MINUTES
Regular Meeting of the Sherman Township Fire Department

DATE, TIME & PLACE OF MEETING: February 10, 2015 at 6:30 P.M.
ATTENDEES: Bennetts, Burger, Middlemis-Brown, B. Melchior, Mick Jarvi, Saxton, Strykowski, & Schmidt

1. Call to order
2. Additions to agenda
3. Minutes of the previous meeting approved (Moved by Schmidt, Second by Strykowski)
4. Financial Report: Account balance, deposits, and expenditures since April 1, 2014 were discussed
   a. Balance of account is $8,422
   b. Approved paying the CCFFA dues of $30
5. Correspondence
   a. New ISO rating of 6/6Y was discussed; much better than the previous 9/X rating.
6. Previous Business
   a. Constitution was approved (Moved by Burger; Second by Mick Jarvi)
   b. Standard Operating Procedures (SOP) was approved (Moved by Bennetts; Second by Melchiori)
   c. Strykowski and Burger completed February vehicle inspections
   d. Members to complete initial pumper operator certification
      (Not yet completed: Warren Brown, Dudley Martin, Mick Jarvi, and John Wilhelm)
   e. GPS (driving and handheld) have been donated to the VFD
   f. Financial Plan - insert into assessor mailing, survey on website, & public forum May 9 at 11 AM
   g. CooperDog150 - need to be at the VFD hall at 7:30 PM on 2/27/15
7. New Business
   a. Department Identification Cards - ask Dan S. to see if he can completed them
   b. May 9th Pancake breakfast - was approved (Moved by Middlemis-Brown; Second by Mick Jarvi)
   c. July 4th sale - discussed possible combination with Gay Bar. A decision will be at March meeting.
8. Training Schedule (12 hours structural training annually required by ISO to be active member)
   a. Tanker Shuttle (8 hours) - 5/16 at 9 AM
   b. First Aid, CPR and AED - will be scheduled. CPR/AED is available on 2/11 at 3 PM in Eagle River
   c. Fire Scene Scenario videos and practice for hydrant connection (2 hours) - to be held 2/21 at 9-11 AM
   d. Meth Lab information - 2/15 at 6:30 PM in Lake Linden (school) auditorium
   e. Drop tank and drafting (outside - 4 hours) - May or June depending on weather
9. Community Safety Outreach
   a. Wildland fire safety discussion at Pancake Breakfast (handouts)
10. Action Items before next meeting
   a. Middlemis-Brown to get financial information on the fundraising in July 2014 (cost of liquor fees)
   b. Middlemis-Brown (and another member) to complete truck inspection in March
11. Adjournment - next meeting March 11, 2014 at 6:30 PM
ARTICLE I

Section 1
Name
This organization shall be known as the Sherman Township Volunteer Fire Department.

Section 2
Purpose
This Department shall be organized for the purpose of providing fire protection services for all of Sherman Township and any adjacent area to the Township when called upon to do so by legitimate authority.

Section 3
Authority and Responsibility
This Department, its officers and members, shall be responsible to, and responsive to, the Sherman Township Board of Trustees, which has the legal authority for responsibility and establishment of a fire department for the sole purpose of fire protection and emergency response services in the Sherman Township.

ARTICLE II

Section 1
Membership
Any resident or non-resident of Sherman Township, regardless of age, sex, race, creed, color, sexual orientation, or national origin is eligible for membership in the Department. Applicants for membership in the Department must complete the Department’s application prior and Firefighter’s Oath of Office (given below), which is administered by the Fire Chief, prior to becoming members of the Department.

Firefighter’s Oath of Office

I __________________ do solemnly swear (of affirm) to do my duty as a Firefighter for Sherman Township Volunteer Fire Department in Keweenaw County within the State of Michigan to the best of my ability; to serve my Department officers with respect and dignity; to serve the citizens of Sherman Township with compassion, courage and integrity; and to uphold the laws and constitutions of the United States of America, the State of Michigan, and Sherman Township.

Section 2
Firefighter Training
All members must successfully complete Firefighter I level training within two years of joining the Department. All members are encouraged to complete Firefighter II level training within four years of joining the Department.
Section 3

Vehicle Operation
All members are required to successfully complete the Michigan Department of Transportation training requirements for driving emergency vehicles, including both classroom and practical aspects, prior to operating Department’s vehicles.

ARTICLE III

Section 1

Officers
The Officers of this Department shall consist of the following positions:

- Fire Chief
- Assistant Fire Chief
- Training Officer
- Equipment Officer
- Fundraising Chair
- Treasurer

Section 2

Elections and Terms of Office
The Officers of this Department shall be elected at the regular meeting in the month of December and a majority of votes cast shall be necessary to elect. The Sherman Board of Trustees must approve the selection of Fire Chief prior to installation. The Board of Trustees shall take action on the approval at either the regular Board of Trustees meeting held in December or the Board of Trustees meeting in January if the election is held after the regular December Board meeting. Each office shall hold office for four (4) years, or until such time that a successor has been duly elected.

Section 3

Filling Vacant officer Positions
If a vacancy shall occur for a Department Officer position before expiration of the term, the members shall elect a replacement for the Officer position for the remainder of the term. The election will occur at Department business meeting following the announcement of the Officer position vacancy. If the Fire Chief position is vacated then the Board of Trustees must approve the elected replacement applicant prior to installation.

