be awarded for each incident that exceeds four hours at a rate of one point per each four-hour block of time or fraction thereof beyond four hours. For example: a volunteer responding to a one hour incident receives one point. If that incident duration is five hours, the responder receives two points. If the incident duration is eight hours and fifteen minutes. The responder receives three points.
2. One point for each four-hour block of time spent in training, drill, shift work, or detail work regardless of the actual amount of time below four hours spent during each four-hour block of time. For example, a volunteer attending a three-hour training receives one point. A volunteer attending a five-hour training receives two points. A volunteer attending an eight-hour and fifteen minute training receives three points.

Point Schedule

Firefighter or EMT on a minimum 12 hour shift. Hours to be served consecutively, on duty, at an assigned station and unit - \$20.00 per 4 hour block (\$60.00/ 12hour shift). No further reimbursement for years of service, rank, certification other point type will be added during this 12 hour block

Firefighter or EMT - \$13.00Per Point

Lieutenant add - \$0.50 Per Point

Captain add - \$1.00 Per Point

Firefighter/Lieutenant/Captain EMT certified - add \$0.50 Per Point

5 Years of Active Service - add \$0.25 Per Point

10 Years of Active Service - add \$0.25 Per Point

15 Years of Active Service - add \$0.50 Per Point

20 Years of Active Service- add \$0.75 Per Point

25 Years of Active Service - add \$1.00 Per Point

30 Years of Active Service - add \$1.25 Per Point

Examples

1. Firefighter/EMT with 10 years of active service....\$13.00 (base rate) + \$.50 (EMT certified)  
+ \$.50 (5 years \$.25 plus and additional \$.25 at the 10 year mark) = \$14.00 per point.

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2. Captain EMT with 20 years of active service.... \$14.00 (base rate) + \$.25 (EMT certified) + \$1.75 (5 years \$.25 + 10 years \$.25 + 15 years \$.50 + \$.75 at the 20 year mark) = \$16.00 per point.

Maximum Reimbursement

In order that the District be in integrity with Department of Labor opinions concerning the maximum reimbursement available to a volunteer, the District will use the following benchmarks by which to determine maximum reimbursements.

1. 20% Rule: In order to establish the 20% benchmark, the District will use the most recent edition of the Wage & Benefit Survey, as compiled by the Washington Fire

Commissioners Association. Average salaries will be calculated for the following positions;

Captain, Lieutenant, Firefighter/EMT, and Firefighter and/or EMT. Washington Fire Districts to be included in the average will be based upon the following criteria;

- a. Population approximate to the Fire District; and
- b. Call volume approximate to South Whidbey Fire/EMS; and
- c. A career staff of 10-30 members.

2. Nominal Fee: A nominal fee will be established by setting a maximum number of points a member may earn as a volunteer. No member may earn more than 900 points per year.

3. Application of Benchmarks: No member will be reimbursed in excess of the 20% benchmark, nor the Nominal Fee benchmark, whichever is less.

Points Payout

Points will be paid out quarterly. Members may, at any time, request early payout of points if emergencies arise. Members who wish to draw outside of the normal cycle must submit a written request to the Fire Chief. Upon approval a check will be issued at the next payroll cycle.

Members may continue to participate in the district's Deferred Compensation program.

**1012.5 VOLUNTEER BENEFITS**

**1012.5.1 VOLUNTEER FIREFIGHTER RELIEF AND PENSION**

All active volunteer members who qualify under Chapter 41.24 RCW shall be enrolled in the Volunteer Fire Fighter Relief and Pension Plan. The District shall comply with all applicable provisions of Chapter 41.24 RCW and such changes that occur from time to time. In compliance with the above code, the District has established a Board of Trustees to administer the program. The board consists of the following:

Chairman of the Board of Fire Commissioners, to serve as chairman of the board of trustees.

Secretary of the District, to serve as secretary-treasurer of the board of trustees.

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Commissioner, (to be appointed by the Board of Fire Commissioners) to serve as member.

District Chief, to serve as member.

Active Volunteer, (to be elected by the active volunteer members of the District) to serve as member.

The Board of Trustees shall meet on the call of the Chair at the appointed location when there is business to come before the Board. The Board shall hear and decide all applications for relief or compensation and pensions under the Relief and Pensions Act subject to review by, or appeal by the proper person to, the state board where decision on such review or appeal shall be final and conclusive.

The State Board must be notified in writing within ninety (90) days of the occurrence of an accident and a claim filed within one year in order for the State Board to pay any claims that may arise from sickness or injury of a volunteer in the line of duty. The District shall maintain a current copy of Chapter 41.24 RCW at the District Office for review by Trustees and Volunteer Members.

The Pension Plan: (part of the Volunteer Fire Fighters' Relief and Pension Act): The Board of Fire Commissioners have passed a resolution allowing participation in the pension plan. Only active members may participate. Active membership as it relates to the pension plan is determined annually in November based on established participation guidelines. The District will pay the total annual pension fee for all active members who qualify. Individuals who do not qualify based on their activity level may not pay their own retirement fees. The guidelines for determining active membership for pension purposes, as required by WAC 491-03-030, are as follows:

1. The Washington Board of Volunteer Fire Fighters and Reserve Officers requires that all volunteers:
  - a. Attend a minimum of ten percent or twenty hours, of all drills and/or training annually, whichever is less.
  - b. Respond to a minimum of ten percent or twenty-four calls annually, whichever is less; or ninety-six hours of standby time annually.
    1. For the purpose of this section, standby time means time that the volunteer is assigned to be near at hand or ready to respond to emergency calls immediately. A volunteer who merely carries a cellular telephone, pager, or similar device is not considered to be in standby status.
  - c. Meet the requirements to be a qualified member under WAC 491-03-20.
  - d. Be certified as having met the standards by the local Board Chair and by the Fire Chief annually on the Board of Volunteer Fire Fighters and Reserve Officers provided forms.
2. An exemption of up to twelve weeks in a twelve-month period may be granted for:
  - a. A participant's serious health condition;
  - b. A participant to care for a parent, spouse, or minor/dependent child who has a serious health condition;

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c. The birth of and to provide care to a participant's newborn, adopted, or foster child as provided in WAC 357-31-460.

1. For the purpose of this section, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which included any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities).

3. An exemption of up to twenty-six weeks in a twelve-month period may be granted for:

a. A participant who is the spouse, son, daughter, parent, or next of kin of a covered service member who is suffering from a serious health condition incurred in the line of duty. The leave described in this subsection shall only be available during a single twelve-month period.

1. For the purpose of this section, "covered service member" is a member of the armed forces, including the National Coast Guard or reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on a temporary disability retired list for a serious health condition.

4. An exemption of up to one year may be granted for:

a. Injuries covered under chapter 41.24 RCW.

5. Departments granting exemptions shall submit written documentation on the Board of Volunteer Fire Fighters and Reserve Officers provided forms for the state board review.

6. Members joining service after January 1st, or separating from service before December 31st, will have their requirements prorated for the calendar year.

#### 1012.5.2 LENGTH OF SERVICE AWARD PROGRAM

As an additional incentive for active volunteer participation, the District shall sponsor qualifying volunteers in a Length of Service Award Program. This program is in addition to the Volunteer Fire Fighters' Relief and Pension Fund. The program shall compensate volunteers who have attained age sixty-five (65) years with an amount based on the number of qualified service years. The following shall be required to qualify for LOSAP service year credit:

1. Attend a minimum of ten percent or twenty hours, of all drills and/or training annually, whichever is less.

2. Respond to a minimum of ten percent or all calls at the member's assigned station or twenty-four calls annually, whichever is less; or ninety-six hours of standby time annually.

a. For the purpose of this section, standby time means time that the volunteer is assigned to be near at hand and ready to respond to emergency calls immediately. A volunteer who merely carries a cellular telephone, pager, similar device is not considered to be in standby status.

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3. Meet the requirements to be a qualified member under WAC 491-03-020.
4. Be certified as having met the standards by the local Board Chair and by the Fire Chief annually on the Board of Volunteer Fire Fighters and Reserve Officers provided forms.

#### 1012.5.3 DEFERRED COMPENSATION

The District has developed a program for volunteer firefighters and EMT's that will provide an opportunity to save a portion of their reimbursement funds to enhance their retirement. The District will encourage participation in this program by matching the volunteer's contribution. The deferred funds will not be taxed until they are withdrawn by the volunteer. The funds can be withdrawn for special circumstances, by separating from the District or retirement. The volunteer has 12 different investment options and can change these options once per month as allowed by the deferred compensation program.

To participate in the program the volunteer must contribute a minimum of \$360.00 (\$30.00 per month) from their reimbursement check or maximum of 100% of their reimbursement check.. The volunteer can either designate a percentage or a specific dollar amount, just as long as it does not exceed the limits designated annually by Washington Department Retirement Systems Deferred Comp Program.

The District will match the contribution up to a maximum of \$500.00 per year.

Volunteers that already participate in deferred compensation programs that are administered by state DRS are ineligible.

To learn more about deferred compensation look under the Washington State Department of Retirement systems at <http://www.drs.wa.gov/dcp> and click on the desired links.

To enter into the program there will be a need to fill out the appropriate forms. Go to the above website and go to "select an option" drop down box. Select "forms" and you will find the following choices.

1. Participation Agreement
2. Investment Allocation Change Form
3. Fund Transfer Request Form
4. Deferral Change Request Form
5. Beneficiary Designation Form
6. Rollover in Request Form
7. Distribution Request Form
8. Beneficiary/Alternate Payee Request Form
9. Form W4-P
10. Electronic Funds Authorization Form

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Click on the form and print it. Fill out the appropriate forms and submit as directed to the Department of Retirement systems. It would also be helpful if a copy of the forms submitted were provided to the Administrative Assistant in the District administration.

Application to the program should be completed no later than September 15th of each year so that the November distribution of the point's reimbursement checks will not be affected.

Questions regarding the program should be directed to the Administration Assistant, Finance.

## Family and Medical Leave

### 1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; RCW 50A.05.010):

- The birth, adoption, or foster care placement of a child.
- To care for a family member with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Office of the Fire Chief or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

#### 1013.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent). For the Paid Family and Medical Leave (PFML) program, age or dependency status of a child is not a factor and includes a child's spouse (RCW 50A.05.010).

**Family member (under PFML)** -

- A child, grandchild, grandparent, parent, sibling, or spouse, including a state-registered domestic partner of an employee;
- Any individual who regularly resides in the employee's home or whose relationship with the employee creates an expectation that the employee care for the person, and that individual depends on the employee for care;
- Any individual who regularly resides in the employee's home, except for an individual who simply resides in the same home with no expectation that the employee care for the individual (RCW 50A.05.010).

**PFML** - The Washington Paid Family and Medical Leave program (RCW 50A.05.010 et seq.).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

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Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse (under FMLA) - The person with whom an employee has entered into a marriage as defined or recognized by the location in which the marriage was entered into (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122).

#### **1013.2 FMLA-ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA after working for the South Whidbey Fire EMS for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

#### **1013.3 FMLA TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

##### **1013.3.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a family member with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200; RCW 50A.05.010).

For FMLA, if both spouses are employed by the South Whidbey Fire EMS, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113; RCW 50A.05.010):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).

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- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

#### 1013.3.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121; RCW 50A.05.010).

If both parents are employed by the South Whidbey Fire EMS, the combined number of work weeks of FMLA leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

#### 1013.3.3 FMLA-MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

#### 1013.3.4 FMLA-MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of

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duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the South Whidbey Fire EMS, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

#### 1013.3.5 WASHINGTON FAMILY MILITARY LEAVE

During a period of military conflict, an employee who is the spouse (including a state-registered domestic partner) of a member of the military is entitled to a total of 15 days of unpaid leave for each deployment when the military spouse is called to active duty or deployed. The leave is to be used prior to deployment or when the military spouse is on leave from deployment. An employee shall provide his/her supervisor with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, along with supporting documentation if requested (RCW 49.77.030; RCW 50A.15.040).

#### 1013.3.6 FMLA INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of a family member, or to care for a covered service member with a serious injury or illness intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal and state laws (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

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##### **1013.3.7 PREGNANCY DISABILITY LEAVE**

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA/PFML leave. The duration of leave is dependent on the circumstances. The District shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work (RCW 50A.05.010; WAC 162-30-020).

##### **1013.3.8 DOMESTIC VIOLENCE LEAVE**

Eligible employees may take leave if the employee or a member of the employee's family is a victim of domestic violence, stalking, or sexual assault and needs leave for any of the purposes specified in RCW 49.76.030. Reasonable advanced notice of the leave is required except in cases where notice is not feasible, in which case the employee shall provide notice no later than the end of the first day that leave is taken by the employee. Employees shall provide verification supporting the request for leave (RCW 49.76.040).

##### **1013.4 EMPLOYEE BENEFITS WHILE ON FMLA LEAVE**

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

##### **1013.5 SUBSTITUTION OF PAID ACCRUED LEAVES FOR FMLA**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

##### **1013.6 USE OF FMLA/PFML LEAVE**

If an employee takes a leave of absence for any reason that is FMLA/PFML qualifying, the District may designate that non-FMLA/PFML leave as running concurrently with the employee's 12-week FMLA/PFML leave entitlement (RCW 50A.15.110).

