

DEKALB COUNTY VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES



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MISSION STATEMENT

To professionally protect life and property from fire and other emergencies through effective public education, proactive training programs, and efficient and safe incident responses.

PURPOSE

These Standard Operating Guidelines (S.O.G.'s) for the DeKalb County Volunteer Fire Department are developed for the purpose of establishing good order, safety, effectiveness, and direction within its membership while in performance of assigned duties.

For the prospective member, it sets forth the guidelines necessary before making such a commitment. Additional policies set forth by the Chief or Executive Committee can be more restrictive, but never less restrictive, than S.O.G.'s.

DeKalb County Volunteer Fire Department's Priorities are:

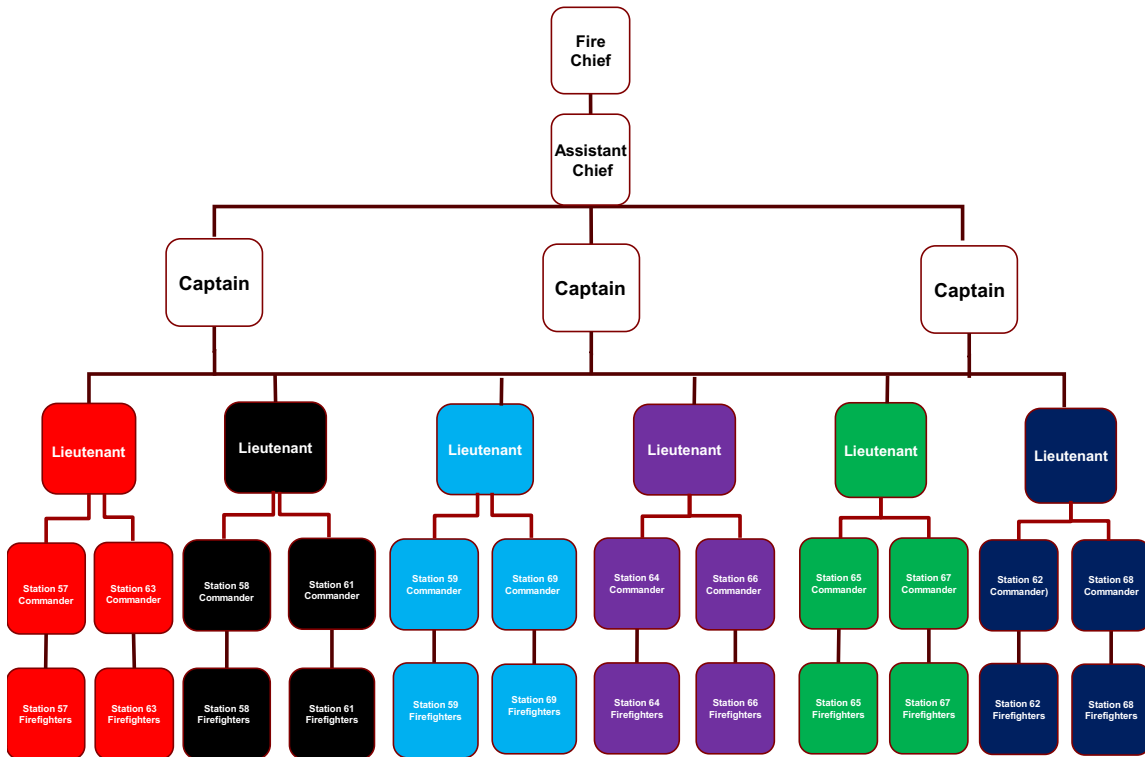
1. PRESERVATION OF LIFE
2. PROTECTION OF PROPERTY

IN THAT ORDER

ARTICLE I - ORGANIZATION

Section A – Command Structure

DeKalb Co. Fire Dept. Organizational Structure



1. Officers

The DeKalb County Volunteer Fire Department is organized and operated under the authority of the Legislative Body of DeKalb County, Tennessee. Its officers, who are recommended, after testing, from a list of qualified candidates (Article II, Section B) by the Chief, shall direct the DeKalb County Volunteer Fire Department. The legislative body of DeKalb County, Tennessee appoints the following officers: Fire Chief and Assistant Fire Chief. Duties for each position are provided in Exhibit 6.

2. Appointments

The ranking positions of Captains and Lieutenants shall be appointed by the Chief after meeting the required qualifications as outlined in Article II, Section B. Each position's qualifications shall be reviewed annually for compliance. The Chief will also have authority to demote Captains and Lieutenants.

3. Station Commanders

Each station shall elect a Station Commander (meeting the qualifications according to Article II, Section B, annually) in January, from the station's general membership. Station Commanders take office on February 1. Station Commander's duties include, but are not limited to, the upkeep of that station and its equipment and vehicles. The Station Commanders are members of the Department's Executive Committee, whose duties shall be to investigate all complaints and grievances and to make appropriate disciplinary actions.

Section B – Units

1. Substations

DeKalb County Fire Department is composed of community substations located strategically across the county. All substations receiving funding through the DeKalb County Fire Department's annual appropriations will be identified as DeKalb County Fire Department and shall fall under the authority of aforesaid and its officers.

Substations shall identify themselves as units. For example: Temperance Hall Unit # 67, Belk Unit # 66, etc. No equipment, vehicles, or personnel shall display or promote titles such as Temperance Hall Fire Department, etc.

2. Districts

District 1--Short Mountain Hwy, Keltonburg, Belk, Blue Springs, and Four Seasons
District 2--Main Station, Cookeville Hwy, Liberty, and Temperance Hall
District 3--Austin Bottom, Midway, and Johnson's Chapel

The Chief will assign each of the department's three districts a Captain that will be in the district's chain of command.

Section C – Executive Committee

1. Committee Structure

The Department's Executive Committee shall be comprised of Station Commanders, Lieutenants, Captains, Assistant Chief, and Chief. The Secretary/Treasurer, Equipment Officer(s), Communications Officer(s), Training Officer, and Safety Officer are non-voting members of the Executive Committee.

2. Duties

The Committee shall investigate all complaints, appeals, and grievances made by the Department's membership and make appropriate actions. The Committee interviews new membership applicants and determines acceptance or non-acceptance. Any member of the DeKalb County Volunteer Fire Department may appeal decisions made by the officers of the Department through the Executive Committee. The Committee shall make final determinations as to disciplinary actions or decisions. All disciplinary actions made by any officer or Executive Committee will be documented on the **DeKalb County Fire Department's Record of Disciplinary Action form (Exhibit 35)**.

ARTICLE II - ELECTION OF DEPARTMENT OFFICIALS

Section A – Election Procedures

1. Election of Officers

The Fire Chief, Assistant Fire Chief, Secretary/Treasurer, Equipment Officer, Communications Officer, Safety Officer and Training Officer positions will be filled each year (annually) at the first business meeting in January. The qualified nominee, as outlined in Section B, obtaining the majority of votes for a position will be elected to that position, unless the nominee declines. The candidates elected to the office of Chief and Assistant Chief will be submitted to the County Mayor for appointment according to Tennessee Code Annotated 5-17-103. Robert's Rules of Order will be used in conducting this election.

2. Election of Station Commanders

Each station of the DeKalb County Fire Department will elect a Station Commander. Station Commander elections will be held during the month of January after the January Department Election (first Sunday in January). Station Commander positions become effective February 1, or the later of the date that the Department's Executive Committee confirms that all qualifications are met. Qualifications are listed in Section B.

3. Vacated Positions

If the position of Chief or Assistant Chief should be vacated for any reason, the Department shall recommend a replacement to the DeKalb County Mayor, through a majority vote of Department members, from a list of candidates meeting the

minimum qualifications for the position. If a Station Commander position becomes vacant before the term expiration, the members of the station will elect a subsequent Station Commander and immediately submit the elected candidate's application to the Department's Executive Committee for confirmation of qualifications. Qualifications are listed in Section B.

Section B - Qualifications

Below are the qualifications for each position in the DCFD Organizational Structure. In order to be considered for promotion, the candidate must meet all of the qualifications listed, plus the qualifications of the subordinate position. Example: In order to meet qualifications for Captain, the candidate must meet all criteria for Lieutenant AND Captain. The position of Station Commander is not considered a ranking position.

1. Qualifications of Station Commander

A Station Commander shall be and have completed:

1. Basic Firefighter or equivalent training
2. Basic Pumper Operations (FF 111) certification
3. Leadership I certification
4. A satisfactory mid-year (July) review/evaluation incident and training participation by the Executive Committee.
5. Assist in completion of IS-100 and IS-700 (basic incident command training) for new members assigned to their station.

The duties of a Station Commander are listed in Exhibit 6.

2. Qualifications of Lieutenants

Lieutenants shall successfully complete:

1. Basic Firefighter or equivalent training
2. Live Burn Weekend or 5 years firefighting experience
3. Minimum 3 cumulative years on DCFD
4. Incident Command System—IS-100, IS-200, IS-300, IS-700, IS-800
5. CPR/AED certification
6. Hazmat Awareness and Hazmat Operations
7. Basic Pumper Operations (FF111)
8. Leadership I
9. Leadership II
10. Strategy and Tactics course with a minimum 15 hr. classroom training
11. Current or past certification as a Vehicle Extrication Rescue Technician with a current or previous certificate of training in a course with a minimum 24 hours of instruction.

12. 8 hours of annual certified training (can included any of above)
13. Practical Skills testing as outlined in Section B10. (amended 7/1/13)
14. A satisfactory mid-year (July) review/evaluation incident and training participation by the Executive Committee.

The duties of Lieutenants are listed in Exhibit 6.

3. Qualifications of Captains

Captains shall have **qualifications of Lieutenants, plus:**

1. Minimum 5 yrs. on DCFD with at least 3 cumulative years
2. Minimum 1 year as Lieutenant or higher rank on DCFD
3. Live Burn Weekend or 10 years firefighting experience
4. Incident Command System—IS-400
5. Leadership III
6. 15 hours of annual certified training (can include any of above)
7. A satisfactory mid-year (July) review/evaluation incident and training participation by the Executive Committee

Captain duties are listed in Exhibit 6.

4. Qualifications of Chief and Assistant Chief

Chief and Assistant Fire Chief shall have **qualifications of a Captain, plus:**

1. Serve as a Captain for a minimum of three (3) years on DCFD
2. Fire Chief Orientation as required by TN Code Annotated 68-102-108

Chief and Assistant Fire Chief Duties are listed in Exhibit 6.

5. Qualifications of Secretary/Treasurer

The Secretary/Treasurer shall be and/or have:

1. Good PC skills
2. Good math skills
3. Reporting Software skills
4. Good literacy skills

Duties of Secretary/Treasurer are listed in Exhibit 6.

6. Qualifications of Equipment Officer

The Equipment Officer must be/have:

1. Mechanically inclined
2. Good organizational skills
3. Completed Pump Maintenance Course (FA105)

Duties of Equipment Officer are listed in Exhibit 6.