Section 4

Duties of Officers

Fire Chief:
It shall be the duty of the Fire Chief to take charge of the Department and be in command of all operating personnel in the Department. The Fire Chief shall cause all equipment and fire apparatus to be in good working order and has the authority to call out Department personnel for drill purposes. The Fire Chief has the duty to preside at all Department business meetings and the authority to call special business meetings as deemed necessary. The Fire Chief shall also see that the Department’s Articles of Constitution is impartially enforces. The Fire Chief shall review and approve all Department expenditure and work with the Board of Trustees to ensure financial accountability and integrity.

Assistant Fire Chief:
It shall be the duty of the Assistant Fire Chief to assist the Fire Chief in all activities of the Department and to perform the Fire Chief’s duties in their absence.

Training Officer:
It shall be the duty of the Training Officer to record training internal and external training sessions, file training certificates, document training activities, and monitor training status of all Department personnel. The Training Officer shall advise the Fire Chief in the all aspects of training requirements, insufficiencies, and scheduling for all Department members.
Equipment Officer:
It shall be the duty of the Equipment Officer to provide oversight on maintenance and inventory of the Department’s apparatus, equipment, and vehicles. The Equipment Officer shall ensure regular inspections of the Department’s apparatus, equipment, and vehicles for maintaining all items in good working order. Theses duties include review of all of the Department’s apparatus, equipment, and vehicles repairs and replacement, and providing recommendations to the Fire Chief on action needed to continue keeping the item in service.

Fundraising Chair:
It shall be the duty of the Fundraising Chair to oversee the fundraising activities of the Department. The Fundraising Chair shall provide leadership, in cooperation with Department members and any interested persons, in developing or improving fundraising activities and events. The Fundraising Chair leadership duties include establishing fundraising purpose, goals, budget, goals, target audience, set-up, sales, and follow-up “thank-you notes”.

Treasurer:
It shall be the duty of the Treasurer to draft payments for all expenses, complete fund deposits, sign checks, review financial reports and bank statements, audit income and expenses, and report fiscal status to the Fire Chief. Unless otherwise revised, the individual currently serving as the Sherman Township Treasurer will fulfill the position and duties of the Department’s Treasurer.

ARTICLE IV

Section 1

Business Meetings
The Department shall have regular business meeting to be held monthly on the second Wednesday of each month at 6:0 PM in the Township Office unless otherwise changed to an alternative date and time by vote of Department members. The Fire Chief, or in his absence the Assistant Fire Chief, may call a special meeting for addressing business items that are time critical and can not be delayed until the next regular business meeting. The Chief, or their representative, shall advise all Department members of the date, time, and location of special meetings with at least 24 hours prior notice.

Section 2

Quorum
A quorum to conduct business at any regular or special business meeting shall consist of a majority of active members of the Department. Active members of the Department shall be construed as those members who have been attended at least four (4) of the previous six (6) business meetings.

Section 3

Amending the Articles of Constitution
The Articles of Constitution may be changed or amended at any regular meeting by a two-thirds (2/3) majority of the active members. Active members of the Department shall be construed as those members who have been attended at least four (4) of the previous six (6) business meetings. A notice to amend the Articles of Constitution must be given at the previous regular business meeting to the business meeting at which the proposal for amendment will be voted upon.
# Sherman Township Volunteer Fire Department

## 2015 Standard Operating Procedures

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RECRUITING & EMPLOYMENT

1. This department is an equal opportunity employer all persons are eligible for employment without regard to race, color, creed, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, sex, national origin or disability as outlined in specific Federal and State, local laws and ordinances.

2. The applicant shall complete a written fire department application and receive a copy of the firefighter job description.

3. The applicant must maintain a valid driver’s license.

4. The applicant shall not work or respond to calls under the influence of alcoholic beverages, illegal drugs, or controlled substances.

5. All persons offered employment as firefighters by the Department are expected to attend 75% of all regularly scheduled training, 66% of the regular business meetings, and respond to 50% of all calls for service. Failure to attend regularly scheduled training, regular scheduled business meetings, and respond to calls for service without an acceptable reason may result in inactive membership. Personnel must notify the Fire Chief of times when they will be unavailable for service due to personal circumstances.

6. All persons employed as firefighters must maintain themselves in appropriate physical condition so as to be able to safely perform the duties of their position.

7. The applicant must successfully complete the minimum required training as mandated by the Michigan Bureau of Fire Services.

SEXUAL HARASSMENT & OTHER UNWANTED CONDUCT

1. Employees have the right to expect a working environment free of unwelcome sexual advances, requests for sexual favors, communication of a sexual nature and other unwanted verbal or physical conduct.

2. An employee who believes he/she has been subjected to Sexual Harassment or unwanted conduct shall report the incident, in writing, as soon as reasonably possible, but no later then (10) ten days after the alleged occurrence, to the Fire Chief.

3. Every effort will be made to handle all matters with concern for the principles of due process and fairness. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner.
INCIDENT COMMAND & MANAGEMENT SYSTEM

1. Provide safety and accountability of all personnel operating at an incident scene through a command structure.

2. Provide an effective means of managing resources at an incident.

3. Meet OSHA, MIOSHA regulations requiring the use of an Incident Management System as well as NFPA Standard 1500 Fire Department Occupational Health and Safety, and NFPA Standard 1561 Fire Department Incident Management System.