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**1013.7 PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA/PFML:

- (a) When a leave is requested for a medical or other FMLA/PFML-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302; RCW 50A.15.030).
- (b) An employee who wishes to take FMLA/PFML must provide his/her supervisor with 30 days' advance notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303; RCW 50A.15.030; WAC 192-600-005 et seq.).
  - 1. When leave is unforeseeable for PFML and the employee is unable to provide notice, written notice may be provided by a responsible party (e.g., spouse, neighbor, coworker) (WAC 192-600-010).
- (c) At the time of the request, the employee must complete a FMLA/PFML request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302; RCW 50A.15.040; WAC 192-610-010).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Office of the Fire Chief and ensure the employee is provided the necessary forms and FMLA/PFML information within five days (29 CFR 825.300; RCW 50A.20.010).

Employees are required to provide medical certification of a qualified health care professional or military documentation if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310; RCW 50A.15.040).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311; RCW 50A.35.010). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312; RCW 50A.35.010).

**1013.8 REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA/PFML within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216; RCW 50A.35.010).

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If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Office of the Fire Chief or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Office of the Fire Chief, will determine whether non-FMLA/PFML leave should apply.

#### **1013.9 RESPONSIBILITY**

Supervisors should work with the Office of the Fire Chief or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Office of the Fire Chief should advise the supervisor and inform members of their rights and responsibilities.

#### **1013.10 RECORDS**

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/PFML and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

#### **1013.11 POLICY**

It is the policy of the South Whidbey Fire EMS to manage leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

#### **1013.12 NOTICE TO EMPLOYEES UNDER FMLA**

The Fire Chief should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

##### **1013.12.1 NOTICE TO EMPLOYEES UNDER PFML**

The Fire Chief should ensure that the provisions of PFML are posted in conspicuous places on the premises where it can be readily seen by all employees (RCW 50A.20.020).

Employees who qualify for PFML benefits who are absent more than seven consecutive days to provide family leave or take medical leave shall be provided with a written statement of the employee's rights under PFML in the appropriate format as prescribed by the Employment Security Department. The statement shall be provided within five business days after the employee's

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seventh consecutive day of absence or within five business days the South Whidbey Fire EMS receives notice of the employee's absence due to family or medical leave (RCW 50A.20.010).

## Overtime

### **1014.1 PURPOSE AND SCOPE**

The purpose of this policy is to identify the use and management of overtime by South Whidbey Fire EMS members and to establish an overtime payment request process.

### **1014.2 POLICY**

It is the policy of South Whidbey Fire/EMS to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

### **1014.3 PROCEDURE**

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime payment shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Members classified as non-exempt by the Fair Labor Standards Act (FLSA ) are not authorized to volunteer work time to the District. Non-exempt members who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off should submit a request for overtime payment as soon as practicable after overtime is worked.

The individual member may request compensatory time in lieu of receiving an overtime payment. However, the member may not exceed the number of hours allowed by the collective bargaining agreement or District rules and regulations.

### **1014.4 OVERTIME PAYMENT REQUESTS**

Members should submit all overtime payment requests to their immediate supervisor for verification and approval. Failure to submit an overtime payment request in a timely manner may result in a denial of compensation.

Supervisors should verify the overtime worked prior to approving the request for payment.

### **1014.5 ACCOUNTING FOR OVERTIME**

Members should record the actual time worked in an overtime status. In some cases, a collective bargaining agreement may stipulate that a minimum number of hours will be paid. In such cases, the supervisor should enter the actual time worked.

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**1014.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR**

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour, as indicated below:

**TIME WORKED INDICATE ON CARD**  
1 to 15 minutes .25 hour  
16 to 30 minutes .50 hour  
31 to 45 minutes .75 hour  
46 to 60 minutes 1 hour

**1014.5.2 VARIATION IN TIME REPORTED**

Where two or more members are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the members, the Duty Chief or other approving supervisor may require each member to include the reason for the variation.

## Conduct and Behavior

### 1015.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

### 1015.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

### 1015.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

### 1015.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language, or gestures and should not express prejudice or discrimination (RCW 49.60.030).

### 1015.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (RCW 49.60.030).

### 1015.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

### 1015.7 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions

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concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

**1015.8 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

**1015.9 SEXUAL ACTIVITY**

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

**1015.10 ILLEGAL GAMBLING**

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

**1015.11 GIFTS AND GRATUITIES**

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under RCW 42.23.070.

**1015.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Section for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

**1015.13 ABUSE OF POSITION**

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

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Members should not authorize the use of their name, photograph, or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

#### **1015.14 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

#### **1015.15 DISQUALIFICATION FROM ACTING ON DISTRICT BUSINESS**

No current District employee shall:

1. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
2. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating;
3. Fail to disqualify himself or herself from acting on any transaction which involves the District and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
4. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which the District may be a party, and fail to disclose such interest to the District Chief, or the Board of Fire Commissioners in the case of the District Chief, prior to the formation of the contract or the time the District enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

#### **1015.16 PROHIBITED CONDUCT AFTER LEAVING DISTRICT EMPLOYMENT**

No former employee shall, during the period of one (1) year after leaving District office or employment:

1. Disclose or use any privileged or proprietary information gained by reason of his/her District employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
2. Assist any person in proceedings involving the District in a matter or matters in which he or she was officially involved, participated or acted in the course of duty;

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3. Represent any person as an advocate in any matter in which the former employee was officially involved while a District employee;
4. Participate as a competitor in any competitive selection process for a District contract in which he or she assisted the District in determining the project or work to be done or the process to be used.
5. The above prohibitions shall not apply to former employees acting on behalf of a governmental agency unless such assistance or representation is adverse to the interest of the District.

# Discriminatory Harassment

## 1016.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

## 1016.2 POLICY

The South Whidbey Fire EMS is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

## 1016.3 DEFINITIONS

Definitions related to this policy include:

### 1016.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

### 1016.3.2 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

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Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 1016.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Washington State Human Rights Commission guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### 1016.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### **1016.4 RESPONSIBILITIES**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the South Whidbey Fire EMS and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Fire Chief, or the Board of Fire Commissioners.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

**1016.4.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

**1016.4.2 SUPERVISOR'S ROLE**

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

**1016.4.3 QUESTIONS OR CLARIFICATION**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Fire Chief, or the Board of Fire Commissioners for further information, direction, or clarification.

**1016.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the South Whidbey Fire EMS that

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all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

##### **1016.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### **1016.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Fire Chief, or the Board of Fire Commissioners.

##### **1016.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

##### **1016.6 NOTIFICATION OF DISPOSITION**

The complainant and/or victim will be notified in writing of the disposition of the investigation and action taken to remedy or address the circumstances giving rise to the complaint.

##### **1016.7 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

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- Approved by the Fire Chief, the Board of Fire Commissioners, or the Fire Chief, depending on the ranks of the involved parties.
- Maintained in accordance with the established records retention schedule.

#### **1016.8 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

## Personnel Complaints

### 1017.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District's Office of the Fire Chief.

### 1017.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 1017.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

#### 1017.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Duty Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the

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designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

**1017.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

**1017.4.1 AVAILABILITY OF COMPLAINT FORMS**

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Duty Chief any suggestions for improvement or changes.

**1017.4.2 SOURCES OF COMPLAINTS**

- (a) Members of the public may make complaints in any form, including in writing, by e-mail, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

**1017.4.3 ACCEPTANCE OF COMPLAINTS**

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

**1017.5 COMPLAINT DOCUMENTATION AND TRACKING**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

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All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

#### **1017.6 DISCIPLINARY INVESTIGATIONS**

All allegations of misconduct will be investigated as follows:

##### **1017.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) District supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Duty Chief, Deputy Chief and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Duty Chief of the accused member, via the chain of command. The Duty Chief will forward a copy of the complaint to the Deputy Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Duty Chief, Deputy Chief or Fire Chief.
- (d) A supervisor investigating any complaint should:
  1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
  2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of noninjury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Office of the Fire Chief and the Duty Chief for direction regarding his/her role in addressing the complaint.

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- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Duty Chief.
- (g) Unresolved citizen complaints shall be forwarded to the Duty Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

#### 1017.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the District:

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
  - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
  - 2. Provide the date, time and place of the interview and the names of all who will be present.
  - 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- (d) An investigator should not interview a member at that person's home without the member's prior permission.
- (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.

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- (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews.
- (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

**1017.6.3 UNIFORM DISCIPLINARY ACT INVESTIGATIONS**

The District will comply with the provisions of the Uniform Disciplinary Act as required for any member who is subject to the Act and under investigation for unprofessional conduct (RCW 18.130.010 et seq.).

**1017.6.4 INVESTIGATION FORMAT**

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

**Introduction** - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a very brief summary of the facts giving rise to the investigation.

**Summary of allegations** - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

**Evidence as to each allegation** - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

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**1017.6.5 ADMINISTRATIVE LEAVE**

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the Office of the Fire Chief in writing of the employee's administrative leave and the cause for the leave.

**1017.7 POST-INVESTIGATION PROCEDURES**

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

**1017.7.1 DEPUTY CHIEF RESPONSIBILITIES**

Upon receipt of any completed personnel investigation, the Deputy Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Deputy Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Deputy Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Deputy Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

**1017.7.2 RESPONSIBILITIES OF THE FIRE CHIEF**

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Deputy Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
  - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.

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2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

**1017.8 PRE-DISCIPLINE MEMBER RESPONSE**

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

**1017.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

**1017.10 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

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##### **1017.11 AT-WILL AND PROBATIONARY MEMBERS**

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

## Disciplinary Actions

### 1018.1 PURPOSE

The purpose of disciplinary actions is to maintain order and accountability within the organization.

### 1018.2 PREAMBLE

At South Whidbey Fire/EMS, our people are our most valuable asset. Guided by our core values of integrity, service, and trust, we are committed to maintaining a positive work environment that fosters growth, accountability, and professionalism.

Disciplinary actions are essential for upholding order and accountability within our organization. However, we firmly believe that these actions must be conducted with fairness, respect, and in alignment with our mission and values. By integrating our core values into our disciplinary policy, we strive to create an atmosphere where every employee feels supported and empowered to deliver the highest level of service to our community.

As we develop and implement disciplinary procedures, it is crucial to remember our overarching mission of service, our unwavering commitment to integrity, and the trust placed in us by our community. The success of our department relies on the dedication and well-being of our employees, and it is through their efforts that we fulfill our duty to protect and serve.

Therefore, we are dedicated to treating every employee with fairness, establishing clear expectations, encouraging open communication, and providing opportunities for growth and improvement. By upholding these principles, we aim to create an environment where our personnel can excel and contribute their utmost to the betterment of our community.

### 1018.3 APPLICATION OF THIS POLICY

This policy applies to the Districts' employees who are not represented by a labor union. For the Districts' employee's who are represented by a labor union, disciplinary actions shall be governed by the terms of the Collective Bargaining Agreement between the District and the Union.

This Policy also does not apply to non-union probationary employees. Probationary employees are employed "at-will". This means the District may terminate the employment of a probationary employee for any reason or for no reason at all (unless otherwise prohibited by applicable law).

### 1018.4 SERIOUS INFRACTIONS

The occurrence of any of the following is sufficient justification for immediate suspension (either with or without pay, as determined appropriate by the District in its discretion and possible termination following investigation. Please note that the list set forth below, is not all inclusive and simply contains illustrative examples:

- (a) Theft, misappropriation or removal of District property or the property of employees, patients or others
- (b) Falsification of an application for employment or any report, time sheet or District record.

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- (c) Soliciting and/or accepting for personal gain, payments, gifts or any item of value for services performed during the regular workday.
- (d) Willful alteration, destruction or waste of District property, facilities, records or equipment, wherever located, or the destruction of another employee's property.
- (e) Bringing alcohol, narcotics or other controlled substances on District property or in District vehicles; reporting to work or being under the influence of alcohol, narcotics or other controlled substances while on working time, or while on District property or in District vehicles.
- (f) Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.
- (g) Serious or repeated disorderly conduct, horseplay or insubordination. Insubordination includes, but is not limited to: neglect of duty, or refusal or failure to obey lawful orders or instruction in the line of duty; public disrespect displayed toward a supervisor in the District while performing work for the District; and abusive language to any supervisor.
- (h) Threatening, intimidating, coercing or interfering with supervisors or other employees.
- (i) Deliberate attempts to injure another employee, or fighting on District property or during working hours.
- (j) Sleeping during working hours, unless authorized.
- (k) Participating in an unauthorized work stoppage or slowdown.
- (l) Recklessness resulting in a serious accident while on duty, whether on District property or while driving a District vehicle.
- (m) Repeated unwelcome sexual advances, requests for sexual favors, and /or other verbal or physical conduct as defined in State and Federal Laws. Sexual harassment includes but is not limited to demands for sexual favors in exchange for employment, retention of job, promotion or other employment benefits. Any other violation of SWFE policy 1018.
- (n) Willful or intentional behavior or remarks based on race, creed, color, national origin, age, sex, marital status, sexual orientation, or the presence of a physical, sensory, or mental disability resulting in discrimination against any employee, customer or member of the general public.
- (o) Willful infraction of any District rule, regulation or policy.
- (p) Any other conduct which the District determines, in it's discretion, is detrimental to the District's operation and mission.

#### **1018.5 DISCIPLINARY PROCEDURES AND ACTIONS, FORMS OF AND PROCEDURES FOR DISCIPLINARY ACTION:**

##### Introduction:

- (a) The degree of disciplinary action administered depends on the severity of the infraction, as determined by the District in it's discretion and will be carried out in accordance with this policy. It is the responsibility of the supervisor to evaluate the

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circumstances and facts which may lead to disciplinary action and to promptly report those facts/circumstances to the Fire Chief.