7. Qualifications of Safety Officer

The Safety Officer shall be and/or have:

1. CPR/AED certified (current)
2. Incident Safety Officer (minimum 15 hour classroom training)
3. Required OSHA/TOSHA Program Training
4. Good Literacy Skills
5. Available to attend Quarterly County Safety Meetings

Duties of Safety Officer are listed in Exhibit 6.

8. Qualifications of Communications Officer

The Communications Officer shall be and/or have:

1. Good organizational skills
2. Background and good skill in working with communications equipment (phones, radios, and computers) Technology
3. Good people skills
4. Proficient in Social Media

Duties of Communications Officer are listed in Exhibit 6.

9. Qualifications of Training Officer

The Training Officer shall be and/or have:

1. Minimum 5 years as a firefighter, with at least 3 cumulative years with DCFD
2. Completed Training Operations in Small Departments (FF168)
3. Familiar with DCFD's operations and equipment

4. Fire Instructor I or equivalent (40 hour class) training instructor
5. Good organizational skills
6. Completed Live Burn Weekend
7. Completed Leadership I
8. Completed Leadership II
9. Completed Strategy and Tactics

Duties of Training Officer are listed in Exhibit 6.

10. Practical Skills Testing Requirements

Applicants for Lieutenant, Captain, Assistant Chief, or Chief must successfully complete the following practical skill sets, in addition to meeting all other rank requirements in Section B, before being appointed or elected to office:

Administrative (Test Checklist found in Exhibit 42):

- 1) Correctly and completely fill out a DCFD Field Incident Report (not timed)
- 2) Teach a monthly hands-on drill on any fire-related subject (2 hour duration)
- 3) Pass a written test with 10 random questions from the DCFD Standard Operating Guidelines (20 minutes). A minimum of 80% will be considered a passing score.

Operations (Test Checklist found in Exhibit 43):

- 1) Demonstrate the complete process from engaging a Class A fire pump, charging two (2) handlines at different operating pressures. (5 minutes)
- 2) Using the tanker, deploy the drop tank, properly position the tank, empty tanker water into tank, properly set up a Class A pumper (with empty tank) operation from draft and be able to supply the same two (2) handlines as described in #1 above. (12 minutes)
- 3) Demonstrate how to properly crib a passenger vehicle to prepare for extrication operations. (7 minutes)
- 4) Demonstrate how to use an Emergency Response Guidebook (ERG) to identify a chemical from a placard and what precautions should be used. (5 minutes)
- 5) Demonstrate the proper fire attack tactics to use in a table top exercise on a single-story structure. During the exercise, ANY safety violation will result in a failing score of the entire practical exam. (12 minutes including #6).
- 6) Demonstrate how to properly establish, maintain, and transfer incident command on a small, routine scale incident using proper communications and strategy techniques. (7 minutes)
- 7) Demonstrate the proper operation of the air compressor fill station, the cascade system, and properly documenting cylinder refills. (not timed)
- 8) Demonstrate how to set up a Landing Zone using a proper communications, positioning, and safety procedures. (5 minutes)

Candidates should be proficient in performing these skills, as they are applying for leadership positions. There must be no coaching or assisting while candidates are performing these skill sets. Certain skills will be timed and the skill set must be completed in the allotted time. This evaluation must be administered by at least two current officers at or above the rank of Captain. No other persons will be present during these evaluations. If candidates fail ANY of the skill sets, they must wait 30 days before re-taking the failed sections of these evaluations. If the candidate fails to successfully complete all skills sets on the second attempt, he/she must wait a full year (365 days) to re-take the entire evaluation (not just the failed sections).

Section C - Parliamentary Procedure

Meetings

All meetings of the DeKalb County Volunteer Fire Department will be conducted by the accepted standard for meeting order, Robert's Rules of Order. All motions, nomination procedures, elections, and Amendments to the S.O.G.'s of the DeKalb County Volunteer Fire Department must be presented and handled according to the aforesaid rules. NOTE: Amendments to the S.O.G.'s require a two-thirds majority vote of members present on two readings to carry. All members present can cast votes pertaining to amendments to S.O.G.'s. Only members of the Department's Executive Committee, or their designated representative, can cast votes in personnel, membership, or policy actions.

ARTICLE III - MEMBERSHIP

Section A – Station Membership

DCFD's goal is to adequately staff each station with firefighters that have met all outlined requirements. The Executive Committee may decline appointment of firefighters once adequate staffing is reached. Considerations that the Executive Committee should consider include, but are not limited to: high incident call volume, specialized assignments, or personnel needed to operate/maintain additional equipment assigned to a station.

Each firefighter shall be assigned to the station closest to his or her residence. However, the Chief or Executive Committee may reassign a firefighter to a station outside his or her residential district for reasons of diminished manpower, specialized skills or other extenuating circumstances.

Section B – Membership Conflicts

New Application for Membership:

Effective June 1, 2011, the DeKalb County Volunteer Fire Department will no longer approve membership applications for any applicant that is currently a member of another volunteer fire department(s).

Clarifications:

This provision does not apply to any member or prospective member who is a paid-career employee with any emergency service agency (EMS, law enforcement, etc). Neither does it apply to members or prospective members who belong to other volunteer emergency organizations such as the rescue squad. **This provision only applies to other volunteer fire departments.**

Section C – Membership Requirements and Incentives

The DeKalb County Volunteer Fire Department has regulations that are necessary for the efficient operation of the department. These are formulated for the well-being and safety of all members.

The DeKalb County Commission approved the budget July 27, 2015 that included funding for our Volunteer Incentive Program (VIP). This program was put in place to address recruitment and retention initiatives, compliance rewards, and non-compliance penalties for volunteer firefighters. Future funding, beyond FY 15-16, will be contingent upon program accountability, management, and results. The legislative body of DeKalb County is the funding authority for this program.

This program does not provide salaries or wages for firefighters and does not compensate for productivity. In contrast, this program establishes an accountable plan and provides nominal fringe benefits to reimburse true volunteers for expenses and time sacrifices related to official fire department activities.

The DeKalb County Fire Department's (DCFD) Recruitment and Retention (R & R) Committee has determined the following are concerns/issues that should be addressed in this program (not in any order):

- a. volunteer recruitment
- b. volunteer retention
- c. incident response participation (more points for PPE)
- d. training participation (more points for PPE)
- e. fundraiser/work session participation
- f. addressing compliance with positive reinforcement (point awards)
- g. addressing necessary non-compliance actions with points deductions

- h. improved communications (involves Station Commander communications with his/her station members)
- i. holding all members, including station commanders and officers, accountable for performance

The annual funding will be divided by 12 to provide a monthly budget to issue payments to firefighters earning points. The DCFD Recruitment and Retention (R & R) Committee will annually determine, and recommend to the DCFD Executive Committee, how any remaining funds will be appropriated and awarded to address the needs of the department.

Policy:

- 1) Any member with less than 5 points in a month will not receive point compensation. (concerns/issues addressed: C, D, E, F, & I)
- 2) Any member who does not have full membership or active status on the 20th day of the applicable month will not be awarded points. This pertains to individuals separated from the department and members on suspension, probation, or leave of absence.
- 3) Each fiscal year, the R & R Committee will evaluate, determine and notify members of R & R activity priorities, point valuations, and issues to be addressed. Notice and policy will be provided to each Station Commander and Officer, as well as posted on the bulletin in the Main Station Training Room.
- 4) Points Deductions for Penalties:
 - i. DCFD Officers (Lieutenants, Captains, Asst. Chief, and Chief) will have the authority to impose commensurate point deductions as a means for corrective actions (such as improper maintenance of equipment and buildings) for any member or subordinate officer.
 - ii. The DCFD Executive Committee will have the authority to impose commensurate point deductions as a means of corrective actions (failure to perform duty or other improper actions) for the Chief and Assistant Chief.
 - iii. Any member or officer who faces imposed points deduction imposed may appeal the matter to the entire DCFD Executive Committee for review. The DCFD Executive Committee will have final authority on decisions for point deductions.
 - iv. A member can initiate an appeal request by contacting the department's Secretary no later than the 20th day of the subsequent month to request a meeting with Executive Committee at the next scheduled meeting.
 - v. The Executive Committee may, based upon its findings, uphold the determination, override the determination, or adjust the determination.
 - vi. If the member does not appeal the point deduction action to the Executive Committee by the 20th day of the subsequent month, the decision will become final and points will automatically be deducted in the subsequent month's points calculation for the affected member.
- 5) Required Points Award/Deduction Documentation:
 - i. The official R&R Points Form (Exhibit 30) will be used for all activities where points will be awarded, and also in cases where point deductions are imposed.

- ii. Activities such as department wide monthly training drill attendance and incident response will not be included and submitted on this form. Credit from the activities will be tracked and credited by the Secretary from sign-in sheets and incident reports. (concerns/issues addressed: C & D)
 - iii. Officers, work session or special event leaders will be responsible for completing the “Group Level” section of this form (Exhibit 30) for group events (examples: fire prevention/safety education, Jamboree Food Booth activities, and work sessions). (concerns/issues addressed: E, F, & I). The DCFD Activity Sign-in Sheet (Exhibit 33) MUST be completed and signed by each activity participant.
 - iv. Activities completed on the individual level (examples: off-site training, voluntary attendance for fighters attending monthly officers’ meetings, recruitment of new members, assisting with Orientation Training, and individual work benefiting the department), will require that each member complete the “Individual Level” section and submit this form (Exhibit 30). (concerns/issues addressed: E, F, & I)
 - v. This form will include required documentation of the activity, signature of the member, station commander, and assigned lieutenant (station commanders and officers will be required to have signature of next higher ranking officer).
 - vi. The Chief and Assistant Chief will submit their point forms to the DCFD Executive Committee for review and consideration of approval.
 - vii. All forms, with appropriate signatures must be submitted to the department’s Secretary no later than the 20th day of each month.
 - viii. Points earned during the month, but after the 20th day of the month will be counted for the subsequent month.
 - ix. Points earned more than 45 days prior to the date of form submission can only be approved by the DCFD Executive Committee.
 - x. Officers (or DCFD Executive Committee) must completely document information on this form that pertains to point deductions. (concerns/issues addressed: G & I)
 - xi. Any action that results in imposed point deduction will require that a copy of this form, including the stated reason for points deduction, be delivered to the member affected and the department’s Secretary no later than the 20th day of the month.
- 6.) The R&R Committee determined the use of other recognition methods, in conjunction the new point award program, is a continued necessity. For example, recognition of “Top 10” recognitions for training and incident response participation and other special contributions that benefit the department.
- 7.) If a member is participating in an active Fire/Extrication call at the time of DeKalb County Fire Department’s monthly hands-on training drill, those members will receive credit for that training session with a copy of the Field Incident Report turned into the Secretary/Treasurer. If the member does not stay for the entire duration of the call, then that member will not receive credit for the training session.
- 8.) It is the member’s responsibility to track his or her training and activities.
- 9.) Any non-compliance will result in an appearance before the Executive Committee.

Attendance Requirements for Officers and Station Commanders:

Officers and Station Commanders, or their representative will be required to attend seventy-five percent (75%) of monthly Officer Meetings, to be held on the first Sunday of every month at 1:30 p.m.