4. All Officers are responsible to comply with and ensure that personnel under their command are trained, understand, and comply with this guideline.

5. Definitions of ICMS
   a. IC - Incident Commander.
   b. Base/Staging - Area for personnel to stage awaiting assignments directly on scene.
   c. Safety Officer - Individual(s) monitoring the operations at an incident to ensure scene safety.
   d. MAYDAY - Distress signal utilized by personnel that need emergency assistance.
   e. Operations - In charge of the tactical operations of an incident and reports directly to the IC.
   f. RIT - Rapid Intervention Team
   g. PAR - Personal Accountability Report
   h. Accountability - A tracking system of personnel operating at an incident.
   i. Forward Staging - Staging of resources for incidents.
   j. Level II Staging - Location where resources are to report until given an assignment.
   k. Groups - Groups are established to divide the incident into functional areas of operation.
   l. Division - Having responsibility for operations within a defined geographic area.
   m. Unified Command - A team effort that allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of objectives and strategies.
   n. Command Post - The location where all incident operations are directed.

6. IC Procedure - The first arriving apparatus on an incident shall assume the role of the incident commander. The person in command shall remain in command of the incident until command is transferred or the incident is terminated.

   Responsibilities includes:
   - Perform size up
   - Life Safety
   - Incident Stabilization
   - Property Conversation
   - Determine strategic goals (RECEO V) Rescue
   - Exposure Confinement Extinguishment Overhaul
   - (Floating V - Ventilation)
   - Develop an incident action plan utilizing NIMS forms

7. Transfer of IC - If the first arriving Incident Commander is relieved of his/her command, the transfer should be accomplished in such a way as to maintain the continuity of command. Later arriving higher-ranking officers may choose to assume command or serve as advisors.
8. Single Resource Crews - A Crew is a specified number of personnel (without apparatus) who are assembled for a task with a designated leader/officer with a portable radio on an assigned tactical channel who remain together throughout the duration of the task.

9. Command Staff Positions - At large-scale or complex incidents, consideration may have to be given to the functions of Safety, and Public Information Officer. If the IC cannot effectively handle any of these functions, they should be delegated.

10. Safety - The Safety Officer position is implemented to manage the safety of all personnel at the incident and to relieve the IC of direct involvement in this responsibility. The Safety Officer also keeps the IC informed of present problems and potential hazards. The Safety Officer has the authority to bypass the chain of command when it is necessary to immediately correct unsafe acts, such as removing all personnel from areas of imminent danger. Incident Command must always be informed of these corrective actions.

11. Information - The Public Information Officer (PIO) is responsible for interface with the news media and other appropriate agencies.

12. Operations - The Operations Officer is responsible for management of all tactical operations at an incident. This position is implemented when the IC is faced with a complex incident having major demands in one or more of the remaining major functional areas.

**PREVENTATIVE MAINTENANCE SCHEDULE**

1. Maintain documents inspection, maintenance, tests, repair and replacement of apparatus and equipment.

2. The following items on the apparatus shall be inspected for proper operation and for apparent defects:
   a. Windshield washers and wipers
   b. Defroster and heater
   c. Head, tail, stop, backup, and flasher lights
   d. Backup alarm
   e. Horn and siren
   f. Slip-resistant steps and platforms
   g. Tires, rims, and suspension system
   h. Steering mechanism
   i. Braking system
   j. Doors, cabinets and compartments

3. Apparatus and equipment involved in an accident shall be inspected by a licensed mechanic and tested before subsequent use.

4. All equipment carried on an apparatus shall be inspected for operation and for defects at least monthly and within 24 hours after any use. Inspection records shall be maintained for portable equipment.

5. All equipment carried on apparatus or designated for training shall be tested at least annually in accordance with manufacturers' instructions and applicable standards.

6. Apparatus and equipment that is found to be defective or in unserviceable condition shall be removed from service, repaired or replaced.

7. Records of repair or replacement shall be maintained for the life of the apparatus.
1. Hose testing shall be conducted annually. Since there is a potential for injury due to hose failure during testing, it is vital that adequate safety precautions be taken. Refer to current NFPA 1962 Standard.

2. Hose should be inspected for any of the following conditions:
   a. Wear or tear
   b. Misuse or vandalism debris
   c. Evidence of damage from mildew, chemicals, burns, cuts, abrasion and/or vermin.
   d. Couplings should be inspected for any of the following conditions:
      i. Damaged threads
      ii. Corrosion
      iii. Out-of-round
      iv. Swivel not rotating freely
      v. Missing lugs
      vi. Loose external collar
      vii. Defective or missing gaskets
      viii. Other defects that impair operation

3. If the hose or couplings fail the physical inspection, the hose or couplings, shall be removed from service, repaired as necessary and service tested.