- (b) Set forth below in this policy section are the descriptions of various types of disciplinary action. The District shall have the discretion to impose the type of discipline it determines is most appropriate, given the facts/circumstances of a particular matter. While the District, in appropriate circumstances, may apply the concept of "progressive discipline" this does not mean the district is obligated to apply the lowest level of discipline in any given situation. To the contrary, "progressive discipline" (when applicable) means that the District will apply the lowest level of discipline which is appropriate under the circumstances. In some cases, this could mean termination of employment even if the District has not previously disciplined the employee.

**1018.5.1 VERBAL WARNING**

Verbal warning: This type of discipline should generally be limited to very minor infractions.

**Procedure**

- (a) Verbal warning should be given to the employees in private, if possible.
- (b) Supervisors should inform the employee that he or she is administering a verbal warning, that the employee is being given an opportunity to correct the condition, and that if the condition is not corrected, the employee may be subject to more severe disciplinary measures. The supervisor shall then reduce the verbal warning to writing, to document its occurrence (and place that documentation in the employee's personnel file and provide the employee a copy).

**1018.5.2 WRITTEN REPRIMAND**

Written Reprimand: A written reprimand may be issued by the supervisor or District Chief in the event the employee disregards a previous verbal warning, or if the District determines, in its discretion, that the severity of the infraction is such it warrants a written reprimand. A written reprimand **REQUIRES** the approval of the District Chief.

**Procedure**

- (a) The supervisor or District Chief will put in writing the nature of the infraction in detail and sign the notice.
- (b) The District Chief will discuss the reprimand with the employee and the immediate supervisor (if applicable) to explain the reason(s) for the reprimand.
- (c) A copy of the written reprimand will be given to the employee when it is issued. The original copy will be placed in the employee's personnel file.

A written reprimand becomes a permanent record of the employee's file.

**1018.5.3 DISCIPLINARY PROBATION**

Disciplinary Probation: An employee may be placed on disciplinary probation. This can occur in the District's discretion, in conjunction with other forms of discipline issued under this policy. The length of disciplinary probation shall also be determined by the District in its discretion. At the end

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of probation, the employee may be returned to regular status, demoted or terminated. Only the District Chief may place an employee on probation for disciplinary reasons.

Procedure

- (a) The District Chief will put in writing the reason(s) for the employee's disciplinary probation.
- (b) The District Chief will discuss the reason for the disciplinary probation with the employee and the immediate supervisor (if applicable) to explain the reason(s) for the action.
- (c) A copy of the foregoing document will be given to the employee at the time of the discussion.
- (d) The original copy will be placed in the employee's personnel file.
- (e) At the end of the probation, the District Chief shall put in writing the result of the probation: return to regular status, continuation of probation, demotion or termination. A copy of the document ending or extending the probation shall be placed in the employee's personnel file.
- (f) In the case of demotion or termination the District Chief shall follow the processes set forth below for those actions.
- (g) Written records of disciplinary probation become a permanent record of the employee's file and may not be removed.

1018.5.4 DEMOTION

Demotion: Demotion may be used where an employee is unable, as determined by the District in its discretion, to satisfactorily perform the responsibilities of their position but is capable of performing in a position of less responsibility and otherwise exhibits the qualities of a good public employee.

Procedure

- (a) A pre-disciplinary hearing is required prior to a demotion for disciplinary reasons. The District shall provide the employee with the basis for the proposed demotion prior to the pre-disciplinary hearing.

In cases that demand immediate action, the District Chief may make an immediate temporary demotion pending the outcome of the pre-disciplinary hearing. The employee shall continue to be compensated at a higher rate until a final determination is made.

- (a) The District Chief shall conduct the pre-disciplinary hearing. After the hearing, the District Chief shall determine whether demotion (or some other disciplinary sanction is appropriate). If the District Chief determines demotion is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent record not subject to removal).

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#### 1018.5.5 SUSPENSION

Suspension: This form of discipline is used for severe infraction of rules or standards (as determined by the District in its discretion), or for continued violation(s) after the employee has received one or more written warnings for misconduct.

- (a) The District shall put in writing the basis for the proposed suspension and the duration recommended. This document shall be provided to the employee prior to the pre-disciplinary hearing.
- (b) A pre-disciplinary hearing will be held with the employee to make certain that the employee is fully aware of the reasons for the proposed suspension and has an opportunity to respond and supply additional information. After the hearing, the District Chief shall determine whether suspension (or some other disciplinary sanction is appropriate). If the District Chief determines suspension is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall be placed in the employee's personnel file as a permanent record not subject to removal).
- (c) Exempt personnel are not subject to unpaid disciplinary suspensions except in increments of a full work week(s) unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

#### 1018.5.6 TERMINATION

Termination: All District employees serve at the pleasure of the District Chief. Subject to any applicable State or Federal Laws, or specific provisions in employment contracts, the District Chief may discharge any employee at any time with or without cause. Removal from employment should normally follow verbal and /or written warnings previously given and made a part of the employee's personnel file.

- (a) A pre-disciplinary hearing will be held with the employee to make certain that the employee is fully aware of the reason(s) for the proposed termination and has an opportunity to respond and supply additional information. The District shall provide the employee with the basis for the proposed termination prior to the pre-disciplinary hearing.
- (b) After the pre-disciplinary hearing, the District Chief shall determine whether termination (or some other disciplinary sanction is appropriate). If the District Chief determines termination is appropriate, he/she shall document the basis for his/her decision in writing and provide the employee with a copy of the document (which shall then be placed in the employee's personnel file as a permanent record not subject to removal).

#### 1018.6 PRE-DISCIPLINARY HEARING

Pre-disciplinary Hearing: The District Chief will provide for and arrange a pre-disciplinary hearing prior to demotion, suspension or termination of a regular (i.e. non-probationary) employee.

- (a) The pre-disciplinary hearing shall be attended by the District Chief and another officer as witness (along with anyone else the District determines, in its discretion, is appropriate).

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- (b) Prior to the pre-disciplinary hearing, the employee shall remain available for contact and shall be notified of the time, date, and place of the pre-disciplinary hearing no less than 48 hours in advance.
- (c) If the employee in question is not available for contact or chooses not to attend the pre-disciplinary hearing, then the District Chief shall make his/her final decision based upon the information available.
- (d) The employee in question will be provided, in writing, with a notice of infraction and an explanation of the reason(s) for the disciplinary action no less than 48 hours prior to the pre-disciplinary hearing. The employee will be given an opportunity to respond verbally or in writing, as to why the proposed disciplinary action should not be taken or should otherwise be modified.
- (e) The District's explanation of the reasons for the proposed disciplinary action will be sufficient to apprise the employee of the basis for the proposed action. Provided, however, this shall not limit the District at subsequent hearings (of any type) from presenting a more detailed and complete case including presentation of additional witnesses, documents, etc.
- (f) The employee may have legal counsel or other representation present at a pre-disciplinary hearing.
- (g) Should it be determined that the disciplinary action is necessary following the pre-disciplinary hearing, written notice of discipline will be given to the employee. Such notices are to include the alleged infraction and a general statement of the reason(s) for the action, and become a part of the employee's personnel file.

## Grievance Procedure

### 1019.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

#### 1019.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

### 1019.2 POLICY

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district is to promote free verbal communication between members and supervisors.

### 1019.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

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Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

**1019.4 PROCEDURE**

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

**1019.4.1 COMMUNICATING GRIEVANCES**

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Office of the Fire Chief without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

**1019.4.2 GRIEVANCE RECEIPT**

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Office of the Fire Chief are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

**1019.4.3 RESOLVING GRIEVANCES**

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.

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- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Duty Chief.
- (c) If a successful resolution is not found with the Duty Chief, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
  - 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
    - (a) The basis for the grievance
    - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the grievance in writing. The Fire Chief and the District executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District executive is considered final.

## **1019.5 RESPONSIBILITIES**

### **1019.5.1 MEMBER RESPONSIBILITIES**

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Office of the Fire Chief.

### **1019.5.2 SUPERVISORS**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member

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has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Deputy Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

**1019.5.3 COMMAND STAFF**

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

**1019.6 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

**1019.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Fire Chief.

**1019.8 GRIEVANCE AUDITS**

The Deputy Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Deputy Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

## Outside Employment

### 1020.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any South Whidbey Fire/EMS paid members considering outside employment.

### 1020.2 POLICY

It is the policy of this District to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the District.

Paid members shall not represent the District while performing outside employment.

### 1020.3 PROCEDURE

No paid member shall be employed or self-employed in any manner outside of District employment without prior written authorization from the Fire Chief.

Any paid member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable the Fire Chief to determine whether to approve the request. At a minimum the request should include the number of hours, types of duties and the physical demands of the proposed employment.

#### 1020.3.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for outside employment, the District may request that a member provide his/her personal financial records for review/audit if the District has reason to believe a conflict of interest exists. Failure of the member to provide the requested personal financial records could result in denial of the outside employment approval.

If, after approving a request for outside employment, the District has reason to believe that a conflict of interest exists based on a financial reason, the District may request that the member provide his/her personal financial records for review/audit. If the member does not provide the requested records, his/her outside employment approval may be revoked.

### 1020.4 PROHIBITED OUTSIDE EMPLOYMENT

The Fire Chief, at his/her discretion, may deny any outside employment request submitted by a paid member seeking to engage in any activity which:

- (a) Involves the paid member's use of District time, facilities, equipment or supplies, or the use of the District badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the paid member's receipt or acceptance of any money or other consideration from anyone other than this District for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this District.

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- (c) Involves the performance of an act in other than the paid member's capacity as a member of this District that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this District.
- (d) Involves time demands that would render performance of the paid member's duties for the District less efficient.
- (e) Involves time demands that would affect the paid member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f) Involves employment with an individual or organization that does business with the District.
- (g) Would otherwise compromise the ability of the District to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the paid member's employment with the District.

**1020.5 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT**

Any outside employment approval may be withdrawn under the following circumstances:

- (a) Should a paid member's performance at the District decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire Chief may, at his/her discretion, withdraw approval for any outside employment.
- (b) Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- (c) If, at any time a paid member's conduct or outside employment conflicts with the provisions of District policy, the approval for outside employment may be withdrawn.
- (d) When a paid member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the paid member has returned to full-duty status for any of the following reasons:
  - 1. The outside employment is medically detrimental to the total recovery of the disabled paid member, as indicated by the District's medical advisers.
  - 2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.
  - 3. The paid member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

**1020.6 APPEALS**

If a paid member's outside employment request is denied or withdrawn, the paid member should be informed of the action and reason in writing.

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The paid member may file a written notice of appeal to the Fire Chief within 10 days of the date of the written denial or withdrawal.

If the paid member's appeal is denied, the paid member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement, if applicable.

**1020.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS**

If a paid member terminates his/her outside employment, the paid member should promptly submit written notification of such termination to the Fire Chief. Any subsequent request for renewal or continued outside employment should be processed and approved through normal procedures set forth in this policy.

Paid members should also promptly submit in writing to the Fire Chief any material changes in outside employment, including any change in the number of hours, types of duties or demands of any approved outside employment. Paid members who are uncertain whether a change in outside employment is material should report the change.

Paid members, who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury, should inform their immediate supervisor in writing as soon as practicable regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

**1020.8 PROHIBITED USE OF DISTRICT RESOURCES**

All members are prohibited from using any District equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this District or other agencies through the member's position with this District.

## Personal Projects On-Duty

### 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

### 1021.2 POLICY

It is the policy of South Whidbey Fire/EMS to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Members assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Duty Officer may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All District policies must be followed while engaged in the personal project.

### 1021.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has no personal, career-related or promotional value.
- (c) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

## Personnel Records

### 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance, retention of, and access to personnel files in accordance with established law.

#### 1022.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 1022.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the Office of the Fire Chief as a permanent record of a member's employment with the District.

Section file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

### 1022.2 POLICY

It is the policy of the District to maintain the confidentiality of its members' personnel information.

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**1022.3 REQUESTS FOR DISCLOSURE**

All records kept by Washington State public agencies are considered public unless they are covered by specific disclosure statutes (RCW 42.56.070).

Private personnel records that are exempt from public disclosure include but are not limited to:

- (a) Applications for public employment.
- (b) Residential addresses, personal electronic mail addresses, and telephone numbers.
- (c) Performance evaluations which do not discuss specific instances of misconduct.
- (d) Medical information (RCW 70.02.005 et seq.).
- (e) Industrial insurance (workers' compensation), claim files and records (RCW 51.28.070).
- (f) Employee identification numbers.
- (g) Taxpayer information, such as tax withholding data (RCW 42.56.230).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated district official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated district official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Board of Fire Commissioners, District Counsel, or attorneys or representatives of the District in connection with official business.

**1022.3.1 NOTICE TO MEMBER**

Upon receipt of a request for information located exclusively in a member's personnel records, the Public Records Officer is responsible for providing notice to the member, the union representing the member, and to the requestor, that includes the following information (RCW 42.56.250):

- (a) The date of the request
- (b) The nature of the requested record relating to the member
- (c) That information in the record will be released if not exempt from disclosure at least 10 days from the date the notice is made

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- (d) That the member may seek to enjoin release of the records under RCW 42.56.540 (court protection of public records)

**1022.4 RELEASE OF CONFIDENTIAL INFORMATION**

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

**1022.5 MEMBER ACCESS TO OWN FILE**

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (RCW 49.12.240; RCW 49.12.250).