Annual Vanessa K. Free Driver Training Requirements for All Members:

Annual Vanessa K. Free Driver Training is mandatory to be a member. If lieu of VKF, members can complete the 8 hr. driving simulator course through TFACA, or watch the department's VKF video and take the test by December 31st.

Section D – Disciplinary Action

Members not meeting satisfactory participation and performance expectations will be brought to the attention of the Chief and Executive Committee for disciplinary action, or termination from the Department if warranted.

Conduct unbecoming a member, detrimental to the public image of the D.C.F.D., or shows disregard of safety issues or efficiency will not be tolerated and suspension or termination will result. Members with traffic violations shall appear before the Executive Committee for review.

All complaints must be submitted in writing, using the applicable form found in Exhibit 26 or Exhibit 46. All disciplinary actions taken by any officer or the DCFD Executive must be documented on the Disciplinary Action Form (Exhibit 35) and filed in the member's personnel folder.

ARTICLE IV - NEW MEMBERS

Section A - Applications

Individuals applying for membership in D.C.F.D. must:

1. Complete a Department Application for Membership (Exhibit 9) for review by the station closest to residence and the Department's Chief and Executive Committee.
2. Have attained the age of eighteen (18).
3. Hold a valid Tennessee Driver's License.
4. Agree to abide by the S.O.G.'s, and policies by signing DCFD Membership Application (Exhibit 9).
5. Complete the DCFD ORIENTATION PROGRAM: All new members shall undergo an orientation program. This program shall cover as a minimum, the

following topics: Written Policies, Standard Operating Guidelines, State Regulations, OSHA Requirements, Chain of Command, Incident Command IS-100 and IS-700 course completion, Media Relations, Fire Scene Operations, Hazmat Scene Operations, Mutual Aid Operations, Helicopter Operations, Safety Equipment, Infectious Control Guidelines (Exhibit 37), Right-to-Know Training (Exhibit 38), Paperwork/Recordkeeping, Driver Training, Fund Raising, Community Involvement, Auto Accidents, Protective Clothing, and Communications.

6. Serve a probationary period of three (3) months to demonstrate willingness and ability to perform duties demanded of members. The Executive Committee can extend the probationary period indefinitely. The firefighter may not go past the front line engine while on the scene of an emergency. Additional emergency driving restrictions apply to new members. See Driver Requirements in Article XI, Section D.
7. Agree to complete the 64-hour Basic Firefighting Course, or equivalent, as approved by the Executive Committee within six months of membership. A basic course will be held at least semi-annually each year.
8. New members will not be issued any equipment, nor be allowed to respond to any incident until they have either completed the 16-hour Introduction to Fire Services or 16 hours of the Basic Firefighting Course.

Prospective members will fill out an application (Exhibit 9) and submit to the department Secretary. New prospective member will be contacted to attend a membership interview with the Executive Committee.

Probationary members shall not operate Departmental Vehicles unless accompanied by a non-probationary member, except when authorized by the Chief or scene command.

Definitions of new member status:

Recruit – status from date of membership to date of completion of the Basic Firefighting Course.

Rookie – status from date of membership until completion of 12 months on the department.

ARTICLE V - TRAINING

Section A – Training Officer

The Department will elect a qualified Training Officer(s) to oversee the training operations of the Department. The Training Officer(s) may serve in other capacities, but must have sufficient time available to meet all training needs.

Section B – Training Exercises

Members are required to meet the minimum training requirements as outlined in Article III, Section B. The Training Officer(s) will be in charge of all training operations and exercises. Training drills will be held on the 2nd Saturday of each month from 8:00 a.m. to 10:00 a.m. and the Monday following the 2nd Saturday of each month from 6:00 p.m. to 8:00 p.m. Members have the option of attending the Monday or Saturday drill. All training exercises and drills require a Safety Officer presence. Training attendance sign-in sheets (Exhibit 32) will be completed at each session and it is solely the member's responsibility to sign in. Members who arrive after class starts will get half the credit.

Section C – Training Requirements

New members of D.C.F.D. are required to complete the following within the outlined timeframes established below:

1. Complete the DCFD Recruit Orientation Training within two weeks of membership acceptance. No equipment will be issued until this training is completed.
2. Complete "Basic Firefighter" course or equivalent as approved by the Department's Executive Committee within six (6) months of membership acceptance.

Members not fulfilling these requirements will be dismissed from the Department if the Executive Committee does not find extenuating circumstances.

All members of the Department are required to meet the minimum training requirements as outlined in Article III, Section B. **Remember: If you think that the cost of training is expensive and time consuming, check out the cost of ignorance.**

All members enrolling and registering for training courses that involve department funding must complete and sign the **DCFD Training Agreement Form (Exhibit 8)**. Members that fail to attend registered training will be required to refund all associated costs, unless the Executive Committee determines unusual circumstances involving the inability to attend the training. Failure to refund the determined training fees (determined by the Executive Committee) within 30 days will result in termination from the department.

DCFD's Basic Firefighting Course Attendance Policy

If any recruit is enrolled in the Basic Firefighting course and is unable to attend a scheduled session, the recruit is responsible for contacting the Training Officer, **prior** to the scheduled session, and give notice why he/she will not be able to attend. Failure to give advanced notice of absence to the Training Officer will result in the issue being presented to the Executive Committee for termination proceedings. Recruits will be allowed to miss a **maximum of 8 hours** of the Basic Firefighting course. **Any recruit that is absent for**

more than 8 hours of the course will be required to refund the course fee and repeat the entire Basic Firefighting course at the next available offering. Recruits with absences exceeding 8 hours of class attendance, **with advance notice given** to the Training Officer, will be required to refund the entire course fee, but will not face termination proceedings before the Executive Committee, for the reason of course absence.

Section D – Hands-on Training

Hands-on training will be a routine part of learning firefighting skills. Many of these exercises will involve real situations that we often face on the fire scene. No horseplay or carelessness will be tolerated during training exercises. Safety will remain a priority during all Department training.

Occasionally, hands-on training involves structures that have been released by property owners to be destroyed by D.C.F.D. Before any training exercise is conducted on any property, the following steps will be taken:

1. “Release of Liability” form (Exhibit 1) will be completed and signed by all parties having an interest in the said property.
2. It will be the property owner’s responsibility to provide proof of property ownership to the Chief.
3. The property owners must provide any supplies necessary that would be an expense to the Department (i.e. fuel to ignite the fire).
4. All training exercises that involve damaging or destroying property will be reviewed by the County Executive along with all proper documentation of ownership as described above.
5. The property owner will be responsible for obtaining any necessary permits to comply with local, state, or federal laws. This documentation will be attached to the Release of Liability Form (Exhibit 1).
6. Extrication Training Requirements:
 - There will be four (4) training sessions a year. One (1) each quarter. Members on the extrication team are required attend 2 out of 4 quarterly trainings to remain on the extrication team. Members must attend an extrication refresher course every 2 years.
7. Wildland Training Requirements:
 - There will be one (1) class in the Spring and one (1) class in the Fall. Members on the Wildland team are required to attend 1 out of 2 bi-annual trainings to remain on the Wildland team.

ARTICLE VI - PERSONAL RULES AND CONDUCT

Section A – Membership Regulations

1. The firefighter will exercise precautionary measures to avoid injury to him and others while in the performance of his duties.
2. Caution will be taken to avoid unnecessary damages or losses of Department or private property.
3. All members will be solely responsible for the safe-keeping and care of department issued equipment for personal use.
4. Firefighters will not loan, sell, give away, or take for their own personal use any departmental property.
5. Members will not be tolerated to pilfer or steal at a fire or elsewhere.
6. No member will respond to a call or training or any other Departmental function while using or being under the influence of drugs or alcohol. There is ZERO tolerance for this kind of action in the DeKalb County Fire Department.
7. Members are subject to alcohol/drug screens.
8. All firefighters must be familiar with road names and locations within their response area.
9. Professional and courteous conduct is expected of all firefighters at all times.
10. Only County Firefighters are authorized to ride inside Department Vehicles, unless authorized by the Chief on a case-by-case basis.
11. No visitors are allowed to enter fire stations or offices, unless accompanied by a County Fire Department member.
12. Members will only have access and permission to enter their assigned station, unless invited and accompanied by a member of the station being entered. All officers will have access to any station at any time unless restricted by the Chief or the Executive Committee.
13. Department vehicles will not be used for personal missions (example: filling swimming pools, ponds, etc.). However, in emergency circumstances, the Chief with approval of the County Executive may authorize use of vehicles and equipment on a case-by-case basis. Exhibit 27 (Emergency Household Water Delivery Report) will be completed and submitted to the Secretary within 3 days of water delivery.
14. Members, whose driver's license become suspended or revoked, must appear before the Department's Executive Committee for review.
15. Complaints lodged against any member should be documented and submitted on a "Record of Complaint Investigation Form" (Exhibit 26) and submitted to the Chief or Assistance Chief. If warranted, the Chief or Assistant Chief will present the complaint to the DCFD Executive Committee for review and any warranted actions. All disciplinary actions will be documented on the "Disciplinary Action Form" (Exhibit 35) and filed in the member's personnel file.

Important: Our Department is made up of members like you. A Department is only as good as its members. So remember, the public image of our Department depends on you.

ARTICLE VII - HONORARY LIFETIME MEMBERSHIP (HLM)

Section A - Applications

The DeKalb County Volunteer Fire Department has established an Honorary Lifetime Membership (HLM) Program where approved applicants can retain membership status in the Department with certain privileges. Applicants applying for this program should be aware that acceptance in this program is strictly based on previous contributions and service to the Department. The DeKalb County Fire Department's Executive Committee will review each application for Honorary Membership (Exhibit 10) and will evaluate the application based on the following criteria:

- 1) Years of service to the DeKalb County Fire Department
- 2) Position(s) held within the DeKalb County Fire Department
- 3) Other significant contributions to the DeKalb County Fire Department.

Section B - Criteria

Each of the above criteria will be rated on a scale of 1 to 10 points. Applicants whose total equal or exceed 20 points will be accepted as a Honorary Lifetime Member. Points will be awarded as follows:

Years of Service: 5-10=5 points
 10-15=8 points
 15-20=10 points
 20-25=12 points
 25-30=15 points

Position(s) Held: Officer (Captain or higher rank)=3 points/yr. Officer (Lieutenant)=2 point/yr. Station Commander 1 point/yr.

Other Significant Contributions:

Rated as "Excellent" benefit to the Department=12 points
Rated as "High" benefit to the Department=8 points
Rated as "Moderate" benefit to the Department=4 points

Since the criteria for selecting individuals for Honorary Lifetime Membership is very strict, members who are selected are considered "Honorary" and certain privileges and exceptions are extended to these members. Honorary Members are not required to meet attendance policies for meeting or calls. However, Honorary Members are encouraged to participate in meetings and departmental functions to remain involved and informed. **INACTIVE Honorary Lifetime Members are limited to support operations only. Honorary Lifetime Members serving as an officer (rank of Station Commander or higher) or who are issued DCFD equipment are considered ACTIVE Honorary**

Lifetime Members and must meet all minimum training requirements as outlined in Article III, Section C.