4. Hose Testing procedure:
   a. All hose shall be service-tested while lying flat. A short length of smaller diameter hose with the same or higher proof pressure shall be used to connect the pressure source to the hose being tested. Each length of hose to be tested shall be of the same service test pressure and, collectively, shall be considered the hose test layout. The total length of any hose line in the hose test layout to be service tested shall not exceed 300 feet (91 meters). The hose test layout shall be straight, without kinks or twists. *Exception: Hose that has been repaired shall be tested one length at a time.*
   b. Each length of hose shall be service-tested using a hose testing machine, a stationary pump, or a pump on a fire department apparatus. When the pressure supply source is not specifically designed for testing hose, a hose test gate valve designed to withstand the test pressures shall be used between the pump and the hose to be tested.
   c. The hose test layout shall be connected to the hose test cap valve of the pump. The hose test gate valve shall be used to prevent the reaction of discharging a large volume of water in the event of a hose bursting during the test. If a fire department pumper is used, the hose test gate valve shall be attached to any discharge outlet at or adjacent to the pump operator's position. The hose test gate valve end of the hose line shall be secured with a belt tie-in or rope hose tool at a point 10 to 15 inches (250 mm - 400 mm) from the coupling. Shutoff nozzles or test caps shall be attached to the end of the line.
   d. With the hose test gate valve open and the nozzle or test cap valve closed, the pressure shall be gradually raised to 45 PSI. After the hose test layout is full of water, raising the discharge end of each hose line above the highest point in the system shall exhaust all air in each hose line. The nozzle or test cap valve shall be closed slowly, and then the hose test gate valve shall be closed. *Warning: Care shall be taken to remove all air from the hose before the nozzle or test cap is closed and the pressure raised. The development of test pressures introduces a serious accident potential if air remains in the system.*
   e. After filling to 45 PSI, the hose shall be checked for leakage at the coupling and tightened with a spanner wrench where necessary. Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test.
   f. Personnel, other than persons required to perform the procedure, shall clear the area.
g. The pressure shall be raised slowly at a rate not greater than 100 PSI for the service test pressure, and held for 5 minutes. While the test layout is at the service test pressure, the hose shall be inspected for leaks. If the inspecting personnel walk the test layout to inspect for leaks, they shall be at least 15 ft. (4.5 m) to the side of the nearest hose line in the test layout. Personnel shall never stand in front of the free end of the hose, or straddle a hose in the test layout during the test.

h. If, during the test, a section of hose is leaking or a section bursts, the service test shall be terminated, and that length of hose shall have failed the test. The test layout shall be drained, and the defective hose removed from the test layout. The service test shall be restarted.

i. After 5 minutes at the service test pressure, the pump shall be shut down, the pressure allowed to equalize with the source, the pump discharge gates closed, and each nozzle or test cap valve opened to drain the test layout.

j. The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped, the hose has failed the test.

k. Hose records shall be updated to indicate the results of the service test for each length of hose tested.

l. All hose failing the physical examination, bursting, leaking, or having couplings that fail because of slippage or leakage, shall be tagged, removed from service and repaired or discarded.

INITIAL RESPONSE

Maintain the most efficient and safe manner of responding to incidents; the following shall be guidelines for initial response.

1. A minimum of two properly certified personnel shall respond on any engine/truck company.

2. Notify dispatch that the first apparatus is en route.

3. The apparatus shall respond as quickly as possible with the driver keeping the safety of the crew and the welfare of civilians as the highest priority.

4. Upon arrival on the scene, a water supply to the apparatus will be established. The apparatus will be positioned to provide the best coverage of the incident while providing protection to the engineer and crew.

5. The apparatus operator will notify Dispatch of their arrival on-scene and give a quick size-up of the incident to other responding units.

6. Command shall be established. The Incident Commander will analyze the information to determine whether there are an appropriate number of personnel and resources available.

7. Other agencies, including Mutual Aid, should be considered if size-up determines that additional resources are necessary to mitigate the incident.

8. The Incident Commander, as a guide for tactical decisions, should utilize the RECEO-V matrix:  
   RESCUE  EXPOSURE  CONFINEMENT  EXTINGUISHMENT  OVERHAUL  -VENTILATION

9. The Incident Commander may establish rehabilitation and staging areas.

10. Once the Incident Commander deems an incident under control, surplus personnel, equipment and apparatus will be released from the scene.

RESPONSE TO GAS LEAKS

1. Upon acknowledgment to Dispatch of the response, it shall be confirmed that the gas utility company has been notified. If Dispatch has not notified the gas utility company, a request will be made for them to do so immediately.
2. Appropriate personnel and apparatus will respond.

3. Arriving apparatus and personnel will stop at a safe distance from the incident location as determined by the officer.

4. Firefighter or officer dressed in full turnout gear will shut off the gas supply when appropriate.

5. Determination shall be made to ensure that all occupants are out of the structure.

6. Firefighters in full turnout gear including SCBA (masked not donned) and remain in the staging area.

7. Pre-connect attack lines will be pulled and prepared for charging and advancing if necessary.

8. If it is possible to initiate ventilation without entering a structure, the officer in charge may order this to be done. If positive pressure ventilation is to be utilized, the fan motor must be started at the engine and advanced to its proper location.

9. Personnel will remain in a defensive mode until the arrival of gas utility company. The officer in charge will then determine any further action by the fire department.

RESPONSE TO VEHICLE FIRES

1. Upon arrival of the first officer or unit, they shall give a brief "size-up" of the vehicle condition, involvement and an special hazards or directions.