A member may annually request that all information contained in his/her personnel file subject to disclosure be reviewed by the District for any irrelevant or erroneous information. Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed. If the member disagrees with the explanation, the member may submit a written statement containing a rebuttal or the correction and have it placed in his/her personnel file (RCW 49.12.250(2)).

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.
- Records of an employee relating to the investigation of a possible criminal offense (RCW 49.12.260).
- Records of an employee compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 49.12.260).

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# Recognition, Commendations, and Meritorious Service

## 1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for recognition of personnel, reporting and collecting reports of exceptional public service and for the evaluation and process for District awards.

## 1023.2 POLICY

It is the goal of South Whidbey Fire/EMS to recognize members through an awards system for participation and for exceptional performance.

The District recognizes the importance of retaining well trained, experienced volunteers and career personnel, establishing and maintaining a high level of employee morale, and recognition and rewarding of the hours of service that members provide to the District and community. The Board of Fire Commissioners believe that it is reasonable to expend District funds to provide recognition for services rendered to the District in the expectation that such an activity will reduce personnel turnover. The retention of trained and experienced personnel will help to reduce the expenditure of District funds to provide for the training and equipping of new personnel. It is also recognized by the Board of Fire Commissioners that firefighter/EMT recognition banquets have become a common practice in the area.

It is the policy of the District to budget for and expend District funds to sponsor one or more personnel recognition banquets or events for volunteers, employees, their spouses, family members or companions. The funds authorized for banquets and events may be used to provide food, non-alcoholic beverages, plaques, coffee, trophies, citations, or certificates as deemed appropriate by the Board of Fire Commissioners. Furthermore, the Board of Fire Commissioners recognize the importance to the District in recognizing those who retire from the District with years of service to the District and community. Retirees may be recognized during a special event near their retirement date, but in all cases those members with a minimum of 10 years of service will be invited to attend the Annual Awards Banquet immediately following their retirement. The funds authorized for banquets and events shall not exceed the reasonable sum established in the budget and no cash awards shall be distributed to a volunteer or paid employee. The cost of the recognition banquet or event constitutes a part of the annual budgeted funds allocated for reimbursement and incentive compensation for the District personnel and shall be based on a cost per volunteer, employee and commissioner.

According to the State Auditor's Office, recognition and banquets for employees performing above and beyond for the district are acceptable if the recognition item is de minimus and funds are only to be used on District employees.

In accordance with Internal Revenue Code section 132(a)(4), de minimus items are those that do not exceed a value of \$100.00 and are given only to employees.

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Award items shall not exceed a single item value of \$100.00.

Food purchases shall be made only for employees.

Family members who attend are required to pay for their meals.

**1023.3 AWARDS COMMITTEE**

The Chief shall form an Awards Committee to manage the selection process of members nominated for awards. The committee shall consist of five members including one Chief Officer, and volunteer and paid line staff shall be represented.

It shall be the responsibility of the Awards Committee to gather all nominations for awards, review all nominee's actions or accomplishments are in line with the award, determine which nominee that award shall go to, and make a recommendation to the Chief for approval. Each nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information. Each report and nomination should be evaluated on its own merit.

**1023.4 SPECIAL AWARD PROCEDURES**

Community and District members may report acts of exceptional public service through any District supervisor. Awards, such as Medals, Ribbons, Commendations, or Citations, may be presented to members for actions, achievements, or accomplishments, on or off duty, that reflect positively on that member and South Whidbey Fire/EMS. Length of Service Awards shall be presented to acknowledge members' on-going service to the community and department.

**1023.4.1 TYPES OF AWARDS**

Awards offered by South Whidbey Fire/EMS are intended to make a strong, positive statement about the member and his/her actions.

Medals listed herein constitute the highest form of recognition awarded to District members. Medals reflect exemplary achievement by members, above and beyond the call of normal duty, and as such, may not be awarded each year. District awards include, but are not limited to, the following:

- (a) Medal of Valor
- (b) Distinguished Service Medal
- (c) Life Saver Medal
- (d) Carl Simmons Award - District Officer of the Year
- (e) District Firefighter of the Year
- (f) District EMT of the Year
- (g) District Rookie of the Year
- (h) Unit Citation

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- (i) Community Service Citation
- (j) Length of Service Certificates and Pins
- (k) Letters of Merit/Citations/Certificates
- (l) Chief's Challenge Coins
  - Unit Citation
  - Community Service Citation

**1023.4.2 SUBMITTING AWARD NOMINATIONS**

Any member may report, in writing, to any supervisor, the exemplary performance of another member. Supervisors shall recognize exceptional performance by personnel under their supervision.

Any member of the public may submit a nomination by completing an Award Nomination Form, available on the District website and at the District headquarters during normal business hours, and submitting it to the Fire Chief. The nominations process shall be as follows:

- (a) All nominations must be submitted in a timely fashion, on a nomination form or via email, and must include a detailed and accurate account of the circumstances surrounding the act or incident.
  - 1. Recommendations by the Chief:
    - (a) Carl Simmons Award
  - 2. Recommendations by the Chief Officers:
    - (a) District Rookie of the Year
  - 3. Recommendations by the Awards Committee:
    - (a) Medal of Valor
    - (b) Distinguished Service Medal
    - (c) Life Saver Medal
    - (d) District Firefighter of the Year
    - (e) District EMT of the Year
    - (f) Community Service Citation
    - (g) Letters of Merit
    - (h) Unit Citation
  - 4. Recommendations by any Captain, Chief Officer, or Incident Commander:
    - (a) Unit Citation
  - 5. Recommendations by the Records Manager:
    - (a) Length of Service Awards

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2. The nomination will be forwarded through the chain of command to the Fire Chief accompanied by any comments or additional facts.

3. After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and a recommendation for approval made back to the Fire Chief. During deliberations of nominees for medals, the Awards Committee shall have discretion to consider the level of appropriate award.

4. Once approved by the Fire Chief, the list of awardees shall be forwarded to the assigned person for award preparation.

#### 1023.4.3 AWARD CRITERIA AND PRESENTATION

Awards shall be based upon the following criteria, and shall be awarded as listed:

##### Medal of Valor

The Medal of Valor is awarded to a member who, in the line of duty and under hazardous conditions, is confronted with imminent personal risk, but with due regard of the risk, performs an act of selflessness and heroism. The Medal of Valor shall be recommended by the Awards Committee, and awarded by the Fire Chief and the Board of Fire Commissioners at a special ceremony specifically for that purpose.

##### Distinguished Service Medal

The Distinguished Service Medal is awarded to a member who performs a highly unusual act of distinction under adverse conditions in the performance of duty. The Distinguished Service Medal shall be recommended by the Awards Committee, and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

##### Life Saver Medal

The Life Saver Medal is awarded to a member who, by their direct actions, saves the life of another person. The Life Saver Medal shall be recommended by the Awards Committee and awarded by the Fire Chief and Board of Fire Commissioners at the Annual Awards Banquet.

##### Carl Simmons Award - District Officer of the Year

The Carl Simmons Award is awarded to the Officer who performs his/her duty to the highest level of service and promotes excellence within the department in integrity with the District Vision, Mission, and Values. The Carl Simmons Award shall be chosen by the Fire Chief for both paid and volunteer Officers and awarded by the Fire Chief and Chair of the Board of Fire Commissioners at the Annual Awards Banquet.

##### District Firefighter of the Year

The District Firefighter of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and Values. The District Firefighter of

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the Year shall be recommended by the Awards Committee and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

##### District EMT of the Year

The District EMT of the Year is awarded to the member who performs his/her duty throughout the year in an excellent manner, promotes teamwork, respects the chain of command, is tactically skilled, and is in integrity with the District Vision, Mission and Values. The District EMT of the Year shall be recommended by the Awards Committee and awarded by the Division Chief, EMS at the Annual Awards Banquet.

##### District Rookie of the Year

The District Rookie of the Year is awarded to the probationary firefighter or EMT that excels throughout his/her probationary period. The District Rookie of the Year shall be recommended by the Chiefs and awarded by the Deputy Chief, Operations at the Annual Awards Banquet.

##### Station Firefighter of the Year

The Station Firefighter of the Year is awarded to the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station Firefighter of the Year shall be recommended by the Station Officers and awarded by the Captain at the Annual Awards Banquet.

##### Station EMT of the Year

The Station EMT of the Year is awarded to the member that performs his/her duty in a manner that promotes teamwork, respects the chain of command, is tactically skilled and reflects highly on the Station. The Station EMT of the Year shall be recommended by the Station Officers, and awarded by the Captain at the Annual Awards Banquet.

##### Unit Citation

The Unit Citation is awarded to any group of members who, in the performance of the collective duty, do so in an excellent manner. The Unit Citation shall be recommended by any Captain, Chief Officer, or Incident Commander, and awarded by the recommending Officer at the next All District Meeting.

##### Community Service Citation

A Community Service Citation is awarded to a community member who performs a high level of service to the district. A Community Service Citation may be recommended by any member and awarded by the Fire Chief at the next All District Meeting.

##### Length of Service Awards

Length of Service Awards are based on a member's time in service with the District. Members are recognized in five year increments, beginning with five years of service. Length of Service Awards are recommended by the Records Manager and awarded by the Chief Officers at the Annual Awards Banquet.

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##### Letters of Merit/Citations/Certificates

Letters of Merit/Citations/Certificates are awarded to members whose actions are worthy of recognition. Letters of Merit/Citations/Certificates may be recommended by any member and awarded by any Chief Officer or the member's direct supervisor.

##### Chief's Coins

Chief's Coins may be awarded to any member whose outstanding actions are in integrity with the District Vision, Mission, and Values. Chief's Coins are awarded by the Fire Chief at his/her discretion.

#### **1023.5 AWARDS**

## Wellness and Fitness Program

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

#### 1024.1.1 POLICY

It is the policy of South Whidbey Fire/EMS that the wellness and fitness of its members are an organizational priority. The International Association of Fire Fighters (IAFF) and International Association of Fire Chiefs (IAFC) "Fire Service Joint Labor Management Wellness-Fitness Initiative (WFI)" should serve as a best practice model program for members.

### 1024.2 PROGRAM COMPONENTS

#### 1024.2.1 MEDICAL EXAMINATIONS

All members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray (initial baseline with repeat every five years or as required)
- Cancer screening

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##### 1024.2.2 FITNESS EVALUATIONS

All members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional or best practice standard) and testing to evaluate the components determined by the questionnaire to gauge the member at risk of injury .

##### 1024.2.3 IMMUNIZATION AND DISEASE SCREENING

All members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Polio
- Influenza
- H1N1
- HIV (optional)

##### 1024.2.4 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of the member's duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

##### 1024.2.5 PEER FITNESS TRAINERS

Volunteers should be solicited to serve as peer fitness trainers (PFTs ). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

## Physical Fitness

### 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members with on-duty physical fitness guidelines. The District provides on-duty time for member physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### 1025.2 POLICY

It is the policy of the South Whidbey Fire EMS to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- (a) Meet the physical demands required on emergency responses.
- (b) Reduce the risk of member injury or illness.
- (c) Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

### 1025.3 PROCEDURE

The time, location and duration of company physical fitness activities for firefighters and EMTs are at the discretion of the Duty Officer and the company officer. The time, location and duration of physical fitness for administrative staff are at the discretion of the Fire Chief. In all cases, the location for physical fitness must be approved arrangements for coverage, be consistent with this policy and not result in a response delay.

All members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

- (a) Station physical fitness equipment
  1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

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- (b) Fitness club membership
  1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the District's discretion, with fitness club memberships for on-duty physical fitness activities.

**1025.4 PHYSICAL FITNESS GUIDELINES**

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of their duties. Activities may include, but are not limited to, the following:

- (a) Stretching
- (b) Running, jogging, walking or rowing
- (c) Weight training (with spotter present)
- (d) Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- (e) Core strengthening
- (f) Firefighter/EMT specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- (g) Physical fitness activities as recommended by the District's Wellness and Fitness Program Policy and/or qualified peer fitness trainers (PFTs)
- (h) Member participation in competitive or contact sports is not recommended while on-duty.

**1025.5 INJURY PREVENTION**

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:
  1. Insufficient warm-up
  2. Poor core stabilization
  3. Exceeding physical capabilities
  4. Improper equipment use
  5. Defective equipment
  6. Lack of proper instruction
- (b) Members who are participating in physical fitness activities are expected to:
  1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.

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2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
3. Maintain realistic goals and limits for physical fitness routines.
4. Develop an understanding of how to use fitness equipment properly and safely.
5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it if necessary.
6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

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# Critical Incident Stress Management

## 1026.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Management Program. South Whidbey Fire/EMS recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma. Furthermore, South Whidbey Fire/EMS is concerned about the long term mental health of members and will use its resources to guide members to appropriate providers to assist them with critical incident stress management.

### 1026.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

## 1026.2 POLICY

It is the policy of the South Whidbey Fire EMS to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

## 1026.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who are representative of all levels of district personnel. The district's safety and health officer serves as the committee chairperson.

State, local and peer organizations provide CISD programs and teams. These resources can prove beneficial and reduce costs.

Functions of the committee include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.

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- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.
- Coordinating and following-up on requests for CISD.

#### **1026.4 CISD COMPONENTS**

The CISD Program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor/Management Wellness and Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

##### **1026.4.1 ACTIVATION**

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents.

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

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Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support or professional help as needed, on an individual basis.