Once selected as an Honorary Member of the DeKalb County Fire Department, the individual will be awarded, at the Annual Awards Banquet, a plaque and a Certificate of Lifetime Membership. Once accepted as an Honorary Member, only the DeKalb County Fire Department's Executive Committee can revoke membership when revocation is deemed necessary.

ARTICLE VIII – DEPARTMENT DRUG & ALCOHOL POLICY

Section A - Rules

As a Volunteer Firefighter, you are considered an “employee” of DeKalb County Government. Thus, the following drug policy applies to all members of the DeKalb County Fire Department. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in federal law. “Workplace” shall include any county building, county premise, or operation whereby employees are in an official capacity.

Section B - Notification

As a condition of membership, each “employee” shall notify his/her immediate supervisor of his/her conviction on any criminal drug statute for violation occurring in the workplace as defined above no later than five (5) days after conviction. The privacy of employees shall be respected. Communication regarding alcohol and drug situations that call for referral or disciplinary action shall be limited to those individuals who have a need to know.

Section C - Random Drug Testing

All DeKalb County Firefighters shall report to the Fire Chief the use of any prescription drug that could affect the central nervous system or one that would impair reaction time. Further, all DeKalb County Firefighters shall give notice of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

All DeKalb County Firefighters are subject to testing for drugs and alcohol during the period of membership. Firefighters will be required to submit to random drug/alcohol testing without advance notice.

A firefighter who tests positive for drugs or alcohol is subject to the following disciplinary action:

1. Firefighters who test positive for the use of prescribed or non-prescribed drugs, absent the notice required above, shall be suspended until the next Executive Committee Meeting when the case will be reviewed and reported to DeKalb County Executive. Retesting with a negative result shall be required as a prerequisite for reinstatement. Retesting shall be at the expense of the firefighter.
2. Firefighters who test positive for the use of controlled substances shall be terminated on the first offense.
3. Any firefighter who refuses to submit to random drug testing will immediately be terminated from membership and will not have appeal rights to the Executive Committee.

Section D - Reasonable Suspicion Testing

Officers of the DeKalb County Fire Department have the responsibility to observe and document the cause for reasonable suspicion, and when appropriate, refer the matter to the County Fire Chief. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances, leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed with the Fire Chief, the employee shall be notified.

Firefighters will be required to submit to substance screening if the following conditions exist:

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuses of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Firefighter involvement in or contributing to an accident where the use of alcohol or drugs is reasonably suspected or the firefighter creates a pattern or repetition for accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol, or prescription/non-prescription drugs and/or drug statutes.
6. Any firefighter who refuses to submit to reasonable suspicion drug testing will immediately be terminated from membership and will not have appeal rights to the Executive Committee.

Section E - Certification of Policy Compliance

Members of the DeKalb County Volunteer Fire Department agree to all terms and conditions of the DeKalb County Fire Department's drug/alcohol policy and authorize any laboratory or medical facility to release test results to the DeKalb County Fire Chief and the DeKalb County Mayor and/or its medical review officer. By affixing the firefighter's signature to Exhibit 9 "DCFD Application for Membership", firefighters acknowledge the terms of the DeKalb County Fire Department's Drug Policy.

ARTICLE IX - SAFETY

Section A - Goal

The DeKalb County Fire Department establishes operational safety and firefighter survival as its primary goal. This requires constant evaluation and balancing of risks while performing our duties.

Section B – Safety Officer

The department will elect a Safety Officer that meets the minimum qualifications, as listed in Article II, Section B7, for the position. The Safety Officer will address issues not only at incident scenes, but at trainings also.

Section C – Criteria

Any firefighter determined to be negotiating safety provisions and instructions will immediately be removed from the scene or training site and brought to the attention of the Chief. If a serious infraction occurs, the matter will be referred to the Executive Committee for review and recommendation for disciplinary action if necessary.

The Department establishes the following criteria for overall firefighter safety:

1. The Department's personnel response will be made on the assumption that we can protect lives and/or property and make a substantial difference at the scene.
2. We will risk our lives, if necessary, to protect savable lives.
3. We will risk our lives in a calculated manner to protect savable property.
4. We will greatly limit our life risk when protecting lives and property that are already lost.

Section D - Safety Equipment

Members will use department issued PPE only. Decals, markings, modifications must be approved in advance by the Chief or Executive Committee.

On fire incidents, the following safety equipment will be worn by personnel making attack, or as instructed by the incident commander:

1. Fire Helmet
2. Bunker Coat
3. Bunker Pants
4. Structural Firefighting Hood
5. Firefighting Gloves
6. Firefighting Boots
7. Self-Contained Breathing Apparatus (SCBA), when applicable. Required on all interior structural and vehicle fire attacks.

8. Accountability tags (one (1) green tag and one (1) red tag) must be given to the incident commander or accountability officer, based upon the PAS guidelines in Section F.
9. Firefighters on the scene performing pump or water shuttle operations are required to wear a helmet, gloves and bunker coat.

Scene Command will determine when it is safe for firefighters to remove any of the above safety items while at the scene.

On incidents where personnel are working on or near a roadway, everyone must wear their issued ANSI Level II Traffic Vest. i.e.... “When your feet hit the street, your vest hits your chest.”

All personnel working on the water (boat docks, piers, or in boat) will, at all times, wear a personal floatation device.

To reduce the amount of risk involved in any emergency response, the following procedures will be followed:

1. At nighttime, the scene will be lighted both inside and outside as much as possible.
2. The master electrical switch should be thrown, or the master fuse will be removed, as early as possible in a structural fire attack.
3. The electrical meter will be removed and a cover placed on the meter base as soon as possible, preferably before fire attack begins.
4. Live downed electrical wires at the scene will be marked and guarded by an assigned firefighter until the electric company arrives and assumes the duty.
5. When electricity, natural gas, propane, or any other hazard is involved, or could potentially be involved, proper authorities should be immediately contacted by Fire Command.

Section E - Self-Contained Breathing Apparatus (SCBA)

All personnel who enter a structure fire, or works in close proximity of a fire when scene command determines a SCBA is required, will use the Self-Contained Breathing Apparatus (SCBA). This includes overhaul operations.

It is mandatory that firefighters entering a structure work in pairs (Buddy System). If available, a second team equipped with SCBA's and all required safety equipment will be on hand to provide rescue operations if needed. Important: SCBA's will be washed and cleaned before placing back on the unit. These units are for your safety, and must be worn to be effective!!!!!!

SCBA face pieces will be issued to all members for respiratory protection in hazardous situations. Members that have not completed Live Burn are not authorized to perform interior attack. However, members issued face pieces prior to December 4, 2016 will

continue to be authorized to make interior attack. Members will be required to fit test annually in order to retain the face piece. All members who wish to receive and maintain a department-issued SCBA face piece must understand, comply with, and sign Exhibit 49 “SCBA Face-Piece Agreement”.

Self-contained Breathing Air (SCBA) cylinders must be appropriately filled and maintained when placed in service on all apparatuses. Any SCBA cylinder will be removed from service and replaced with an appropriately filled cylinder when the gauge needle does not touch any portion of the “full” indicator mark. Station Commanders are required to ensure that monthly vehicle check-offs are completed and that all SCBA cylinders are thoroughly inspected and replaced, if needed according to this policy. The vehicle check-off forms must be completed to indicate the cylinder gauge level reading at the time of inspection. Station Commanders can pick up full replacement SCBA cylinders at the DCFD Main Station.

Section F – Personal Accountability System (PAS)

Purpose: This guideline establishes a system to maintain accountability of all personnel during all emergency operations of the department. The guideline will be known as the PAS or Personnel Accountability System.

Scope: All members shall follow this guideline. The PAS shall be used under the direction of the Incident Commander of any emergency that has the potential of placing members in hazardous environments. It will be the decision of the Incident Commander as to what level of PAS will be initiated.

General: The Personnel Accountability System is designed as a tool to be used by the Incident Commander of any operation to assist his/her in maintaining the status of all personnel assigned to the incident. The system relies upon all personnel to be responsible for the maintenance of their PAS identification tags and for the Incident Commander to initiate the system upon arrival on scene of any emergency where personnel are entering into a hazardous or potentially hazardous area.

01. Description of System Components:

- **Accountability Officer (A/O):** Unless delegated, the Incident Commander (IC) shall serve as the Accountability Officer and manage all accountability on the fireground. Also serves as Scene Safety Officer.
- **ACTIVE PAS tag:** Used to represent those PAS tags of personnel currently on the scene and participating in an emergency response.
- **Hazard Zone:** Any area requiring turnout gear or specialized protective equipment, self-contained breathing apparatus (SCBA), and charged hose lines; whereas a firefighter may be at risk of becoming trapped, lost, or injured due to the environment, etc. This would include operations within a structure on fire or in close proximity to the exterior of same structure. Crew accountability is also

mandatory for special operation rescues (i.e. – HazMat operations and technical/special rescues).

- **PAS Crew Member Tag:** Every Fire Department member will be issued two PAS tags (one (1) GREEN “ACTIVE” tag and one (1) RED “INTERIOR/HAZARD” tag) that will remain in their possession for the duration of their membership.

- **PAS Apparatus Collection Point:** Located on driver’s door of each apparatus is a ring to hold all ACTIVE tags. This is the point where ACTIVE tags are to be located until IC is established and PAS is initiated.

- **PAS Command Post Collection Point:** This is the location of the Incident Commander that has an Accountability Board where all ACTIVE tags are brought and assigned after the Incident Commander initiates the PAS system.

- **PAR (Personnel Accountability Report):** A roll call of all crews/sectors/divisions/teams at an emergency incident to account for all personnel within hazardous areas.

- For the Incident Commander, a PAR reflects a roll call of all units assigned to the incident.

- For the Company Officer, a PAR reflects a roll-call of all personnel assigned to their crew. The Company Officer must make visual or radio contact with all personnel assigned to their crew to report that the crew is accounted for.

1.01 System Guidelines/Equipment:

- All INACTIVE PAS tags (green and red) are to be stored on the member’s fire helmet attached to the hanging hook.
- Upon arrival at the incident scene when **IC has not been established**, the member shall attach the **GREEN** PAS tag to the Apparatus at the PAS – Apparatus Collection Point. At this point, the Inactive tag becomes ACTIVE.
- Upon arrival at the incident scene when **IC has been established**, the member shall report to the IC for activation of **GREEN** tag and assignment.
- All PAS equipment shall be considered SAFETY EQUIPMENT and shall be replaced or repaired as soon as possible after damage or loss. All requests for replacement tags shall be routed through the chain-of-command to the Safety Officer.

2.0 Accountability Level

Level One Accountability

- It shall be the responsibility of the Incident Commander (IC) to ensure that all personnel assigned have “clipped in” by placing their **GREEN** PAS tag in the ACTIVE position.

- On Scene Activation of the system shall be accomplished by the IC by placing the Apparatus Collection Point **GREEN** tags on the PAS board, activating the PAS board and placing the PAS board on the engine side nearest to the incident.