2. First Arriving Engine:
   a. Upon arrival, the driver, if at all possible, should position the apparatus uphill and upwind of the vehicle involved in the fire.
   b. Every attempt should be made to provide a distance between the apparatus and the burning vehicle, which will allow adequate deployment of the attack lines.
   c. Consideration must be given to using apparatus as a barrier, to shield the incident scene from traffic hazards.
   d. Warning lights should be left operating in conjunction with the use of traffic cones.
   e. Two personnel must don personnel protective equipment including self-contained breathing apparatus, obtain forcible entry tools and stretch one 1.5-inch attack hose line to a desired point of attack.
   f. A minimum of one additional attack hose line, in addition to the first hose line, positioned and manned at the most advantageous point to serve as a protection line.
3. Second Arriving Engine (if applicable):
   g. Upon arrival, the driver shall place the apparatus in a position to assist in traffic control, personnel protection, and to provide water to the first arriving engine if required.
   h. Two personnel from the second engine shall don personnel protective equipment including self-contained breathing apparatus, be assigned to the second 1.5-inch attack hose line, and provide backup to the initial crew.
   i. All personnel shall stay with their apparatus until the incident commander gives an assignment.

4. Fire Attack Considerations:
   j. A working fire involving the interior of the vehicle passenger compartment could damage the vehicle beyond repair.
   k. The attack plan should consider the vehicle as a total loss and a safe appropriate approach and fire attack must be implemented.
   l. Where occupants are trapped in the vehicle, water shall first be applied to protect the occupants and facilitate rescue.
   m. Energy Absorbing Bumpers – consist of gas and fluid filled cylinders that when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel in excess of 25 feet.
   n. Batteries are an explosion hazard due to presence of hydrogen vapors. Avoid contact with battery acid. When the situation is stable, disconnect battery cables (ground cables first).
   o. Hybrid Vehicles shall be handled in accordance with manufacturer guidelines.
   p. Combustible metals can be found in many vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning attempts to extinguish them with water will increase the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensity, the fire should extinguish. Use of appropriate extinguishing agents for combustible metals can also be effective.
   q. Trunk/rear and hatch/engine areas can explode, along or in any combination with the following; springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop in lift assists causing a trunk, hatch or hood to open with explosive force when the latch mechanism is released. To insure personnel safety, be sure to allow sufficient clearance when releasing latches.
   r. Trunks and cargo areas should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials.
   s. Fuel tanks may be constructed of sheet metal or plastic. A rupture or burn through may occur with these tanks causing a rapid flash fire of the fuel. Do not remove the gas cap as the tank may have become pressurized. Do not direct the hose stream into the tank as this may cause fuel to spew from the tank fill opening.
   t. Liquid Petroleum Gas {LPG} / Liquid Natural Gas {LNG} / Hydrogen are becoming common place as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief valve fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazards. If there is flame impingement on a visible LPG/LNG/Hydrogen storage tank, take action to control the fire and cool the tank.
   u. If vapors escaping from storage tank relief valve ignite, all the LPG/LNG to burn while protecting exposures and cooling the tank. Shutting off the valve at the storage tank can control flow of gas through piping.
   v. Interiors of modern vehicles present the potential for back draft. Use caution when opening doors or breaking windows.
   w. Appropriate approach and ventilation techniques should be considered. Additional consideration should also be given to airbags.
   x. Vehicle tires and wheels exposed to fire may explode causing the vehicle to drop suddenly. Expect exploding wheel parts or tire debris to be expelled outward from the sides of the vehicle. Approach the vehicle on an angle from the front or rear for maximum protection. Larger vehicles such as buses employ air suspension systems. When these systems are exposed to fire they may fail also causing the vehicle to drop suddenly.

RESPONSE TO POWER LINES & ELECTRICAL EQUIPMENT
1. Upon arrival at the scene the apparatus shall be placed at a safe distance from the down power line:
   a. Apparatus to be stationed at least one full pole away from the closest pole to the downed line.
   b. All personnel shall remain seated until Incident Command provides additional direction.

2. Personnel shall not respond directly to the scene in their personal vehicle unless otherwise directed by the incident commander.

3. Response to Power Lines Down:
   a. Power utility to be on scene.
   b. Consider all down wires as energized.
   c. Place apparatus in a safe location away from overhead power lines.
   d. Locate both ends of the power line.
   e. Utilize barrier tape to secure the area and deny entry.

4. Response to Power Lines on Vehicles.
   a. Power utility to be on scene.
   b. Do not touch vehicle.
   c. Have occupant remain inside the vehicle.
   d. Place apparatus a safe distance away from the down lines.
   e. If occupants must leave the vehicle (fire or other threat to life), instruct the occupants to open the door, but not step out. The occupants should jump free of the vehicle without touching the vehicle and ground at the same time.

5. Sub-Station, Transformer, Electrical Vault & Manhole Fire:
   a. Power utility to be on scene.
   b. Clear the area.
   c. Be aware of explosion potential.
   d. Place apparatus in a safe location away from overhead power lines and not over manholes.
   e. Protect exposures.
   f. Do not make entry until electrical equipment has been de-energized.