**1026.4.2 CISD PROVIDERS**

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
  - 4. Assist in the selection of new peer support personnel.
  - 5. Provide guidance to peer support personnel.
  - 6. Assist in training peer support personnel and with continuing education.
  - 7. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.
  - 3. Providing support and basic education to members and their families.
  - 4. Serving as a CISD provider with mental health professionals.
  - 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD Program as peer support personnel should have the following qualities:
  - 1. Good negotiating skills
  - 2. Ability to communicate effectively
  - 3. The respect and trust of peers

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4. Ability to maintain confidentiality
5. Ability to adhere to established limits and criteria
6. Ability to learn about the psycho-social process
7. Good listening skills
8. Good rapport with fellow emergency workers
9. Sensitivity to the problems of others
10. Be an emergency service provider or a member of a related service
11. Experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

**1026.5 DEBRIEFING**

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

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Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

#### **1026.6 ATTENDANCE**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

#### **1026.7 ROTATION OF PERSONNEL**

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their company officer or Duty Chief for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Duty Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

#### **1026.8 CONFIDENTIALITY**

The District considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

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The only exceptions to confidentiality should be when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

**1026.9 RECORD-KEEPING**

Following a CISD intervention, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

## Workplace Violence

### 1027.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

### 1027.2 POLICY

It is the policy of the South Whidbey Fire EMS to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 1027.3 DEFINITIONS

Definitions related to this policy include:

Violent behavior - Any violent or threatening behavior, whether physical, verbal or any written communication, including electronic or radio messaging, that includes, but is not limited to:

- Violence, such as homicide, assault, battery and rape.
- Threats of violence, such as intimidation, coercion and harassment.
- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted manner.
- Possession, use or threat of use of a gun, knife or other weapon of any kind on District property. This includes parking lots, other exterior premises, District vehicles or any time members are engaged in work activities for the District in other locations, unless possession or use of the object is a requirement of the job.
- Threatening bodily harm or any other action or conduct that implies the threat of bodily harm.

Workplace - Any building, facility, vehicle, emergency response scene or location in which employees conduct District business.

Member - Any paid employee or volunteer.

Employee - Any person in the paid employ of the District in any regular, part-time, temporary or contract position, including paid reserves, extra-help positions and paid staff/management interns.

Volunteer - A volunteer in an unpaid position providing services to the District, such as fire explorers, unpaid interns and chaplains.

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Weapon - Firearms, chemical sprays, clubs, batons, knives or any other implement capable of inflicting bodily harm if it is used as a weapon or displayed in such a manner as to cause harm or threaten a person with harm.

**1027.4 PROHIBITED BEHAVIOR**

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- (a) Permitted by district policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

**1027.5 REPORTING AND INVESTIGATING**

**1027.5.1 MEMBER RESPONSIBILITY**

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

**1027.5.2 SUPERVISOR, MANAGER, DUTY CHIEF, AND DEPUTY CHIEF RESPONSIBILITIES**

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

**1027.5.3 INVESTIGATION**

The Fire Chief's Office will promptly, impartially and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

**1027.5.4 REPORTING NON-WORK RELATED THREATENING OR VIOLENT BEHAVIOR**

District members who are victims of domestic or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisor.

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Supervisors receiving any such report shall contact the Fire Chief's Office as soon as practicable so that any appropriate safety measures or plans may be developed.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

**1027.6 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

**1027.7 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Fire Chief. The District needs this information in order to provide a safe workplace.

**1027.8 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable memorandum of understanding before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

**1027.9 LEGAL ACTION**

The district's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

**1027.10 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

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- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the employee assistance program.
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

#### **1027.11 WORKPLACE VIOLENCE PREVENTION**

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

## Smoking and Tobacco Use

### 1028.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in South Whidbey Fire EMS facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes but is not limited to any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches, and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

### 1028.2 POLICY

The South Whidbey Fire EMS recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the District and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all district facilities, buildings, and vehicles, and as further outlined in this policy.

### 1028.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the South Whidbey Fire EMS.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside District facilities and vehicles.

### 1028.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of a main entrance, exit, or operable window of any public building, including any district facility (WAC 296-800-24005).

Smoking and the use of other tobacco products is prohibited by any individual on district property, or vehicles or fire apparatus. The District will be published and maintained as a smoke-free workplace (RCW 70.160.030).

## Drug- and Alcohol-Free Workplace

### 1029.1 PURPOSE AND SCOPE

The South Whidbey Fire EMS prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere (41 USC § 8103).

### 1029.2 POLICY

It is the policy of the South Whidbey Fire EMS to provide a drug- and alcohol-free workplace for all members.

### 1029.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public. Such use shall not be tolerated.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1029.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

#### 1029.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action (RCW 69.51A.060)

### 1029.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

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Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

**1029.5 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

**1029.6 EMPLOYEE ASSISTANCE PROGRAM**

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Office of the Fire Chief, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

**1029.7 CONFIDENTIALITY**

The District recognizes the need for confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

**1029.8 WORK RESTRICTIONS**

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Duty Chief/Deputy Chief respond to the location of the impaired member. The Duty Chief/Deputy Chief shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

**1029.9 REQUESTING SCREENING TESTS**

A supervisor or Duty Chief/Deputy Chief may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Duty Chief/Deputy Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.

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- (b) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.

#### 1029.9.1 BATTALION\_CHIEF RESPONSIBILITY

The Duty Chief/Deputy Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### 1029.9.2 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

## Personal Appearance Standards

### 1030.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the district's ability to address any other grooming or personal appearance deemed improper for members of the District.

### 1030.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

#### 1030.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Office of the Fire Chief.

#### 1030.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

#### 1030.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

#### 1030.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

#### 1030.2.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin or near the bottom lip is prohibited.

#### 1030.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

#### 1030.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

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##### **1030.2.8 FINGERNAILS**

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

##### **1030.2.9 JEWELRY AND ACCESSORIES**

Except for a single stud pierced earring worn in the lobe of each ear, no jewelry or personal ornaments shall be worn by members on-duty on so as to be visible on their body, or any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.

It is recommended that members refrain from wearing rings while assigned to suppression.

It is recommended that members refrain from wearing stud ear rings while on duty due to the potential for penetrating injury.

##### **1030.3 TATTOOS**

Tattoos on the arms below the elbow shall be approved by the Fire Chief in order to be visible while on-duty. Any tattoo, brand or mutilation on the head, neck, scalp, face or hand must be covered by way of a uniform, business attire or neutral-colored skin patch while on-duty. Tattoos, brands or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include, but are not limited to, marks that exhibit or advocate discrimination; marks that promote or expresses gang, supremacist or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts or other obscene material.

##### **1030.4 BODY PIERCING OR ALTERATION**

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

##### **1030.5 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of district members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to

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ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied. Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

## Uniform Regulations

### 1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

### 1031.2 POLICY

It is the policy of South Whidbey Fire/EMS that members shall wear the proper uniform at all times when on-duty or engaged in District-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede District regulations regarding the use of any personal protective equipment (PPE).

### 1031.3 STANDARD WORK UNIFORM

The standard work uniform for captains, engineers, firefighters and EMTs shall consist of a Class C uniform, or a Class B uniform used at the discretion of the company officer or as directed by a Chief Officer. The standard work uniform for Chief Officers shall be a Class B uniform.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Chief Officers shall wear appropriate rank insignia on the standard work uniform. Company Officers shall wear rank identification while in Class B uniform.

#### 1031.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets are not fire resistive and shall not be worn underneath PPE.
- Officers shall wear appropriate rank identification on any uniform jacket.

#### 1031.3.2 T-SHIRTS

Official District on-duty t-shirts may be worn:

- As the on-duty Class C uniform.
- Under the standard work uniform shirt.
- Uncovered and tucked into the trousers, at the company officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.

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- District-issued long-sleeve or short-sleeved t-shirts shall be worn as a layering component under wildland PPE.

#### 1031.3.3 BASEBALL CAPS

Official district on-duty baseball caps may be worn, at the discretion of the company officer, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

#### 1031.4 PHYSICAL FITNESS UNIFORM

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items should not be worn under PPE because those fabrics may melt.

#### 1031.5 CLASS A DRESS UNIFORMS

Class A uniforms shall be worn as directed by the Fire Chief and when attending the following types of events:

- Funerals and memorials
- Formal District functions, such as graduations and badge ceremonies
- Formal functions as identified by the Fire Chief.

#### 1031.6 UNIFORM MAINTENANCE

- Uniforms shall be clean, neat, in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

#### 1031.7 UNIFORM CLASSIFICATIONS

##### 1031.7.1 CLASS A

Class A uniform shall be in accordance with the standardized uniform and recommended by the Washington State Association of Fire Chiefs.

1. Coat – Black double-breasted, navy style with fire department buttons (Chief Officers - gold and Line Personnel – silver).

a. Collar Insignias – Worn by Chief Officers and company officers. Worn on the collar of the coat only, 5/8 inch in diameter, and bugles only, no backing

Chief Officers - Gold.

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Company Officers - Silver

b. Sleeve Markings – The Class A coat shall have sleeve markings indicative of rank. Both arm sleeves to have stripes encircling entire sleeve. Bottom of first stripe to be 2½ inches, beginning from cuff. Stripes shall be gold and ½ inch and have ¼ inch separation between stripes.

Chief Officer

5 Bugles (5) Stripes -gold

4 Bugles (4) Stripes - gold

3 Bugles (3) Stripes - gold

2 Bugles (2) Stripes - gold

Line Officer

Captain (2) stripes - silver

Lieutenant (1) stripe - silver

Firefighter/EMT (1) stripe - Blue

c. Service Markings – The Maltese cross shall represent five years of active service and shall be the same color as the sleeve markings. Crosses shall be in a row horizontally and be ½ inch above the stripes. Crosses are to be worn on the right sleeve only.

d. Name Tag – To be worn on uniform coat, centered over the right side of chest. Same metal color as badge. All lettering shall be black, identifying the name only.

e. Badge – To be worn on left breast in badge holder of coat only.

f. District Patch – To be centrally located on both sleeves of the coat, with the top of patch to be ¾ inch below the shoulder seam.

2. Pants – Black same material as coat.

a. Belt – Black in color, minimum width 1 inch, maximum width 1 1/2 inch.

b. Socks - Black in color.

c. Shoes - Black in color, plain toe dress style.

3. Shirt – White long sleeved shirt without markings.

a. Tie - Black in color.

4. Hat – Black visor, with a black border around base of hat and front hat badge indicative of rank.

a. Chief Officers - white top and gold chin strap

b. Line Personnel - Black top and silver chin strap.

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### *Uniform Regulations*

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#### 1031.7.2 CLASS B

Class B uniforms shall be issued to all career staff and active volunteer members. The Class B uniform is considered semi-formal attire and as such is appropriate for most fire district functions.

1. Shirts - Shirts may be long or short sleeved in the following colors based on rank:

Chief Officers (White)

Line Personnel (Dark blue).

a. Department Patch - The official fire district patch shall be displayed on the left shoulder. On the right shoulder may be the state EMT patch.

b. Badge - The issued badge shall be worn above the left pocket.

c. Name Patch - An embroidered name patch on fabric the same color as the shirt shall be sewn above the right pocket. The name patch shall include the last name (first initial to be used with common names). Lettering on name patches to be as follows:

Chief Officers (Gold, on white),

Line personnel (White, on dark blue).

d. Adornments - A U.S. flag pin may be displayed to the right shoulder side of the name patch and the official district "years of service" pin may be worn to the button line side of the name patch. Officers (lieutenant and above) shall wear a rank insignia pin on each collar. **NO OTHER PINS, PATCHES OR ADORNMENTS OF ANY KIND MAY BE ADDED TO THE CLASS B UNIFORM.** Black tie is optional.

2. Sweater/Sweatshirt - A uniform sweater/sweatshirt may be worn over the Class B shirt as part of the Class B uniform. Class B sweaters shall be black, V-neck, commando style with the district shoulder patch and badge for Chief Officers. The uniform sweater is not to be worn without the Class B shirt with collars showing. Tie is optional. Department issued sweatshirts shall be grey.

3. Pants - shall be dark or navy blue with a black belt. (Chief Officer shall wear black pants.)

4. Shoes - shall be black with black socks. (Black sport shoes or boots are acceptable)

5. Hats - are optional outdoor wear. Class B hats are to be navy blue/black baseball type with an official fire district logo. Hats, if worn, shall have the bill facing forward and be square on the wearer's head. Hats used with Class B uniforms shall not sport additional pins, patches or other adornments.

6. Jackets - Shall be Department issued, navy, all weather jacket, with a district patch on the left shoulder, and name patch above the right breast.

#### 1031.7.3 CLASS C

Class C uniforms shall be issued to all career staff and volunteer members. The Class C uniform is considered the duty uniform and shall be the minimum uniform work while on duty. Included in the category are cotton T-shirts, cotton sweat shirts, foul weather jackets, hats, and cargo shorts.