- During Level One Accountability, the IC will be responsible to obtain the second **RED** PAS Tag from any member entering the Hazard Zone (typically interior attack

operations or other hazardous situations) and maintain those **RED** tags until Level Two Accountability has been established.

- NOTE: ALL APPARATUS AND PERSONNEL ASSIGNED TO THE INCIDENT SHALL, UPON ACTIVATION OF THE PAS DEVICES, COLLECT AND HAVE DELIVERED TO THE COMMAND POSTS ALL ACTIVE PERSONNEL TAGS.

Level Two Accountability

- Level Two Accountability will be established with the arrival of additional resources and when the IC has adequate personnel on scene to appoint an Accountability Officer (A/O).
- Upon appointment of the A/O, the A/O will obtain the PAS Board from the Incident Commander. The A/O will then meet face-to-face with the IC. The IC will relinquish all **RED** PAS tags from personnel in the Hazard Zone to the A/O and the A/O will notify the IC that Level Two Accountability has been established.
- The A/O will position him/her self in a location as to restrict personnel access to the hazard zone without “tagging in or out” with the A/O.
- The A/O will position him/her self as to have full and complete view of the fire scene. The A/O will conduct PAR (Personnel Accountability Report) checks every 20 minutes. All PAR Check statuses will be given to the IC. In the event PAR is not completed successfully, it will be repeated immediately. If a second PAR is not successful, the A/O will notify the IC that an emergency exists and provide the last location of missing personnel.

Level Three Accountability

- Level Three Accountability will be established when the size of the incident has grown to where multi-agency resources are needed to contain the incident and sector accountability is needed. This determination can be made by the A/O or IC. Once it is determined that Level Three Accountability is needed, a Command Post is established. The IC and A/O will meet and determine the number of Sector A/O’s (Crew Leaders) needed to assure on-scene accountability.

Termination

- Termination of PAS will only occur when the need to enter the Hazard Area no longer exists. Termination of the PAS can only be completed by the IC.

3.0 Responsibilities

Firefighter

- Responsible for ensuring their **GREEN “ACTIVE” tag** is on the Apparatus Collection Point or dropped off with the Incident Commander, if established.
- Responsible for maintaining awareness and staying with assigned crew/duty at all times.
- **Freelancing will not be tolerated**
- Depending upon the severity of conditions encountered, members must always

be in contact with each other through one of the following methods:

- DIRECT VOICE CONTACT (not by radio): (Exception: Radio or phone contact is permissible for apparatus operators, chief officers, or Incident Commanders where the location of such personnel is constant and known by the remainder of the crew.)
 - DIRECT VISUAL CONTACT
 - DIRECT TOUCH CONTACT
- If a member is in trouble, the remaining member(s) shall, in order:
 - PLACE A DISTRESS CALL FOR HELP
 - PROVIDE DIRECT HELP TO THE MEMBER IN TROUBLE
 - GO GET HELP FOR THE MEMBER IN TROUBLE

Initial IC, Company Officer, Crew Leader

- IC, Company officers, or crew leaders shall ensure that PAS tags are collected and attached to Apparatus Collection Point or tagged in with the IC.
- Company officers and crew leaders shall keep their crew intact and accounted for at all times (a crew may be split by the IC, in which case, each crew will have a crew leader).
- The IC shall use the Accountability System to account for all personnel at the emergency incident.
- The IC, company officers, crew leaders and fellow firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.
- Company officers, crew leaders, and individual firefighters are accountable for the safety of themselves and other members of their team. Personnel shall maintain a constant awareness of the position and function of others working with them.
- Company officers and crew leaders are responsible for members under their direct control.
- Company officers shall be responsible to closely monitor the radio traffic (default radio communications to the fireground operations channel F2, unless otherwise specified by the IC) and provide prompt responses to PAR checks.

Incident Commander (IC)

- Responsible for including accountability as a major element in strategy and tactics during incident operations.
- Must consider and react to any barriers to effective accountability management.
- Accountability function may be delegated by the IC to Operations Officer or Safety Officer.

Crew Leader

- Responsible for accounting of all crews in their assigned sector. Responsible for maintaining situational awareness of crew function and location, while maintaining appropriate tactics of those crews assigned.

- In those situations when the Crew Leader must enter the hazard zone, the Crew Leader must assign someone else to function as the Crew Leader for that sector (a radio will be necessary).

Safety Officer (SO)

- As early into an incident as feasible, the IC should designate a Safety Officer to oversee the accountability and overall incident scene safety. The SO shall report directly to the IC and make the IC aware of safety concerns on the incident ground. If a safety violation causes immediate danger to injury or life, the SO must take immediate corrective action and follow that action with a report to the IC of the reason for the action to be taken.

4.0 PERSONNEL ACCOUNTABILITY REPORT (“PAR Checks”)

- The Personnel Accountability Report (or “PAR Check”) involves the roll call of personnel assigned on the fireground.
- For the Company Officer and IC, the “PAR” is a confirmation that members assigned to that crew are accounted for.
- For there to be “PAR”, each company officer and the IC must be able to touch, see, or hear every member of their crew.
- For the Accountability Officer, a “PAR” is an accounting for all crew members of all companies assigned to that sector.
- Companies reporting “PAR” should do so face-to-face whenever possible. Formal roll calls can be done over a radio channel and involve a check of “PAR” of all assigned companies.
- A roll call can be done visually, verbally, or by touch, depending on conditions.
- Once a company officer or Crew Leader knows where their crew members are, the same officer shall report that their crew has “PAR”.
- Who the report is transmitted to depends on who that crew is operating under.
- The following radio responses should be utilized when conducting a PAR:
“.....has PAR: All assigned personnel are accounted for.”

6.0 DCFD MAYDAY PROCEDURE

Purpose: A standard method of notifying and handling emergency situations shall be utilized. This method will address the inherent dangers of firefighting activities by providing firefighters and command staff with a procedure for handling lost, trapped or distressed firefighter(s).

Scope: This policy is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an incident. This policy will also standardize the language to be used during such incidents, and the circumstances that warrant issuing a MAYDAY message.

Responsibility:

1. All fire department officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All personnel have the responsibility to learn and follow this guideline.
3. All personnel shall use proper terminology identified in this SOG when functioning in ICS system.

Definition of Mayday: Use of the word “*Mayday*” will indicate that a firefighter/fire officer has become lost, trapped, seriously injured, or exhausted his/her breathing air at the scene of an emergency incident. Specifically a firefighter is in need of *immediate help*.

1. To transmit a *MAYDAY* push the “push to talk button” and transmit your message over the working Fireground Channel. If the Incident Commander does not acknowledge the *MAYDAY* then activate the manual PASS alarm on your SCBA.
2. Use and follow the *MAYDAY* procedure as outlined in this document. In an attempt to send out as much useful information as possible in the shortest time, remember the acronym “M-WWW” as a retention guide:

M- Mayday (to be repeated three times)
Who- Identify your radio designation (Fire Fighter Smith)
What – Give your situation (lost, trapped, injured and so on)
Where – Give your location [floor, side, other (3rd floor side Charlie)]

Example: *MAYDAY! MAYDAY! MAYDAY!*
Fire Fighter Smith
I’m trapped under a ceiling collapse
3rd floor, side Charlie.

3. The member transmitting the *MAYDAY* must pause after each message and then repeat until the Incident Commander acknowledges the message.
4. Lost or trapped firefighters are to remain together.

Tactical recommendations for distressed fire fighter(s):

- a. Activate PASS alarm
- b. Crews shall remain intact
- c. Direct flashlight(s) to ceiling in several directions

**** IF ANY OF THE ABOVE HAPPENS TO YOU AND YOU ARE NOT EQUIPPED WITH A PORTABLE RADIO ACTIVATE YOUR PASS DEVICE IMMEDIATELY!****

Command Responsibilities:

- a. Acknowledge the Mayday transmission.
- b. Direct the closest fire apparatus to sound a fifteen (15) second airhorn blast to alert all personnel on the scene of the MAYDAY activation.
- c. Activate RIT assignment.
- d. All fireground communications with MAYDAY distressed firefighter(s), the IC and RIT shall remain on the fireground channel.
- e. Evacuate the building
- f. Conduct a PAR on a channel other than the MAYDAY channel
- g. Do not abandon firefighting positions if crews are not in jeopardy and they must not freelance to the rescue efforts. Control of the fire is critical to firefighter survival and rescue.
- h. Establish a new RIT.
- i. Request additional resources as needed/required:
 - i. Special/tactical rescue teams
 - ii. EMS resources
 - iii. Command & General Officers/Staff
 - iv. Support services/CISD
 - v. Heavy equipment
- j. Termination of the MAYDAY operations is to be announced on all operating channels.

6.0 DCFD EVACUATION PROCEDURE

Purpose: This policy identifies a standard system for the emergency evacuation of personnel At an emergency incident or training exercise. This policy is designed to meet the intent of NFPA 1500 and NFPA 1561.

Scope: This policy applies to all personnel of the Fire Department.

Policy: The Emergency Evacuation policy is intended for use in situations where a collapse, explosion or other event requires personnel to immediately leave an area. It is not intended for situations which would allow a further description of actions to be taken to alleviate the emergency. When the order to retreat (“Evacuate the Building!”) is broadcast, this shall be a notification that any personnel in the defined area are in imminent danger. Personnel shall react by safely yet immediately shutting down hoselines, discontinuing operations underway, etc., and leaving the area. Failure to respond to this message may result in serious injuries or death.

Because of the very nature of this procedure, it is imperative that the evacuation order be used with considerable caution and discretion. Inappropriate use of this message may result in unnecessary evacuations, delayed operations, potential injuries, and a reduction in the efficiency of operations.

In the event of any danger or change in tactics that requires the evacuation of personnel

from a structure or to immediately notify all fireground personnel of a high risk hazard/event that is either about to occur or has occurred, the Incident Commander shall make an “Emergency Traffic” announcement. Examples of high risk hazards/events include:

- Loss of water supply to hoselines
- Sudden change in fire conditions (i.e. flashover or backdraft)
- Potential or actual building collapse

The IC will then transmit the critical information to all personnel operating on the incident. Example:

“Emergency Traffic”
All personnel at 123 Main, Evacuate the building”
Repeat
“All personnel operating at 123 Main, Evacuate the building.”

In addition to the radio announcement, the Incident Commander shall direct one of the apparatus at the scene to sound the Evacuation Signal. The Evacuation Signal consists of three (3) repeated short (approximately 1 second each) blasts of the air horn. This cycle will be repeated if necessary. The apparatus selected to conduct the air horn signal should not be in close proximity to the Command Post to reduce the chance of interfering with radio communications.

A Personnel Accountability Report (PAR) shall be initiated as soon as possible after the evacuation is initiated. At the conclusion of the PAR, and with all personnel accounted for, the Incident Commander shall transmit an “ALL CLEAR” and resume normal radio traffic.

Crew procedures when ordered to evacuate:

- On receipt of the message, all personnel shall react immediately by closing nozzles, assembling their crew and immediately leaving the building to a safe area where the IC or Safety Officer will again account for all company members.
- Personnel shall ensure that others in their immediate area are aware of the evacuation order.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, Command must modify the Incident Action Plan and communicate this change. It is extremely important and essential that the Incident Commander receives confirmation that all operating crews are aware that a shift in strategy has been made.