6. Electrical Safety:
   a. Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a ground. A direct path to ground is when contact is made between something energized and a portion of your body such as your arm, hand, head or other body part. An indirect path to ground occurs when you are holding something or touching an object that is in contact with something energized. This could include tools and other equipment you may be holding or when touching a fence, vehicle or other object.
   b. Lock out of down power lines generally occurs after three (3) operations or attempts to re-energize. Even though you may hear this, do not assume the line is dead or de-energized. Any down lines must always be considered energized with the potentially lethal current. (i.e. telephone, cable)
   c. Lines can reset and become energized again by manual operation of a switch, by automatic re-closing methods from a remote location, by induction where a de-energized line can become energized if it's near another energized line or through back feed conditions.
   d. Power lines tend to have "Reel Memory" and may curl back or roll on itself when down.
   e. Use caution when spraying water on or around energized electrical equipment. Hose streams conduct current; never spray water directly onto energized power lines or equipment. For appropriate use of fog spray it must be applied at the base of the pole, your primary responsibility is to protect the surrounding area.
RESPONSE TO SUSPECTED EXPLOSIVE DEVICES

1. First arriving unit shall establish a staging area not less than 1000 feet away from the device.
   a. Fire Department Incident Commander shall report to the Police Department Incident Commander.
   b. Command shall be established.
   c. The Incident Commander shall then take all fire ground operations to another available radio channel.

2. All Responding Apparatus:
   a. Each unit shall respond non-emergency unless otherwise directed by Fire Incident Commander.
   b. As each engine responds to the staging location, the dispatcher shall be notified.
   c. The second arriving engine, unless otherwise directed, shall establish a staged water supply remote from the staging area. The second engine shall advise the Fire Department Commander of their location and state of readiness.
   d. All electronic transmitting devices shall be turned off within one thousand (1000) feet of the suspected device (i.e. utilizing time, distance and shielding). Consideration should be given for the possibility of a secondary or multiple devices.
   e. Personnel shall not respond to the scene in their personal vehicle.

RESPONSE TO WILDLAND FIRE

1. Response shall include appropriate apparatus, personnel, PPE and water supply.

2. Size up consideration:
   a. Location terrain
   b. Wind/weather conditions exposures

3. Consideration for implementation of tactics/strategies with need for additional resources:
   a. DNR Mutual Aid
   b. United States Forest Service
   c. Water supply
   d. Specialized resources and equipment
   e. Contain, confine and extinguish
The law affords a "preferred status" to authorized emergency vehicles, however the law does not never relieve personnel from the duty of driving with due regard for the safety of the public and respecting right-of-way unless it is given.

1. Nonemergency Driving- when responding to nonemergency calls, all traffic regulations must be followed.

2. Emergency Driving - when responding to all emergency calls, all of the following factors must be considered:
   a. Call has been dispatched as an emergency call
   b. Weather conditions
   c. Geographical location (e.g., hills, flat, curves)
   d. Roadway (type/condition)
   e. Traffic conditions
   f. Congested areas (e.g. existence of schools, shopping areas, residential units, businesses)
   g. Familiarity with area; this factor becomes more important if responding to a mutual-aid call.
   h. Driver ability

3. Potential danger to the public and property:
   a. While operating with due regard for the safety of others, personnel responding to an emergency call may exceed the speed limit in a safe manner.
   b. While responding under emergency conditions, personnel must continually evaluate their emergency driving and be prepared to terminate that response at any time the safety of the public is at risk or when ordered by the officer in charge.
   c. At no time shall personnel operate a motor vehicle at such a rate of speed or manner so as to cause the person to lose control over the operation and/or direction of the vehicle or endanger the public.
   d. All Department members are required to use all safety devices and restraint systems provided by the vehicle manufacturer at all times.

4. Emergency warning and signaling equipment for department vehicles:
   a. All personal emergency vehicles shall be equipped with the following equipment:
      i. At least one roof mounted light displaying a flashing, rotating or oscillating red light that is visible from a distance of at least 500 feet and 360 degrees of the vehicle.
      ii. At least one mechanical or electronic siren capable of producing an audible sound for a distance of 500 feet to warn other drivers of said vehicles approach.
   b. All vehicles, emergency warning and signaling equipment shall be inspected.
   c. If responding as an emergency vehicle, both lights and sirens must be activated.

5. Qualifications and Requirements for Driving Emergency Vehicles and/or Department Vehicles:
   a. Personnel who drive personally owned vehicles for emergency response should have emergency drivers training such as the FFTC Emergency Driving Certification and a valid Michigan driver’s license.
   b. Whenever an employee of the department is involved in an accident with a department vehicle or personal vehicle while acting on behalf of the department the employee will be required to consent to a drug/alcohol test.
   c. The Department will perform a driving record review of all personnel.
   d. Personnel who drive personally owned vehicles for emergency response shall provide a copy of their no-fault insurance certificate annually or as requested.
   e. Remember, in order to later justify your decision with respect to any type of driving conduct you must be able to articulate facts supporting your decision.
PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

1. Protective Clothing & Equipment Defined:
   • Helmet with face shield
   • Protective hood
   • Turnout coat and pants
   • Boots and gloves
   • SCBA and Pass Alarm
   • Identification tags
   • Power Saws: helmet, chainsaw pants, gloves, and hearing protection

2. All clothing is to be properly fastened and closed with protective hood on, coat collar turned up and helmet earflaps down.