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#### *Uniform Regulations*

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1. Shirts - shall be department issued short or long sleeved, grey in color, with the official patch over the left breast and department name on the back. Class C shirts for chief officers may be white or grey at the discretion of the officer, however, white may only be worn under white Class B shirts. Long sleeved Class C shirts shall not be worn under short sleeved Class B shirts.
2. Sweatshirt - A uniform sweatshirt may be worn over the Class C shirt as part of the Class C uniform. Department issued sweatshirts shall be grey.
3. Pants - shall be dark or navy blue with a black belt. (Chief Officer shall wear black pants.)
4. Shorts - while the district does not issue cargo shorts as part of its standard uniform, member provided shorts meeting the requirements of this section may be worn during hot weather, at public education events. Shorts may not be worn while responding to an emergency dispatch. Shorts shall be navy blue in color, to match uniform pants, and shall be cargo style, with an inseam of not less than 9" and not more than 14".
5. Shoes - shall be black with black socks. (Black sport shoes or boots are acceptable)
6. Hats - are optional outdoor wear. Class B hats are to be navy blue/black baseball type with an official fire district logo. Hats, if worn, shall have the bill facing forward and be square on the wearer's head. Hats used with Class B uniforms shall not sport additional pins, patches or other adornments.
7. Jackets - Shall be Department issued, navy, all weather jacket, with a district patch on the left shoulder, and name patch above the right breast.

## Badges

### 1032.1 PURPOSE AND SCOPE

The name of SouthWhidbey Fire/EMS and the District badge and uniform patches are property of the District. This policy establishes the rules associated with South Whidbey Fire/EMS badges and any likeness of the badge.

### 1032.2 POLICY

South Whidbey Fire/EMS may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this District shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

### 1032.3 BADGE TYPES

#### 1032.3.1 RETIREE BADGES

Upon honorable retirement, the District may present a member with his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the District and may be revoked in the event of misuse or abuse.

#### 1032.3.2 MOURNING BAND

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this district: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

### 1032.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

### 1032.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

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#### *Badges*

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Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

## Dress Code

### **1033.1 ON DUTY**

Class C uniform will be worn when responding on the MERV, to a medical call in a POV, as a standby 300 officer and when on duty. The uniform shall be worn tastefully as a representative of South Whidbey Fire/EMS. Jewelry, stud earrings or body piercing is not appropriate and the wearing of such will not be permitted while on duty and should be avoided when responding to calls in a POV. Members who respond POV to dispatched calls shall wear the uniform or part thereof that clearly identifies them as a responder for the District.

### **1033.2 PRESENTATIONS AND PUBLIC EDUCATION EVENTS**

Class B uniforms will be worn when participating in public education events, details that personnel are representing the District, and, when required, on duty. The uniform will be clean, pressed and worn with pride. There shall be no visible jewelry, stud earrings or body piercing worn with the uniform.

### **1033.3 FORMAL EVENTS**

Class A uniforms will be worn by career staff and volunteers who own one at special occasions when requested, firefighter funerals or public events. The uniform will be clean, pressed and worn with pride. There shall be no visible jewelry, stud earrings or body piercing worn with the uniform.

### **1033.4 DRILLS**

Attire for drill should be a minimum of a class C uniform, however, it is understood that members may not have time to change before coming to drill. Drill participants should not wear inappropriate clothes (or lack of), shorts or shoes that do not cover the entire foot.

### **1033.5 EVENTS OUTSIDE OF THE DISTRICT**

When attending a class outside of the District you are still a representative of the District and should dress accordingly. Unless it is required by the class a uniform is not required. However, Fire District members should not wear inappropriate clothes (or lack of), shorts or shoes that do not cover the entire foot.

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## Identification Cards

### 1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing South Whidbey Fire/EMS identification cards. Any image or likeness of the identification card and the name of South Whidbey Fire/EMS are the property of the District and their use shall be restricted as specified in this policy.

### 1034.2 POLICY

It is the policy of South Whidbey Fire/EMS that identification cards shall be issued to all District members. All members shall be in possession of their District-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of District identification cards shall be in compliance with this policy.

### 1034.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The District name
- An image of the South Whidbey Fire/EMS Logo.
- The full name of the member.
- The rank of the member.
- The member's employee identification number.
- Washington Emergency Vehicle Driver Training Certification Number.
- Member qualifications.
- The Fire Chief's signature.
- The date of appointment to the member's current rank or position.
- The District's mailing address.
- A statement indicating that the identification card is the property of South Whidbey Fire/EMS and that if found, the card must be returned to the District.

### 1034.4 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

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#### *Identification Cards*

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##### **1034.5 LOSS OF DISTRICT IDENTIFICATION CARD**

The loss of the district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in the direct control of the member.

##### **1034.6 REPLACING IDENTIFICATION CARDS**

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

## Work-Related Illness and Injury Reporting

### 1035.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries, post-traumatic stress disorder (PTSD), and occupational illnesses.

#### 1035.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An injury, disease, post-traumatic stress disorder, or infection while acting in the course of employment and as specified in Washington law (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

### 1035.2 POLICY

The South Whidbey Fire EMS will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements (RCW 51.28.010 et seq.).

### 1035.3 RESPONSIBILITIES

#### 1035.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury shall report such event to a supervisor as soon as practicable, but within 24 hours, and shall seek medical care when appropriate (WAC 296-305-01501).

A member may be treated for an on-duty illness or injury by a personal physician on the initial visit, however, any additional or ongoing care must be transferred to a network provider through the Department of Labor and Industries (RCW 51.36.010).

#### 1035.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Duty Chief of the reported illness or injury.

Within seven days of notification of a work-related illness or injury, the supervisor shall ensure that all forms and logs required by the Department of Labor and Industries are prepared and completed. If there is a privacy concern due to the nature of the illness or injury of the member, the supervisor shall ensure the member's privacy is protected (removing the member's name/personal information) as required by law (WAC 296-27-01119; WAC 296-305-01501).

Supervisors shall ensure that required workers' compensation documents regarding the illness or injury are completed and forwarded to the Duty Chief promptly. Any related Districtwide illness-or injury-reporting protocol shall also be followed.

#### 1035.3.3 DUTY CHIEF RESPONSIBILITIES

The Duty Chief who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, the District's risk management entity, and the Administration Deputy Chief to

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#### *Work-Related Illness and Injury Reporting*

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ensure any required Department of Labor and Industries reporting is completed as required in the illness and injury prevention plan identified in the Accident, Illness and Injury Prevention Program Policy.

#### **1035.3.4 FIRE CHIEF RESPONSIBILITIES**

The Fire Chief shall review and forward copies of the report to the Office of the Fire Chief. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

#### **1035.4 SETTLEMENT OFFERS**

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company, or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

##### **1035.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL**

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related illness or injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

#### **1035.5 OTHER ILLNESS OR INJURY**

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Deputy Chief through the chain of command and a copy sent to the Administration Deputy Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

#### **1035.6 NOTICE TO EMPLOYEES**

The Fire Chief should ensure the display of a Notice to Employees regarding access to benefits, and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws (RCW 51.14.100).

## Temporary Modified-Duty Assignments

### 1036.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

### 1036.2 POLICY

Subject to operational considerations, the South Whidbey Fire EMS may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the District with a productive employee during the temporary period.

### 1036.3 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Deputy Chief or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids, or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Deputy Chief will make a recommendation through the chain of command to the Fire Chief regarding temporary modified-duty assignments that may be available based on the needs of the District and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the Office of the Fire Chief or the District Counsel as appropriate.

### 1036.4 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Washington Law Against Discrimination shall be treated equally, without regard to any preference for a work-related injury.

No position in the South Whidbey Fire EMS shall be created or maintained as a temporary modified-duty assignment.

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#### *Temporary Modified-Duty Assignments*

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Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the District. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

#### **1036.5 ACCOUNTABILITY**

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate district operations and the employee's medical appointments, as mutually agreed upon with the Deputy Chief.

##### **1036.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Deputy Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

##### **1036.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but not be limited to:

- (a) Periodically apprising the Deputy Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Deputy Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

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**1036.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The District may require a fitness-for-duty examination prior to returning an employee to full-duty status.

**1036.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)).

A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under RCW 43.10.005 or WAC 357-26-030 et seq.

**1036.7.1 NOTIFICATION**

Pregnant employees should notify their supervisors as soon as practicable and provide a statement from their medical provider identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

**1036.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

**1036.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

## Return to Work

### 1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee or volunteer, who has been off work for an extended period of time due to an injury or illness, may return to work.

#### 1037.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and member, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1037.2 POLICY

It is the policy of South Whidbey Fire/EMS to assist injured members, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

### 1037.3 EMPLOYEE RESPONSIBILITIES

It is the member's responsibility to inform the District of his/her absence and to immediately advise the District when the member believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the member shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an member has restrictions prescribed by a qualified health care professional, it is the responsibility of the member to ensure he/she is not performing work that violates any restriction. If the member believes he/she has been requested or directed to perform work that violates the restrictions, the member should make a prompt report to the Fire Chief.

### 1037.4 DISTRICT RESPONSIBILITIES

The District will evaluate the member's request to return to work and the written medical verification in order to make a determination whether:

- (a) The member may return to full duty based on the medical verification provided by the member.
- (b) The member may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the member's restrictions.
- (c) The member should have a fitness-for-duty evaluation.
- (d) The member has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The Fire Chief should communicate with the member about plans for the member to return to work.

## Family Support Liaison

### 1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

### 1038.2 POLICY

It is the policy of South Whidbey Fire/EMS to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

### 1038.3 PROCEDURE

#### 1038.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

#### 1038.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Duty Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

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- (g) Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

**1038.3.3 SELECTION AND REPORTING REQUIREMENTS**

The affected member's Duty Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Duty Chief.
- (d) If the selected liaison does not already have an assigned district pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

## Military Leave

### 1039.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard or active duty in the U.S. Armed Forces ((Military Code of the State of Washington Title 38 RCW; Veterans and Veterans' Affairs Title 73 RCW; Uniformed Services Employment and Reemployment Rights Act (USERRA); 38 USC § 4301, et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Office of the Fire Chief or legal counsel to obtain specific guidance regarding military leave rights.

### 1039.2 POLICY

South Whidbey Fire/EMS supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

### 1039.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits not determined by seniority, that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence (38 USC § 4316(b)(1)).

#### 1039.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years (38 USC § 4312(a)(2)). Military leave is available for both voluntary and mandatory service (38 USC § 4303(13) and 38 USC § 4312(a)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312(c)).

#### 1039.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

An employee who is a member of the State Military Reserve is entitled to temporary military leave not to exceed 21 days per year for training, drills, unit training assemblies or similar inactive duties (RCW 38.40.060).

### 1039.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

- (a) Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a) and (b)).
- (b) Provide copies of official orders or other official documentation.
- (c) Select the benefit options desired during absence, if applicable

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- (d) Retain copies of all submitted documents.

Upon receipt of a request, South Whidbey Fire/EMS will determine eligibility for military leave and notify the employee in writing of the determination.

**1039.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES**

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the district will apply the more beneficial right or benefit (38 USC § 4302).

**1039.6 LEAVE ACCRUALS**

Employees on military leave are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or and paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

**1039.7 COMPENSATION**

During approved military leave, employees are entitled to receive his/her regular salary and compensation up to 21 days per year (RCW 38.40.060).

**1039.7.1 HEALTH CARE BENEFITS**

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the district's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

**1039.8 RETURN FROM DUTY**

Employees returning from approved military leave of absence must report to work as follows:

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows

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the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period (38 USC § 4312(e)(1)(A); RCW 73.16.035(1)).

- (b) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so (38 USC § 4312(e)(1)(C); RCW 73.16.035(1)).

For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service (38 USC § 4312(e)(1)(D); RCW 73.16.035(1)).

Employees who are recovering from an illness or injury incurred in or aggravated during military service, must report to the District or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist (38 USC § 4312(e)(2)(A); RCW 73.16.035(1)).

An employee who fails to report or apply for reemployment in a timely manner will be subject to the district's rules of conduct and established policies covering absence from scheduled work (RCW 73.16.035(1)).

### **1039.9 REEMPLOYMENT RIGHTS**

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job (RCW 73.16.033; RCW 73.16.051).

#### **1039.9.1 FORMER POSITION**

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313(a)(1) and (2)).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the District will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the district's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay (38 USC § 4313(a)(2)). Where an employee remains unqualified for both of these positions after reasonable efforts by the District, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

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When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the District, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313(a)(3); 20 CFR 1002.198; RCW 73.16.033).

#### 1039.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- (f) Reenrolling in district health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible (RCW 73.16.051).

#### 1039.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at South Whidbey Fire/EMS, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to South Whidbey Fire/EMS or applies for reemployment in a timely manner as provided in this policy.
- (e) In the case that the approved military leave exceeds 30 days, submits documentation showing:
  - 1. The application for reemployment is timely.

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2. The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

**1039.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES**

The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- (a) The district's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the District.
- (c) The person held a non-recurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Office of the Fire Chief or legal counsel before determining whether any of these conditions exist.

**1039.10 RETENTION**

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c); 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

**1039.11 DISCRIMINATION AND RETALIATION PROHIBITED**

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; RCW 73.16.032).

## Driver License Requirements

### 1040.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all South Whidbey Fire EMS members who drive as a part of their duties have and maintain required driving licenses.

### 1040.2 POLICY

In order to promote driver safety, it is the policy of South Whidbey Fire/EMS that any member who is assigned duties that require him/her to drive District vehicles or equipment, or drive a privately owned vehicle while conducting District business, have and maintain driving privileges and licenses consistent with their duties.

### 1040.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license and complete training for a Commercial Driver's License (CDL) or qualify for an exemption to a CDL by completing and obtaining certification in an Emergency Vehicle Accident Prevention (EVAP) program (RCW 46.25.050; WAC 296-305-04505).