Crews retreating from interior operations often require hose line protection. The personal Protection afforded to firefighting personnel in such situations represents a major function of back-up lines.

References:

- NFPA 1500, Fire Department Occupational Safety & Health Program, 2007 edition, sections 8.2, 8.4
- NFPA 1561, Emergency Services Incident Management System, 2005, section 6.3

ARTICLE X - EQUIPMENT

Section A - Identification

All DeKalb County Fire Department equipment is to be identifiable as to the particular unit to which it is normally assigned. Each station will mark equipment with their unit I.D. number (example: DCFD # 58, DCFD R-51, DCFD U-60) using a **permanent** marking. All hoses should be marked on the female coupling collar. This will provide a rapid means of identification, reduce loss, and insure a greater degree of availability of equipment when needed. **Members are not allowed to customize or alter any issued equipment.**

Section B - Maintenance

1. All equipment shall be maintained by cleaning and repair if necessary. It will be each Station Commander's responsibility to ensure that proper cleaning is performed and needed repairs are reported to the Equipment Officer. Again, SCBA's will be cleaned and sanitized after each use—no exceptions!!!!
2. When using SCBA's at an incident, a staging area will be established to change cylinders and store unused SCBA's and cylinders. The staging areas should be well lighted and plastic covers (tarps) should cover the ground.
3. Each Station Commander, or designee, will perform periodic inspections (at least monthly) on his assigned unit, equipment, and building. Items such as radio, water level, fuel levels, tools, and hoses should routinely be checked for readiness.
4. A checklist (Exhibit 13) is provided to each Station Commander by the Equipment Officer and should be returned at each regular monthly meeting. This checklist will serve as a work order for items that need to be repaired. If urgent repairs are needed, more than one checklist can be submitted per month.
5. To verify apparatus inventory, Exhibit 14 (Unit Check-off List) can be used to account for all equipment.
6. Each unit shall maintain 100% (full) water capacity in the tank. If any water from the apparatus tank is used on the scene, the tank **MUST** be refilled to 100% level.
7. Each vehicle will maintain 75% (3/4) fuel capacity.
8. Vehicle fluids (oil, fuel, coolant, battery water, and other lubricants) should be checked at least monthly and maintained at proper operating levels as recommended by the manufacturer.
9. The driver of the unit is responsible for ensuring proper actions have been taken to comply with this section. Each driver is required to complete the vehicle mileage log (Exhibit 15) on each trip and sign as the driver.
10. It is not the Equipment Officer's responsibility to perform such minor maintenance tasks as adding oil, fuel, etc. Each Station Commander will be responsible for these tasks. Supplies can be obtained from the Equipment Officer.
11. Fire Stations should be kept neat and clean.

ARTICLE XI - VEHICLE OPERATION/RESPONSE

Section A – Vehicle Operators

Only eligible department members who have reached the age of 21, who have passed an Emergency Vehicle Operations Course (EVOC) course (including successfully completing both the Competency Course and a 25 question written exam), the annual Vanessa K. Free (VKF) Driving Training (as required by Tennessee Codes Annotated) meets the requirements, or equivalent requirements, as outlined in NFPA 1002, and possess a valid Tennessee Driver's License, will operate DeKalb County Volunteer Fire Department Firefighting Apparatus vehicles (excluding passenger cars). Only members meeting the above criteria, having logged 8 hours of non-emergency driver training in the tanker, having logged 2 hours of non-emergency pump operation training, and having reached age 25 will be authorized to drive the department's tanker. Each prospective driver will be required to complete the Competency Course driving each vehicle for which they are seeking authority to drive. After passing the Competency Course, the written exam, the annual Vanessa K. Free Driving Training, and licensure requirements, each operator will be **required to complete 8 hours of on-hands, non-emergency apparatus operation that will include 4 hours of driver training and 4 hours of pump operation training (can include FF-111 pump training course time) to be documented and logged on a Driver Training Log (Exhibit 28)** that will be submitted to the Chief for final approval to operate the vehicle(s) on which training has been completed. The Fire Chief may enforce additional, more stringent policies for drivers of special use vehicles such as the fire boat. Any member who willfully or negligently disregards this section will be disciplined according to the severity of the violation. Serious violations will result in termination.

Section B - Occupants

Each DeKalb County Fire Department vehicle will have a maximum of three (3) occupants while traveling to and from any destination, unless the vehicle is designed with a greater than three seating capacity. If the vehicle is equipped with a safety belt, the safety belt is required to be used by all occupants. At no time will anyone ride outside of the vehicle. This includes never riding in non-enclosed jump seats on vehicles that have open-cabs. Non-members are never allowed to respond to calls in Departmental Vehicles!!!

Section C – Buses and School Zones

1. When approaching a school bus, church bus, or any other properly identified bus that is receiving or discharging passengers on any public roadway, the operator of a fire apparatus or privately owned vehicle (POV) **MUST COME TO A COMPLETE STOP** in a position where the driver of the bus can see the emergency vehicle.

2. The operator of the fire apparatus or POV is not permitted to overtake the bus or proceed in any direction (this includes a 4-lane highway that is not divided by a median) to pass the bus while any of the bus' warning lights (red or amber) are activated.
3. The operator of the fire apparatus or POV will remain stopped until all passengers are received onto the bus or discharged from the bus, and the roadway is completely clear from pedestrians. After the bus driver properly yields to the right of the roadway, as provided in Tennessee State Law, and turns off all warning lights, the operator of the emergency vehicle may slowly pass the bus and proceed to the call.
4. In regards to school zones, an operator of an emergency vehicle approaching a school zone that is marked by signs or flashing lights, will carefully navigate through the school zone with emergency equipment (as defined in Tennessee State Law) activated at a speed not greater than 30 miles per hour. Operators of emergency vehicles will obey any officer present that is directing traffic control in the school zone.

Penalty for Noncompliance - Any member of DeKalb County Fire Department operating an emergency vehicle (fire apparatus or POV) that violates this policy will be dismissed from membership in the DeKalb County Fire Department and will be subject to any criminal and/or civil penalties as set forth in Tennessee State Law.

Section D – Responding to Calls

1. The response mode for each call shall be dictated by the nature of the call, and the information then available to the dispatcher. All dumpster fires and grass/woodland fires will be non-emergency traffic, unless property or lives are at risk.
2. All emergency responses require the use of both red lights and sirens. Not only is this Department policy, it is TENNESSEE STATE LAW. Further, all non-emergency traffic will be without the use of both red lights and sirens. This is also State Law.
3. **New members will be required to complete one (1) year of successful membership on DCFD and have all training up to date (VKF, EVOC, Basic FF, annual training hours, and FF111 Pump Class) before they are authorized to operate any vehicle in emergency traffic mode.** Once the new member has completed all training requirements and 1 year successful membership, the member will come before the DCFD Executive Committee to be considered for approval of emergency driving privileges.
4. Firefighters responding directly to the scene in personal vehicles will yield to the right of way of any official emergency vehicle (fire, law enforcement, ambulance) traveling emergency traffic. Firefighters will not pass or overtake another responding vehicle (POV or official), unless such vehicle yields to the right and gives permission to pass. Remember, you are not covered by any insurance other than your own when involved in a property or personal injury accident while responding to or leaving a call in your

personal vehicle. Members that have not reached age 21, completed EVOC and the annual Vanessa K. Free Training will not be allowed to respond, using emergency equipment, to calls (this includes both department vehicles and privately-owned vehicles).

5. The primary responsibility of each firefighter is to see that their assigned vehicle arrives safely on the scene in a timely fashion and to perform the necessary tasks when needed.
6. Use of emergency equipment (red lights and sirens) only requests the right-of-way. Do not expect to get it just because you asked for it. Be prepared to stop and control your vehicle in the event that right-of-way is not granted. When approaching a stop sign or light, come to a complete stop to request right-of-way. If all traffic at the signal stops and yields, the responder may slowly proceed through the traffic signal with all emergency warning equipment activated (lights and sirens). When proceeding around traffic, all emergency vehicles will pass on the left of traffic. Remember, motor vehicle laws require motorists to yield to the right. Therefore, we will pass on the left to avoid collision. When approaching any traffic signal (stop sign or traffic light), the driver will slow to the point of being able to stop the vehicle; even if the light is green or the intersection appears clear. Let the speed at which you drive be the speed at which you can control your vehicle if something unexpected happens.
7. Lights placed on privately-owned vehicles (POV/s) must be red or red/white combination, visible from front and rear. The audible siren must a minimum of 100 watts.
8. New members are eligible to receive “Firefighter” license plates for their privately-owned vehicles after completing Exhibit 11 (Emergency License Plate Authorization—Form RV-F1313901—Side A ONLY) and getting approval authorization by the Chief or Assistant Chief.

You or your apparatus cannot do any good unless you arrive at the scene!!!!

The following regulations apply to Departmental Vehicles:

1. Response to alarms shall be made with all proper speed consistent with safety. Drivers shall not converse with passengers except for essential conversation.
2. The use of red lights and sirens shall be restricted to (emergency traffic) responses. If the dispatcher or scene command instructs non-emergency traffic, no lights or sirens are to be activated.
3. When possible, there should always be at least two (2) firefighters in each truck dispatched to an emergency.
4. Emergency traffic response does not relieve personnel from obeying traffic laws. The vehicles should be kept in control at all times. **EMERGENCY TRAFFIC RESPONSE IS DANGEROUS. USE EXTREME CAUTION!!!!**
5. The first firefighter at the fire station shall be the driver, unless he/she assigns the duty to another qualified member.

6. All drivers of department vehicles will, if the apparatus is equipped with an engine exhaust brake or a “Jake Brake”, turn this mechanism OFF when driving the vehicle on wet or slippery roadways to avoid loss of control.

Section E - Responding to Calls Outside Response Area

On all calls, firefighters will not respond unless your unit is dispatched or scene command authorizes your response. Ranking officers have authority to respond to all calls.

In certain instances, outside assistance from other departments may be needed. If so, there are guidelines involving liability that should be followed closely. The following rules will be observed when the DeKalb County Fire Department is either requesting or providing mutual aid services:

1. On any request from an IN-COUNTY department (Smithville Fire Department or Alexandria Fire Department), the dispatcher will page the appropriate personnel and equipment.
2. If mutual aid is requested from an OUT-OF-COUNTY department (surrounding counties), the dispatcher will first obtain permission from the Fire Chief or Assistant Fire Chief before dispatching firefighters and equipment.
3. On any request for mutual aid for the DeKalb County Fire Department, the Incident Commander, Fire Chief, or Assistant Chief shall be the only personnel authorized to request aid from another department.