3. All clothing shall be issued or approved by the fire department. Removal of original liners or any alterations is prohibited, unless performed by the manufacturer.

4. Under no circumstances shall fire fighter safety be compromised in order to increase the speed of emergency operations. Emergency operations shall not commence until all involved personnel have donned necessary protective clothing and equipment as authorized by the on-scene commander.

5. Full protective clothing and equipment shall be donned prior to entering the incident perimeter.

6. SCBA shall be provided and personnel shall wear in accordance with department procedure.

7. Damage to personal protective clothing and equipment shall be immediately reported to the safety officer. Protective clothing and equipment damaged shall not be used.

8. Incident commanders may use their discretion to determine the appropriate level of protective clothing and SCBA required for personnel operating at incidents where no specific guidelines have been established.

9. As with any safety procedure, primary responsibility for adherence to this procedure rests with each individual. Fire department officers are responsible for enforcement of this procedure. Authority to deviate from this procedure rests solely with the incident commander.

PERSONNEL ACCOUNTABILITY

1. Each firefighter shall be given an accountability identification tag(s) that shall indicate their name and department name.
   a. When the firefighter arrives on an emergency scene, firefighter shall give a tag to the Pumper operator indicating their arrival on the scene.
   b. When using a two-tag system the second tag shall be kept by the firefighter until assigned a task. At the time of assignment, the second tag shall be given to officer in charge of that task.
   c. When using a two-tag system the second tag shall be retrieved by the firefighter whenever completing a task.
   d. In the event of an emergency evacuation situation the firefighter shall report to the pumper operator and retrieve the original identification tag.
   e. The firefighter shall report to the pumper operator and retrieve their tag(s) before leaving the scene.

2. A personnel accountability report (PAR) shall be conducted at regular intervals.

SELF-CONTAINED BREATHING APPARATUS (SCBA)

1. All personnel shall be provided with and shall utilize SCBA in the following situations:
   a. Atmosphere is hazardous
   b. Atmosphere is suspected of being hazardous
c. Atmosphere may become hazardous

2. After using two (2) bottles of air, unless permitted to reenter by Incident Commander, all personnel shall report to rehabilitation.

3. The SCBA may be removed when the incident commander determines that a respiratory hazard no longer exists.

4. SCBA shall be thoroughly cleaned and inspected after each use. Those personnel that have been trained shall perform the cleaning and inspection in accordance with manufacturer's guidelines. SCBA shall be inspected no less than once each month in accordance with MIOSHA part 74, following manufacturer's guidelines.

5. Any SCBA not passing inspection shall be red tagged. A factory-trained technician shall only perform any repairs.

HEARING CONSERVATION

1. Hearing protection required usage by personnel while engaging in any operations and/or while in areas where the noise levels may exceed OSHA standard.

2. Identify work areas and/or operations where noise may be a hazard for personnel and require the use of hearing protection.

3. Monitor compliance with the requirements of these standard operating procedures.

HIGHWAY SCENE SAFETY

1. The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.
   a. Advance Warning - notification procedures that advises approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
   b. Block - positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right’ or 'block to the left.'
   c. Buffer Zone- the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
   d. Downstream -the direction that traffic is moving as it travels away from the incident scene.
   e. Flagger- a fire department member assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
   f. Shadow- the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
   g. Taper- the action of merging several lanes of moving traffic into fewer moving lanes.
   h. Temporary Work Zone -the physical area of roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
   i. Transition Zone -the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
j. Upstream - the direction that traffic is traveling from as the vehicles approach the incident scene.

2. Initial-arriving company officer and/or the Incident Commander must complete critical placements to assure that a safe and protected work environment for emergency scene personnel is established and maintained including:
   a. Assure that the first-arriving apparatus establishes an initial block to create an initial safe work area, consideration of scene preservation.
   b. Assign a parking location for all ambulances as well as later-arriving apparatus.
      i. Lanes of traffic shall be identified numerically as "Lane 1", "Lane 2", etc., beginning from the right to the left when right or left are considered from the approaching motorist’s point of view. Typically, vehicles travel a lower speed in the lower number of lanes.
      ii. Instruct the driver of the ambulance to "block to the right" or "block to the left" as it is parked at the scene to position the rear patient loading area away from the closest lane of moving traffic.
      iii. Assure that all ambulances on-scene are placed within the protected work area (shadow) of the larger apparatus.
      iv. Assure that all patient loading into Med Units is done from within a protected work zone.

3. Apparatus and Emergency Vehicle Placement
   a. Listed below are placements for Safe Parking of apparatus and emergency vehicles when operating in or near moving traffic.
      i. Always position first-arriving apparatus to protect the scene, patients, and emergency personnel.
      ii. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
      iii. Angle apparatus on the roadway with a "block to the left" or "block to the right" to create a physical barrier between the crash scene and approaching traffic.
      iv. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
      v. Use fire apparatus to block at least one additional traffic lane more than that already obstructed by the crashed vehicle(s).
      vi. When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.

   b. Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment and patients should be kept within the "Shadow" created by the blocking apparatus at all times.
When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area and the ambulance loading zone.

d. Ambulance should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.

e. Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.

f. At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected.
   i. Emergency vehicles must be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.
   ii. For first arriving apparatus where a charged hoseline may be needed, block so that the pump panel is "down stream", on the opposite side of on-coming traffic. This will protect the pump operator.

g. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists. Cones identify and only suggest the transition and tapering actions that are required of the approaching motorist.

h. Personnel shall place cones and flares and retrieve cones while facing oncoming traffic.

i. Traffic cones shall be deployed upstream at intervals of the blocking apparatus with the furthest traffic cone approximately 75 feet upstream to allow adequate advance warning to drivers.

j. Additional traffic cones shall be retrieved from arriving units to extend the advance warning area for approaching motorists.