#### 1040.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driver records for potential problem behavior.

The officer appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

#### 1040.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid license.

#### 1040.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.

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Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of the driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Washington Department of Licensing (DOL) report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the district work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the DOL report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

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## Nepotism and Conflicting Relationships

### 1042.1 PURPOSE AND SCOPE

Conflicting Relationships The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

#### 1042.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

### 1042.2 POLICY

South Whidbey Fire/EMS is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

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##### **1042.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

##### **1042.3.1 EMPLOYEE RESPONSIBILITY**

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninvolved, next highest level of supervisor.

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Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee should promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

#### 1042.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

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# Member Speech, Expression and Social Networking

## 1043.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1043.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 1043.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the South Whidbey Fire EMS will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1043.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the South Whidbey Fire EMS members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow member.

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- Otherwise disclosing where another member can be located off-duty.

#### **1043.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the district's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the South Whidbey Fire EMS or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the South Whidbey Fire EMS and tends to compromise or damage the mission, function, reputation or professionalism of the South Whidbey Fire EMS or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the South Whidbey Fire EMS.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the South Whidbey Fire EMS on any personal or social networking or other website or web page, without the express written authorization of the Fire Chief.

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- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district-owned, for personal purposes while on-duty, except in the following circumstances:
  1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1043.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the South Whidbey Fire EMS or identify themselves in any way that could be reasonably perceived as representing the South Whidbey Fire EMS in order to do any of the following, unless specifically authorized by the Fire Chief (RCW 42.17A.555; RCW 42.17A.635):

- (a) Endorse, support, oppose or contradict any political campaign or initiative
- (b) Endorse, support, oppose or contradict any social issue, cause or religion
- (c) Endorse, support or oppose any product, service, company or other commercial entity
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the South Whidbey Fire EMS.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

#### 1043.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.

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Members shall not be coerced or required to engage in political activity (RCW 41.06.250).

#### **1043.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

#### **1043.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

#### **1043.7 TRAINING**

Subject to available resources, the District should provide training regarding the limitations on speech, expression and use of social networking to firefighters and supervisors.

## Anti-Retaliation

### 1044.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement or memorandum of understanding.

### 1044.2 POLICY

South Whidbey Fire/EMS has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1044.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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**1044.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, or the Fire Chief.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

**1044.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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**1044.6 COMMAND STAFF RESPONSIBILITES**

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

**1044.7 WHISTLE-BLOWING**

Washington law protects members who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

**1044.7.1 DISPLAY OF REPORTING PROCEDURES**

South Whidbey Fire/EMS shall display the District policy to members regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to members upon request (RCW 42.41.030).

**1044.8 RECORDS RETENTION AND RELEASE**

The Public Records Officer shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

**1044.9 TRAINING**

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

## **Chapter 11 - Resource Management**

## Facility Use and Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

### 1100.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide physical security measures for all facilities under district control.

### 1100.3 PROCEDURE

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the district facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command.

District members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. All visitors entering controlled areas of any facility that allows public access should be accompanied by a member of the District. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

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##### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

##### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable.

Any criminal activity that occurs and posed or poses a threat to district members should immediately be reported, through the chain of command, to the Fire Chief. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

##### 1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.

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- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

#### **1100.4 USE OF FACILITIES BY THE PUBLIC**

The primary purpose of district owned equipment and facilities is to accomplish the established mission of the district. To this end, district training, meetings and other district activities shall have priority access to all district owned facilities. It is the philosophy of South Whidbey Fire/EMS that facilities paid for and owned by the taxpayers should be made reasonably available to those taxpayers when not in use by the district. Use of district owned facilities shall be according to the following rules:

1. Groups or individuals eligible to use district owned facilities:

- a. Any political subdivision of federal, state or county government.
- b. Any board or commission established under the authority of the RCW or any committee they may appoint.
- c. Any non-profit organization who's mission is the public good and is established as a 501 (c) (3) according to the Internal Revenue Code.
- d. Any district resident or group seeking a venue for a one time open public meeting for the purpose of bringing information to the community or providing a public forum. (subject to approval by the Fire Chief and may be appealed to the Board of Fire Commissioners)
- e. Any person or group who, in the view of the South Whidbey Fire/EMS Board of Fire Commissioners, meets the intent of the restrictions placed on district facility use.

2. Groups or individuals NOT eligible to use district owned facilities:

- a. Any candidate or group supporting or opposing a candidate or ballot measure. (With the exception of candidates for Fire Commissioner in accordance with Board of Fire Commissioners Policies.
- b. Any person or group advocating the overthrow of the local, state or United States Government by force.
- c. Any person or group advocating discrimination, or denying membership of any person based on race, gender, sexual orientation, color, religion, national origin, citizenship status, age, or disabilities.

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- d. Any person or group seeking to use district facilities for profit, fund raising, or a private party.
- e. Any person or group seeking to use district facilities for reoccurring meetings that occur more often than monthly without the specific approval of the Fire Chief.

Availability: District facilities shall not be available for use by outside groups during days and times established for reoccurring Fire District training or meetings. Because district operations often require meetings or events to be arranged on reasonably short notice, district facilities will not be confirmed for outside use sooner than two weeks prior to an event (exceptions may be made by the Fire Chief for special circumstances such as a polling place). Reoccurring monthly outside use of facilities require confirmation for each event. The District Office shall be responsible for managing the use of all district facilities and shall maintain a calendar of events for each.

Procedures: The Fire Chief shall establish a method and rules whereby qualified outside persons or groups may arrange for the use of district facilities within the scope of these policies. In no case shall outside individuals simply be given access codes to fire stations. Any person or group violating the establish rules may be denied further use of district facilities at the discretion of the Fire Chief (May be appealed to the Board of Commissioners). There shall be no fees for the use of facilities. South Whidbey Fire/EMS reserves the right to charge any user for reimbursement of excessive utility and/or cleaning costs, or damage done to district property.

#### 1100.4.1 PROCEDURE

Reservations: Reservations for the use of a District facility may be made by calling the District offices during the day's hours of 9:00am to 5:00pm. In the absence of use conflict, free time may be allowed for setup.

Use of facilities that are out of the normal needs (parking lots, bays, etc.) must be authorized by the Fire Chief or designate.

Liability: The applicant must sign the Application for Community Use of District Facilities and provide the name of their insurance carrier and the policy number as outlined in the application.

Conditions for use:

1. No alcoholic beverages shall be permitted on District premises.
2. No drugs will be permitted on District premises.
3. No smoking will be permitted on District premises.
4. A responsible adult with the requesting organization must sign a facilities usage agreement and be present at the time of the scheduled activity.
5. All children under 12 years of age shall be accompanied by at least one adult for each five children.
6. There will be no admission charge for any activity scheduled.
7. The organization will be responsible for room setup.

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8. The organization will be responsible to restore the room to the way it was found.
9. No furniture or equipment will be removed from the room
10. Cleanup is the responsibility of the user and shall be done before vacating the room. If additional cleanup is required a minimum charge of \$50.00 will be requested.
11. Any damage repair expense will be paid by the user.
12. At the completion of the activity the user shall report to the designated District personnel for the purposes of securing the building.

Cleanup: Cleanup shall be done before vacating the building and shall include but not be limited to:

1. Setup and take down of furniture
2. Vacuum carpeted areas
3. Sweep non carpeted areas
4. Mop floors if necessary
5. Clean rest rooms
6. Turn off lights
7. Secure doors

Failure to leave the facility in a way as it was found could result in revocation of the use of the facility and a billing for a minimum of \$50 to cover cleanup costs.

## Emergency Power

### 1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The District provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

### 1101.2 POLICY

It is the policy of South Whidbey Fire/EMS to provide emergency power sources at its facilities where necessary.

### 1101.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the district's mission and determine the district's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the District with electrical generators, Uninterruptible Power Sources or other means of sustaining critical business components in the event of a loss of commercial power.
  1. All emergency power sources selected shall be in compliance with all building codes, environmental codes, and Washington Department of Labor and Industry rules and regulations governing the use of such equipment.
- (c) In the event that an alternative source of power for critical equipment cannot be found, relocate to reduce the risk of having inoperative equipment.

### 1101.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts
- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event

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- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment
- Identification of the vendor and how the vendor is contacted, during and after hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the back-up system
- In the event of no power contingency plan for the back-up system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

## Wastewater Discharge

### 1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize run-off releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management, and fire facility maintenance activities.

### 1102.2 POLICY

It is the policy of the South Whidbey Fire EMS to adhere to local, state, and federal regulations established to minimize the adverse impacts to the environment from wastewater discharges by ensuring best management practices for district activities.

### 1102.3 NON-EMERGENCY ACTIVITIES

#### 1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. Occasionally, discharge into the storm water system is unavoidable (i.e., equipment failures). However, the following measures should be implemented to minimize the impact to water quality:

- (a) Conduct fire training, where feasible, in facilities where run-off controls that protect the storm drain system have been engineered and built into the facility.
- (b) Direct water flows to landscape or greenbelt areas whenever possible.
- (c) When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- (d) When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- (e) Use fog streams for short durations.
- (f) Use lower gallon per minute nozzle settings.
- (g) Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the run-off, and discharge to the sanitary sewer after a de-foaming agent has been applied.

Class B firefighting foam that contains intentionally added perfluoroalkyl and polyfluoroalkyl substances (PFAS) chemicals shall not be used in training (RCW 70A.400.010).

#### 1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

- Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.

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- Limit the use of all cleaning agents and when feasible, use only water.
- Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- Direct water flows to landscape or green areas or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.
- Use self-contained water recycling systems.
- Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

#### 1102.3.3 VEHICLE FUELING

- (a) The following measures should be taken to reduce the impact to storm water:
1. The fueling area should be protected from storm water by installing a canopy.
  2. Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.
  3. Keep perimeter drains clear of debris at all times.
  4. If a perimeter drain is not installed, install a berm or graded area to prevent runoff of storm water and spilled liquids.
  5. Use a dead-end sump to collect spills or install an oil-water separator.
  6. Utilize vapor recovery nozzles to help control drips as well as air pollution.
  7. Maintain a spill control kit at the refueling site.
- (b) When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:
1. Avoid fueling during rainy conditions in fuel areas that do not have a canopy.
  2. When necessary to refuel during rainy conditions in fueling areas that do not have a canopy, the person refueling shall not leave the fueling area while fuel is flowing from the pump.
  3. Avoid topping-off fuel tanks.
  4. Use approved absorbent material on spills of fuel and oil, and also for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose of spillage properly (WAC 296-305-06513).
  5. Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

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##### 1102.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

- (a) Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- (b) Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

##### 1102.3.5 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- (a) Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- (b) Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- (c) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (d) When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- (e) Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- (f) Consider the use of biodegradable cleaning agents.

##### 1102.3.6 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- (a) Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios, and walkways. Place debris in receptacles for solid waste disposal.
- (b) Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- (c) Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.
- (d) Maintain and repair structures using methods that do not result in the release of water, soil, or waste into the storm drain system.

##### 1102.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

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- (a) There should be a canopy or roof over solid waste and hazardous materials storage areas.
- (b) There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- (c) All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

#### **1102.4 EMERGENCY ACTIVITIES**

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

##### **1102.4.1 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES**

To the extent allowed by the circumstances at the scene and without compromising the health and safety of district members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

##### **1102.4.2 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY**

The Incident Commander (IC) should be familiar with any District ordinances regarding the cleanup of trauma scene waste on public property.

Decontamination and cleanup operations may include but are not limited to the following:

- (a) Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach, and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained 24 hours a day by contacting the county health department.
- (b) Personnel shall wear gloves when washing or handling contaminated equipment, clothing, or other materials. Additional PPE may be necessary if there is the potential for splashing.
- (c) The Coroner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Coroner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- (d) Human tissue, body parts, or blood/body fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.

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- (e) The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

#### 1102.4.3 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

- (a) South Whidbey Fire/EMS members may decontaminate and then wash down small amounts of human blood/body fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.
  1. Members shall wear PPEs to protect skin, mucus membranes, lungs and clothing from chlorine or trauma scene waste.
  2. Members shall apply disinfectant to the liquid bio-waste (foam may develop) and let it sit for a minimum of 10 minutes.
  3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- (b) In non-emergency situations and when circumstances permit, members should also:
  1. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
  2. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
  3. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

#### 1102.4.4 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS

The District is the authority with responsibility for coordinating a response to hazardous material spills. South Whidbey Fire/EMS is a participating agency with specified responsibilities within the jurisdiction. South Whidbey Fire/EMS operates under a multi-agency Hazardous Materials Response Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. South Whidbey Fire/EMS and law enforcement members shall respond to hazardous material releases according to response protocols established by each agency.

#### 1102.4.5 NOTIFICATION OF SPILLS, RELEASES, AND DISCHARGES

Spills, releases, and discharges of pollutants shall be reported by the IC as required by all applicable state and federal laws. In addition, any such spills, releases, and illegal discharges with the potential to endanger health, safety, or the environment shall be reported by the IC to the appropriate authority having jurisdiction as soon as practicable after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release, or discharge.

## Flag Display

### 1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the South Whidbey Fire EMS regarding the proper display of the flags of both the United States and the State of Washington.

### 1103.2 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as "The Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through § 4 USC § 10.

#### 1103.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all district facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

### 1103.3 DISPLAY OF THE WASHINGTON STATE FLAG

Members of the South Whidbey Fire EMS may display the Washington State flag prominently and in the proper position of honor in accordance with the United States Flag Code.