Section F--Complaints

If an individual makes a complaint on a member’s driving behavior, the complainant shall be given a “Record of Civilian Complaint Form” (Exhibit 46). The form will be submitted to the Chief or Assistant Chief and the complainant will be contacted to verify that the issue complaint will be submitted to the DeKalb County Fire Department’s Executive Committee for investigation and action on the merits, if found. Once the complaint form has been filed, the firefighter on which the complaint has been lodged will be contacted and will be instructed to attend the next Executive Committee meeting. The firefighter will have opportunity to explain or rebut the complaint. If the Executive Committee determines the complaint to be valid, the minimum punishment will be: 1st offense suspension of emergency driving in personal vehicle and any department apparatus for three (3) months. The 2nd offense will be: membership suspension for six (6) months. The 3rd offense will be: membership suspension for one (1) year. 4th offense will be: automatic termination. Any violation of the driving policy that the Executive Committee determines is a serious or major violation can result in immediate termination on 1st offense. The complaint form and Disciplinary Action Form (Exhibit 35) will be in the firefighters personnel file for three (3) years. In the event of termination, the complaint form will remain in the personnel file indefinitely.

ARTICLE XII – COMMUNICATIONS

Section A - Dispatching of Vehicles

All Incident Types:

Officers and/or Incident Commanders are responsible for determining if resources (apparatus and/or personnel) should be canceled or reduced. As such, Incident Commanders or Officers will direct the level of response by direct two-way communication to dispatched stations/personnel.

WE WILL NOT BE ASKING DISPATCH TO PAGE OUT CANCELLATIONS OR REDUCTIONS OF DISPATCHED STATIONS/PERSONNEL. THIS IS THE INCIDENT COMMANDER’S AND/OR OFFICERS’ RESPONSIBILITY. Failure to properly assume this responsibility, or follow any provision of this policy, will result in points deductions to be submitted by officers or the Executive Committee.

Structure Fire Incidents (includes marina fire incidents):

1. All district stations will respond.
2. Members of these stations may respond to the scene in their POV’s.
3. Authorized apparatus drivers should make sure their assigned engine or department support vehicle has a driver before they respond directly to the scene in their POV.
4. The Incident Commander will complete one (1) incident report that will include all personnel, from any district station, that arrived on the scene.
5. Stations/personnel that are canceled before arriving at the scene will complete a **separate incident report** at the station and **ONLY members that have responded to the station will be included on the report.** Contacting by radio, telephone, or text is NO LONGER ALLOWED. **Personnel MUST report to the station in order to be included on the report.** The person completing the station report is accountable for making sure only members who actually arrive in-person at the station are included on the incident report. Violation of this policy will be considered fraudulent and will be dealt with by the Department’s Executive Committee.
6. If dispatch cancels the response before any department vehicle goes enroute, no incident report will be completed.

Vehicle Rescue Incidents:

7. Rescue technicians will respond.
8. Members of the rescue team may respond to the scene in their POV’s.
9. Authorized drivers of department rescue vehicle(s) should make sure our rescue vehicle(s) have a driver before they respond directly to the scene in their POV.
10. If a rescue response is canceled before a department rescue vehicle goes enroute, no incident report will be completed.
11. If a department rescue vehicle goes enroute, and is subsequently canceled, all rescue technicians enroute will report to the Main Station to get their names included on the incident report. Policy # 5 above applies to this category of response also.

All Other Incidents (motor vehicle accidents, grass/brush/debris fires, LZ's, fire/smoke/CO alarms, &etc)

12. Only the primary (closest to the incident) station/personnel will respond to the scene.
13. All other district stations/personnel will respond directly to their assigned station and be in **“stand-by”** status until Incident Command or a lieutenant, captain, Assistant Chief, or Chief directs otherwise.
14. An authorized driver of stations in “stand-by” status will advise 911 Dispatch that he/she is **“at the station on stand-by”**.
15. Stations on “stand-by” will remain on stand-by until the Incident Commander either releases them or requests them to respond to the scene.
16. Policies # 5 and # 6 also apply to this category.

Any responding agency (law enforcement, EMS, or fire personnel) may, upon providing their responder identification, cancel a response for any incident where apparatus and personnel have been dispatched. This should only be done after scene size-up and confirming there is no need for such resources. After dispatch, or the Incident Commander, advises units to cancel, no one is authorized to proceed to the incident scene.

Section B - Radio Communications

DCFD uses common terminology (**examples listed in Exhibit 7**), as recognized by the National Incident Management System (NIMS), instead of codes. The use of the radio frequency assigned to DeKalb County Volunteer Fire Department will be for official business communications only. Such communications will be as concise as possible, spoken in a clear and audible voice tone at moderate speed, and with minimum voice inflection. All members are urged to strive to eliminate emotions from their communications while transmitting emergency traffic to improve the clarity of the message.

Permission to use mobile or portable radios (not owned by DeKalb County Fire Department) must be obtained from the Fire Chief before transmitting on the frequency assigned to DeKalb County Fire Department. All radio equipment capable of transmitting an identifier tone will be programmed to do such.

If personnel have difficulty transmitting emergency traffic on the primary fire channel, personnel should switch to the law enforcement frequency and transmit the emergency traffic. Only in extremely necessary instances should fire personnel use other frequencies not assigned to DeKalb County Volunteer Fire Department.

Once personnel arrive at the fire scene, firefighters should transmit on the “Fire Ground” or an alternate channel designated by the Incident Commander. This will allow more efficient communication and less confusion to the dispatcher. Typically, this channel will be identified as “Channel 2” on mobile and portable radios. For landing zones, the Incident Commander will communicate with the helicopter on Statewide EMS 155.205 frequency (typically channel # 6 on radios).

Section C – Pagers

All personnel are to leave their department issued pagers in a secure location while performing fire-fighting duties at the scene. This equipment is expensive and difficult to replace so care should be taken to minimize loss or damage.

All members of the department are instructed to adjust and wear their pagers so they are able to hear and understand message broadcasts. Firefighters will not call the dispatcher after a radio page to ask the dispatcher to repeat the message. Failure to receive a message should be reported to a fire department officer, not the dispatcher. Calling the dispatcher only tends to delay the necessary activities of the dispatcher during the time of emergency and causes much confusion. All messages will be repeated in approximately 1-2 minutes. If not, personnel should contact an officer or other responding firefighter to obtain the information. **Again, do not call the dispatcher!!!**

Monday evening at 5:30 P.M. has been designated as the weekly pager test. Failure to receive the test message should be reported to the Communications Officer; **not the dispatcher.**

Paging of individuals for purposes other than Fire Department business will be restricted to personal emergencies and the emergency must be stated to the dispatcher before any such paging occurs.

There will be NO NON-EMERGENCY MESSAGES PAGED during the below listed hours:

1. Sundays: from 9:00 A.M. until 1:00 P.M.
 from 4:00 P.M. until 8:00 P.M.
2. Wednesdays: from 5:00 P.M. until 8:00 P.M.
3. All Days: before 7:00 A.M. - after 8:30 P.M.

ARTICLE XIII – INCIDENT COMMAND

Section A – Incident Command

A goal of DeKalb County Volunteer Fire Department is to establish a sense of order, unity, and control at the scene of any operation. Effective August 8, 2005, the **National Incident Management System (NIMS)** is the recognized and will be utilized for all incidents in DeKalb County, Tennessee. To that end, all operations shall be guided and directed by an Incident Commander. This will help ensure the safety of firefighters and the effectiveness of the firefighting effort. The first firefighter on the scene will assume Incident Command until relinquishing command to an officer of higher rank in the Department.

Section B – Duties

The incident commander's first action is to size up the situation, ascertaining first if there is a hazard to life, then finding the location and extent of the fire. He will then prepare an attack plan based upon the size-up. Arriving firefighters shall first report to the Incident Command to be assigned duties and receive information. Incident Command or his designee will be responsible for accountability of firefighters at the scene. In the event that too few personnel are present to conduct the operation in a safe and efficient manner, Incident Command will call for additional assistance.

Duties of Incident Commander include:

1. Assume, confirm, and position command.
2. Constantly evaluate the situation.
3. Initiate, maintain, and control communications.
4. Know the identity of, and be able to account for the location of each firefighter assigned a duty at the fire scene.
5. Identify strategy, (to include offensive or defensive strategies) develop attack plan(s), and assign units.
6. Develop fire ground organization.
7. Review, evaluate, and revise attack plan as needed.
8. Continue, transfer, and terminate command.

The command operation will be directed towards providing firefighter safety and effectiveness by establishing and maintaining control of their positions and functions. Any firefighter jeopardizing these efforts will immediately be corrected, or removed from the scene if corrective directives are not followed.

ARTICLE XIV - FIRE ATTACK/SUPPRESSION

Section A – Rules of Fire Attack

The following rules of fire attack should always be used in the interest of effective fire suppression and firefighter safety:

1. All firefighters shall be removed from the interior of a structure before beginning an exterior defensive attack.
2. In all cases where a structure or vehicle fire is attacked with a hose-line, a second backup hose line will be available if needed.
3. Select the proper hose line size and stream that will most effectively suppress the fire. This should be the determination of Fire Command.
4. Standard entry tactics will be:
 - a. If entry is necessary and practical, it will be done in pairs (Buddy System)

- b. NO ENTRY will be made without the possession of a charged hose line unless a search and rescue operation is directed by a qualified officer. In this case, two teams equipped with a charged attack line and full turnout gear (SCBA) will be standing ready to rescue the rescuers if necessary. Only as a last resort should an exception be made in order to rescue a victim.
5. The 2-in-2-out rule will be observed when practical.

Section B - Natural Cover Fire Attack

The Department's first priority at a grass/woodland fire is to protect life and property. If the fire can be reached with a hose line from a pumper or brush truck, the fire should be extinguished and the dispatcher should be asked to contact the Tennessee Division of Forestry to advise them of containment of the fire. If a pumper hose line cannot reach the fire, the Fire Commander will direct the pumper to the most threatened structure and plan for attack or suppression. If no structures or other property is endangered, fire personnel are authorized to assist the Tennessee Division of Forestry.

DeKalb County Fire Department Fire Department (DCFD) and the Tennessee Division of Forestry (TDF) will be dispatched to wildland/grassland fire incidents in all areas of

DeKalb County located outside the city limits of Alexandria and Smithville. The station closest to the incident and Brush 1 will be dispatched to wildland/grassland fires.

If dispatch does not indicate that either life or property are in immediate danger, all responses from both fire personnel and wildland personnel will be NON-EMERGENCY responses. If property or life IS in eminent danger, all responses will be EMERGENCY.

Members of the DeKalb County Fire Department or the Wildland Task Force are not authorized to cancel response from the Tennessee Division of Forestry (TDF). However, personnel may provide scene information and status to the responding TDF personnel to allow them to make their own response decision.

If information indicates multiple structures in danger, an appropriate number of stations and personnel should be dispatched to provide adequate protection for each structure. The Incident Commander should assess the number of structures and risk and request appropriate equipment and personnel to respond.

Section C - Hazardous Materials Incidents

Upon arrival of an incident involving or possibly involving hazardous materials, the first responder will stop at least 2,000 feet from the involved vehicle or structure and set up a command post and immediately notify the Fire Chief. DeKalb County Fire Department will perform three functions in Hazardous Material Incidents: 1) Isolate, 2) Identify, and 3) Notify. Evacuation of the area will be the commander's first responsibility. The commander will determine, if safe determination can be obtained, the type of material(s) involved from the greatest distance possible. Only as a last resort shall the incident be approached to rescue victims involved. If this approach is necessary, firefighters will approach in pairs in full protective clothing, including a Self-contained Breathing Apparatus (SCBA).