4. Emergency Crew Personnel Placement
   Listed below are placements for safe actions of individual personnel when operating in or near moving vehicle traffic
   a. Always maintain an acute awareness of the high risk of working in or near moving traffic.
   b. Never trust moving traffic.
   c. Always look before you move!
   d. Always keep an eye on the moving traffic.
   e. Avoid turning your back to moving traffic.
   f. Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected "shadow" side, away from moving traffic.
   g. Officers, apparatus operators, crew members in apparatus with individual jump seat configurations and all ambulance personnel must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
   h. PPE or reflective safety vest, and helmet must be donned prior to exiting the emergency vehicle.
   i. Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Where safe and appropriate to do so, place warning flares to slow and direct approaching traffic.
5. High-Volume, Limited Access Highway Operations

High-volume limited access highways include the expressways and multi-lane roadways within the FD response area. The Michigan State Police and Department of Transportation (DOT) have a desire to keep the traffic moving on these high-volume thoroughfares. When, in the judgment of the Incident Commander, it becomes essential for the safety of operating personnel and the patients involved, any or all lanes, shoulders, and entry/exit ramps of these limited access highways can be completely shut down.

Safe parking procedures at expressway and limited-access, high-volume multi-lane roadway incidents:

- First-arriving apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus an additional traffic lane.
- Additional apparatus shall be dispatched to all vehicle-related incidents on all limited-access, high-volume expressways and highways.
- The primary assignment of this apparatus and crew shall be to:
  - Establish an upstream block occupying a minimum of two lanes plus the paved shoulder of the highway or blockage of three driving lanes of traffic upstream of the initial block provided by the first-arriving apparatus.
  - The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, design curves, bridges, hills and over-or underpasses.
  - Traffic cones and/or cones illuminated by flares should be placed upstream of the fire apparatus by the crew at the direction of the company officer.
  - Traffic cones on limited-access, high-volume roadways shall by placed farther apart, with the last cone approximately 150 feet "upstream", to allow adequate warning to drivers. Personnel shall place cones and flares and retrieve cones while facing the traffic.
  - If a "Flagger" is assigned to monitor the response of approaching motorists, they shall activate a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.
  - Notify Command on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.
- Police Department vehicles, if available, may provide additional blocking of traffic lanes. Med Units shall always be position within the safe work zone.
- Staging of additional personnel and equipment off the highway may be required. Ambulances may be brought onto the highway scene one or two at a time.
- Command should establish a liaison with the Fire/Police Department as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incidents and establish normal traffic flows.
- Terminate incident systematically and safely. Crews, apparatus, and equipment must be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion.
6. Scene Safety Checklist
   a. Block with first-arriving apparatus to protect the scene, patients, and emergency personnel.
      i. Block at least one additional lane
      ii. Block so pump panel is "down stream"
      iii. Block most critical or highest traffic volume direction first
      iv. Consider requesting additional PD assistance
   b. Crew wear proper PPE w/Helmet
      i. Reflective vests or full PPE at all times
      ii. Helmet at all times
   c. Establish more than adequate advance warning
      i. Traffic cones appropriate intervals
         - 35 mph 100ft
         - 45 mph 150feet
         - 55 mph 200 feet
      ii. Deploy minimum 5 cones upstream
      iii. Cones only suggest they don’t block!
      iv. Expand initial safe work zone
   d. Direct placement of ambulances
      i. Assure ambulances park within shadow of larger apparatus as directed
      ii. Lane 1 is furthest right lane, next is Lane 2, than Lane 3, etc. from approaching motorist’s point of view
      iii. Direct ambulance to "block to the right" or "block to the left" to protect loading doors
      iv. Place ambulance patient loading area facing away from closest lane of moving traffic
      v. All patient loading into Med Units is done from within a protected work zone
      vi. Consider assigning FF as upstream "Spotter" as necessary for approaching traffic
   e. Night or Reduced Light Conditions
      i. Turn OFF vehicle headlights
      ii. Provide overall scene lighting
      iii. Consider additional apparatus for additional upstream "Blocking"
   f. Limited access, high-volume highway incidents
      i. Establish initial block: minimum two lanes
      ii. Apparatus establishes upstream block two lanes plus paved shoulder or three driving lanes
      iii. Place cones or flares upstream of apparatus
         - 35 mph 100ft
         - 45 mph 150feet
         - 55 mph 200 feet
      iv. If a Flagger position is established
         • Monitor approaching traffic
         • Sound emergency signal as necessary
      v. Use police department vehicles, if available, for additional blocking
      vi. Stage additional personnel and equipment
      vii. Establish liaison with Police/Fire Department
      viii. Terminate incident systematically and safely