#### 1103.3.1 DISPLAY OF THE WASHINGTON FLAG IN DAILY OPERATIONS

District members should consult the Washington Office of the Secretary of State for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

- (a) The flag should be conspicuously posted on all district facilities during hours of operation.

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- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by direct order of the Governor of Washington.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line of duty death, see the Line-of-Duty Death Policy.

## Fire Station Living

### 1104.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

### 1104.2 POLICY

It is the policy of South Whidbey Fire/EMS that routine care, maintenance and cleaning shall be conducted routinely at each station by members.

### 1104.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected monthly by a Duty Officer . The focus of the inspections shall include, but not be limited to, tools, apparatus, extinguishers, protective equipment, life-safety equipment and the overall cleanliness of the station and equipment (WAC 296-305-01505).

All members should keep desks, cars, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly and sanitary condition. Daily tasks to accomplish this shall include, but are not limited to, the following:
  - 1. Vacuuming
  - 2. Sweeping and mopping floors
  - 3. Dusting
  - 4. Polishing
  - 5. Cleaning restrooms
  - 6. Cleaning apparatus bays
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:
  - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.

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2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
  3. Maintaining cooking appliances and eating utensils in good working order.
  4. Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.
  5. Providing and clearly labeling first-aid supplies.
  6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory and testing.
  2. Meal plans for the shift.
  3. Shift change station cleanup.
  4. Sleeping quarter assignments.
  5. Permissible and restricted activities and hours.
  6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

# Apparatus Inspections, Testing, Repair, and Maintenance

## 1105.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations in the Washington Administrative Code, Washington Motor Vehicles Code, and/or the applicable sections of National Fire Protection Association (NFPA) 1002. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled, and present a professional appearance.

### 1105.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles, owned by a regularly organized fire suppression agency, designed, maintained, and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

In-reserve - Any district vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Section or that is pre-positioned to be readily available to on-duty Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, district vehicles that are assigned to members other than first response apparatus. Staff vehicles can serve as emergency response units or non-emergency support functions.

## 1105.2 POLICY

It is the policy of the South Whidbey Fire EMS that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

## 1105.3 RESPONSIBILITIES

### 1105.3.1 FLEET MANAGER RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for:

- (a) Developing and implementing a program to ensure all apparatus are maintained, tested, inspected, and repaired as required (WAC 296-305-04507; WAC 296-305-04510).

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- (b) Ensuring that all certification, testing, repair, and maintenance performed on fleet apparatus is performed by qualified technicians (WAC 296-305-04507).

#### **1105.3.2 ANNUAL SERVICE AND NONDESTRUCTIVE APPARATUS TESTING**

The fleet manager will be responsible for ensuring the completion of the required annual testing for all automotive fire apparatus to ensure safe operation of all systems and components. All apparatus with fire pumps used for interior firefighting and that have a 500 gallon per minute capacity or greater will have an annual service test to determine the ability of the pump to perform at its rated pumping capacity as well as provide baseline performance data for comparison to determine the need for repair or replacement. The annual service test shall comply with NFPA standards pertaining to pumper apparatus (WAC 296-305-04507).

The District shall conduct annual inspections of all required portions of aerial devices, and shall also perform nondestructive testing every five years of all required portions of aerial devices in accordance with the manufacturer's instructions and non-conflicting portions of NFPA 1911, Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus (WAC 296-305-04510).

Nondestructive testing shall also be completed prior to returning to service any aerial device in which an accident has caused structural damage (WAC 296-305-04510).

#### **1105.4 OVERWEIGHT PERMITS**

Fire apparatus that exceed the dimensions and weight limits of RCW 46.44.190 must have an overweight permit with the Department of Licensing. When applying for an overweight permit, at least four members of the District must be physically present at the time the apparatus is weighed with the Department of Licensing. Once the permit is issued, the District must notify the Washington State Patrol that the apparatus is in compliance with overweight permit regulations (RCW 46.44.190).

#### **1105.5 APPARATUS DAILY INSPECTIONS**

Operators should be responsible for conducting a daily inspection of apparatus established by the District that includes all of the items and provisions identified to ensure the safe operational status of the apparatus. An inspection list is detailed in the current version of Department of Licensing's Commercial Driver Guide or in the applicable sections of NFPA 1002.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the company officer shall be immediately notified. Based on the determination of the driver or company officer, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service (WAC 296-305-04507).

All repairs and preventative maintenance to the suppression components of emergency vehicles shall be made by a National Institute for Automotive Service Excellence (ASE) certified technician or factory-qualified individual. Repairs, maintenance, or routine work to non-suppression components shall be done by personnel qualified in the specific area of repair.

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The District shall maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Operations Deputy Chief and retained by the District based on established records retention schedules.

##### 1105.5.1 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicle. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Deputy Chief in the member's chain of command. The monthly checklists should be retained by the District based on established records retention schedules.

## Ground Ladders

### 1106.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and tested for compliance with the standards set forth in Washington law and the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders (WAC 296-305-06006).

### 1106.2 POLICY

It is the policy of the South Whidbey Fire EMS to perform testing, inspection, and certification of all ground ladders for the safety of district members and to comply with applicable standards.

### 1106.3 INSPECTION AND TESTING

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ground ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be visually inspected at least once a month and after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service (WAC 296-305-06006).

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

#### 1106.3.1 NEW LADDERS

New ground ladders purchased by the District shall be constructed, tested, and certified in accordance with applicable NFPA standards (WAC 296-305-06006). If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance with NFPA standards, the ladder may be placed in service with no further testing.

#### 1106.3.2 MANUFACTURER'S RECOMMENDED USE

Members of the District shall climb ground ladders with the fly in when this is not in conflict with the manufacturer's recommendations.

When the manufacturer's recommendations are to climb with the fly out and ladders are used routinely in the fly out configuration, members may nonetheless climb and descend the ladder with the fly in when adverse conditions exist (WAC 296-305-06006(2)).

### 1106.4 RECORDS

The Deputy Chief, Resource shall be responsible for maintaining comprehensive records of all ladder testing, repair and certification for the service life of each ladder.

## Fire Hose, Nozzles, Fire Appliances

### 1107.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the fire service hose periodically inspected and tested for compliance with the standards set forth in Washington law and the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using fire service hose for supply lines or tactical firefighting. Fire hose shall be tested in accordance with the most recent edition of NFPA 1962, and (WAC 296-305-06003).

### 1107.2 FIRE HOSE, NOZZLES, FIRE APPLIANCES

This policy applies to all fire hose and associated equipment used by South Whidbey Fire/EMS, including but not limited to:

#### Fire Hose

1. Attack hose.
2. Supply hose.
3. Forestry hose.
4. Occupant-use hose.
5. Booster hose.
6. Suction hose.
7. Couplings and gaskets.

#### Nozzles

1. Structural nozzles.
2. Forestry nozzles.

#### Fire Appliances

1. Master streams.
2. Water distribution appliances.

Records: Detailed and accurate records shall be maintained indicating the outcome of testing, inspection, repair, and replacement for each length of hose, each nozzle, and each fire appliance used by South Whidbey Fire/EMS.

## Facility and Apparatus Replacement Plan

### 1108.1 FACILITY REPLACEMENT

#### FACILITIES REPLACEMENT SCHEDULE

South Whidbey Fire/EMS functions from 6 fire stations, geographically located to provide a timely response to those areas within the District where people live and work. The tools we need to respond with are housed in these stations. It is imperative that the District have adequate facilities to house the type and number of fire apparatus we need to provide the services our citizens request.

Development of a replacement plan for facilities is a valuable tool for long-range planning and capital improvement. South Whidbey Fire/EMS will adhere to the following Facilities Replacement Schedule when planning for upgrades, remodels, or construction of new facilities.

Remodel and Upgrade: All facilities will be evaluated and remodeled or upgraded every 20 years. The purpose of the 40 year remodel will be to extend the usable service life of the station to 60 years or more, if possible. If the evaluation determines that the remodel will not extend the life to at least 60 years, the station will be identified for replacement at 50 years of service life.

New Construction: All facilities will be targeted for replacement at 50 years of service life, unless the service life can be extended by a remodel or upgrade.

Station	Date Built	Remodel	Replace
Station 31, Freeland	2002	2022 & 2042	2052
Station 32, Clinton	1968	2009	2022
Station 33, Maxwellton	1967	2009	2021
Station 34, Langley	2008	2028 & 2048	2058
Station 35, Saratoga	2000	2020 & 2040	2050
Station 36, Bayview	1975	2012	2042

### 1108.2 APPARATUS REPLACEMENT

#### APPARATUS REPLACEMENT SCHEDULE

In order to continue to provide a high level of service to the community over time, it is necessary to replace apparatus once vehicles reach certain milestones. It is the intent of South Whidbey Fire/EMS to replace apparatus based upon a schedule that sets reasonable criteria for such replacements.

Some apparatus are kept in service until such time that parts are no longer available to repair them. Others are replaced based upon mileage. Still others based upon maintenance costs. All should be factors when considering the expense of purchasing replacement apparatus. Any apparatus being replaced may be considered for reserve status, based upon its history of reliability and maintenance costs.

South Whidbey Fire/EMS will adhere to the following Apparatus Replacement Schedule when planning for capital apparatus purchases.

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Maintenance Costs: Any South Whidbey Fire/EMS apparatus shall be considered for replacement when the maintenance costs of an apparatus meets or exceeds 10% of the original purchase cost for two (2) consecutive years.

Years of Service Life:

Engines – 25 years  
Tenders – 30 years  
Aerials – 27 years  
Brush – 25 years  
Rescues – 20 years  
MERVs – 12 years  
Command Vehicles – 10 years  
Utility Vehicles – 20 years  
Support Vehicles – 20 years  
Heavy or Medium Duty Watercraft – 30 years  
Light Duty Watercraft – 15 years  
Trailers - as needed

Mileage:

MERVs – 130,000 miles  
Command Vehicles – 130,000 miles  
Utility Vehicles – 130,000 miles  
Support Vehicles – 150,000 miles

# Apparatus and Specialized Equipment Standards

## 1109.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for apparatus and specialized equipment owned or operated by South Whidbey Fire/EMS as required by applicable state and national safety standards.

### 1109.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Aerial devices - Fire apparatus-mounted aerial ladders, elevated platforms and water towers.

Apparatus - A mobile piece of fire equipment such as a pumper, aerial, tender, automobile, etc.

Engine (pumper) - A piece of apparatus equipped with hose and a pump for the purpose of supplying water under pressure through hose lines.

Fire apparatus - A fire department emergency vehicle used for rescue, fire suppression or other specialized functions.

Rescue craft - Any fire department watercraft used for rescue operations.

Vessel - Watercraft or other artificial contrivance used or capable of being used as a means of transportation on water, including special-purpose floating structures not primarily designed for or used as a means of transportation on water.

## 1109.2 POLICY

It is the policy of the South Whidbey Fire EMS to ensure that all apparatus and specialized equipment used by members for emergency and nonemergency activity are designed and constructed as required by Washington law and function correctly and safely in compliance with the applicable standards to ensure firefighter safety. These standards include National Fire Protection (NFPA) standards for the type of apparatus or specialized equipment as well as state and federal laws. Some specialized equipment, such as watercraft, may also require incorporation of applicable United States Coast Guard (USCG) or Department of Transportation (DOT) regulations and requirements.

## 1109.3 RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for ensuring new apparatus and equipment purchased, leased or procured for use by the South Whidbey Fire EMS conforms to the applicable NFPA safety standards and is designed and constructed as required WAC 296-305-04501.

The fleet manager shall also ensure used apparatus and equipment purchased, leased or procured for use by the South Whidbey Fire EMS meets all standards and state laws applicable at the time it was manufactured and that the apparatus and equipment undergoes a thorough inspection, certification and testing by qualified technicians before being placed in service.

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##### **1109.3.1 AUTOMOTIVE FIRE APPARATUS**

New automotive apparatus purchased, leased or procured for use by the South Whidbey Fire EMS shall conform with the applicable NFPA safety standards for the particular type of apparatus. Apparatus construction features shall comply with WAC 296-305-04501.

##### **1109.3.2 AERIAL DEVICE APPARATUS CONSTRUCTION**

If the automotive fire apparatus is used in conjunction with an aerial device it shall be constructed to comply with the requirements in WAC 296-305-04510.

##### **1109.3.3 ELEVATED PLATFORM APPARATUS CONSTRUCTION**

Elevated platform apparatus shall comply with the requirements of WAC 296-305-04511.

##### **1109.3.4 WILDLAND APPARATUS STANDARDS**

All wildland fire apparatus owned, leased or procured by the District and operated by members of the District shall comply with construction features and safety standards contained in NFPA 1906, Standard for Wildland Fire Apparatus, 2006 edition (WAC 296-305-04501; WAC 296-305-07014; WAC 296-305-07018).

##### **1109.4 WATERCRAFT**

Specialized rescue craft or vessels purchased, leased or procured by the District for the rescue of persons in distress or the suppression of fires in a marine environment shall be designed, constructed and operated as required by state and federal law and the recommendations of the manufacturer.

Watercraft operated by the District within the navigable waterways of the state of Washington shall comply with the rules of the USCG (WAC 296-305-05113).

##### **1109.5 OTHER SPECIALIZED APPARATUS**

Specialized apparatus owned or operated by members of the South Whidbey Fire EMS not included in this policy shall be governed in its construction, recommended use, inspection and testing by applicable NFPA standards, state and federal regulations and manufacturers' recommendations.

## Attachments



## **INDEX / TOPICS**