All incidents involving hazardous materials whether known or a material identification cannot be safely determined will be referred to appropriate officials such a Tennessee Emergency Management Agency (TEMA) by Command.

All chemical or hazardous material incidents will have a unit capable of foam application dispatched to the scene.

ARTICLE XV –EXTRICATION/ENTRAPMENT INCIDENTS

DeKalb County Fire Department Fire Department (DCFD) will be dispatched as a primary extrication responder for all portions of DeKalb County, unless a municipal fire department provides DeKalb County 911 Dispatch with extrication dispatch protocol for their jurisdiction.

As a minimum, the extrication vehicle and all extrication team members along with the engine closest to the incident will be dispatched to this type of call.

Any responding agency (law enforcement, EMS, or fire personnel) may, **upon providing their responder identification**, cancel a response for the extrication team and any supporting apparatus. This should only be done after scene size-up and confirming there is no potential for fire or entrapment.

A. FIRE DEPARTMENT RESPONSE:

Safety:

1. All personnel should be in protective clothing.
2. Spot apparatus uphill and upwind from accident scene if possible. Apparatus should be parked between rescuers and oncoming traffic with parking brake set and wheels turned toward curb.
3. Stop all fuel leaks, if possible, and prevent use of flares if fire hazard exists. Hose lines should be position and charged.

4. Prior to rescue personnel entering vehicle, stabilize the vehicles using cribbing, chock blocks, ropes, vehicle emergency brake, etc.
5. While awaiting arrival of law enforcement units, you may want to post a guard to watch oncoming traffic on busy highways.
6. Overturned vehicles should not be "righted" until patients have been removed.
7. Do not disconnect battery cables if flammable vapors are present.
8. With large fuel spill, apply appropriate type foam to prevent ignition.

Upon arrival the apparatus will be positioned in such a manner as not to obstruct traffic or operations, if possible. Traffic control will be required and is at the discretion of the officer in charge. Traffic control shall be the primary responsibility of law enforcement upon their arrival.

If fire, fuel leak, or person trapped, a minimum of one (1) - 1 1/2" hose line, 1-3/4" preferred, of sufficient length to cover the area of the emergency shall be laid.

B. OPERATIONAL PROTOCOLS:

- A. Officer in charge shall coordinate with EMS personnel concerning patient care.
- B. Officer in charge should coordinate with law enforcement personnel concerning traffic control and any other police function required.
- C. Safety should be foremost in the mind of the officer concerning emergency operations.
- D. In the event of a large-scale incident where DCFD resources cannot meet the incident's response demands, the Incident Commander has authority to request additional resources at his/her discretion. This includes mutual aid requests.

Responsibilities of Fire Department Personnel:

1. Establish command.
2. If commercial vehicles are involved, check placards and take necessary precautions.
3. Keep bystanders away from the vehicle; have the road deputies remove bystanders if they are in danger or a nuisance.
4. Technicians will conduct mechanical (i.e. Rescue Tools) extrication using department tools, equipment, and manpower as needed.
5. Department members not rescue certified may assist in setting up equipment and other indirect rescue functions as directed by the Incident Commander.
6. Illumination of area of operations.
7. Containment or management of hazardous materials or hazards.

8. Provide assessment of victims, victim extrication, establishment and maintenance of basic life support operations (up to the limit of training).
9. In the event of on-scene landing for medical air transport, personnel not directly involved with vehicle rescue will perform landing zone functions; with EMS coordination.

Extrication personnel are the ONLY ones authorized to drive the Rescue Truck, with one exception. That exception is if the Rescue Truck is short-handed and needs a Fire Department member to drive the Rescue Truck. ONLY driver compliant fire department personnel can perform this operation.

It is the responsibility of the driver of each vehicle to drive safely and prudently at all times.

Everyone MUST drive with due regard to public safety.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility turnouts and/or issued safety vests.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

The Incident Commander is responsible for the safety of all vehicle operations and managing compliance of this procedure.

Responsibilities of Extrication Team:

1. The Incident Commander will conduct an outer circle survey of the accident scene and establish staging of incoming apparatus.
2. Firefighters will off-load equipment in a Tool Staging Area designated by the white tarp near the rescue vehicle.
3. All tools and equipment will be located when not being used in the immediate vehicle area where the rescue is taking place.
4. Entrapped victims shall be covered with blankets and tarps to insure coverage of already open wounds to flying glass and debris. The rescue personnel inside the vehicle shall also be covered with blankets to insure both of their safety.
5. Victim assessment shall be performed by fire department personnel fully outfitted in turnout gear. If ambulance personnel are available, they may perform victim assessment if appropriate protective equipment is provided. A certified medical member, if available, shall gain access to the vehicle to maintain life safety for the victim as well reassurance of the proceedings outside.

Generic Task Common to All Vehicles:

The following three basic tasks will be completed when arriving at a vehicle rescue:

1. **Immobilize the Vehicle:** Prevent the vehicle from moving under power or by gravity. Chock/block the wheels, shift into PARK if not already done, shut the vehicle OFF and remove the key or ignition device to a point greater than (15) feet from the vehicle's dash. Many conventional and hybrid vehicles use a keyless entry/start ignition/start system.
2. **Stabilize the Vehicle:** If extrication is required, stabilizing the vehicle is NOT an option. The vehicle's weight is transferred from suspension system to the frame that is resting on cribbing or other suitable equipment designed for stabilization.
3. **Disable the Vehicle:** Once the vehicle's has been used to the responder's advantage (power down windows, open locks, move seats, etc), the responder then disconnects the battery terminal cables (negative first then positive) or cut a 3-4 inch section out of the low voltage cables. DO NOT attempt to disconnect the high voltage battery cables. Hybrid vehicles can run silent in this state and may provide power to the low voltage system. If the IGNITION SYSTEM can not be SHUT OFF, the responder will need to access the specific recommendation of that MAKE and MODEL hybrid vehicle. DO NOT touch, cut, push, or breach any ORANGE high voltage cable or other high voltage component. Doing so may result in serious burns or death.

A primary objective for the emergency responder at a hybrid incident will be to shut the vehicle OFF, this provides the following:

1. Shuts down the hybrid system
2. Shuts down the fuel pump
3. Stops electrical flow to the SRS ECU
4. Isolates the high voltage current from the HV battery pack

It should be noted that the hybrid system will have high voltage capacitors that can store a high voltage current for 10 minutes or longer, even after the vehicle is shut down/off. Always consider a high voltage cable to be live/hot.

ARTICLE XVI - REPORTS

Section A – Incident Reports

A complete field incident report (Exhibit 5) will be completed for each response by the DeKalb County Fire Department, regardless of the type of incident. If one of the dispatched apparatuses checks "enroute", the Incident Commander will complete one (1) incident report obtaining all

necessary information that will include all personnel, from any district station, that arrived on the scene.

Stations/personnel that are canceled before arriving at the scene will complete a **separate incident report** at the station and **ONLY members that have responded to the station will be included on the report.** **Contacting by radio, telephone, or text is NO LONGER ALLOWED.** **Personnel MUST report to the station in order to be included on the report.** The person completing the station report is accountable for making sure only members who actually arrive in-person at the station are included on the incident report. Violation of this policy will be considered fraudulent and will be dealt with by the Department's Executive Committee. If dispatch cancels the response before any department vehicle goes enroute, no incident report will be completed. Fire reports are important because insurance companies rely on our information to process claims for insured parties.

All reports are to be submitted to the Department's Secretary at the incident scene or as soon as possible. No firefighter will release reports or information to the public, or anyone else, without consent of the Fire Chief or Assistant Fire Chief. Fire reports are public information after being entered into the DCFD Fire Reporting System and approved by the Fire Chief. Reports can be obtained by submitting "Request for Fire Incident Report" Exhibit 4 of these guidelines.

In the event that the incident will require referral to another agency for investigation of cause and origin, or in the event that any fire is of suspicious nature, Exhibit 47 "DCFD Firefighter Observation Report" must be completed to address additional questions that will be pertinent to follow up investigations.

False Alarm Reports and Service Fees

In 2014, the Legislative Body of DeKalb County, Tennessee, enacted the following resolution entitled "False Alarm Service Fees":

False Alarm Service Fees

I. Definitions.

(a) "False emergency alarm" means any signal actuated by an emergency alarm to which the Fire Department or Sheriff's Department responds, which is not the result of fire, burglary, or other actual emergency, and not caused by an extraordinary act of nature.

(1) "False alarm" includes:

- a. Negligently or accidentally activated alarm signals; and
- b. Alarm signals that are the result of faulty, malfunctioning, or improperly installed or maintained equipment.

(2) "False alarm" does not include:

- a. Alarm signals activated by severe weather conditions;
- b. Alarm signals knowingly activated during installation or routine maintenance, IF 911 is properly notified of the testing or maintenance prior to the alarm activation and after testing or maintenance is completed.

(b) "Owner" and/or "Operator" means any person who owns the premises where the alarm signaling system is installed, or the person or persons who lease, operate, occupy, manage the

premises, or are bound by the contract for services provided by the alarm signaling monitoring company.

(c) "Service Fee" means the monetary service fee reimbursement due to the responding service. This reimbursement is calculated based on approximations of expenses including, but not limited to, personnel, equipment, administrations and fuel.

II. Notices and fees

The following schedule of notices, warnings, and fees (commensurate with actual costs incurred by responding agencies) shall be assessed to the owners and/or operators of emergency alarm systems for false emergency alarms transmitted to the DeKalb County Fire Department or Sheriff's Department within any calendar year, January 1 through December 31:

1st false alarm - Verbal notification by the Fire Chief or Sheriff of DeKalb County, Tennessee.

2nd false alarm - Written warning informing the owner or operator of the alarm system of the provisions of this ordinance, and of the occurrence of a second violation.

3rd false alarm - A service fee of \$50.00 will be imposed.

4th and subsequent false alarms - For each violation, a service fee of \$50 shall be imposed plus the actual costs of such response by the responding agency, including the costs of equipment, fuel, personnel, administration, and other such factors as determined by the Fire Chief or Sheriff, will be imposed.

III. Testing of alarm signaling systems

(a) No person shall conduct any test or demonstration of an alarm signaling system without first contacting the DeKalb County 911 Emergency Communications District. The dispatch center shall also be contacted when the alarm test or demonstration is completed.

(b) A violation of this section shall have fees assessed as follows (per calendar year):

(1) 1st offense; written warning; no fine

(2) 2nd offense and subsequent occurrences: \$50 service fee shall be imposed, plus the actual costs of such response by the responding agency, including the costs of equipment, fuel, personnel, administration, and other such factors as determined by the Fire Chief or Sheriff, will be imposed.

(c) For purposes of this resolution, an alarm contractor that employs a person who violates this section will be held accountable for the offense.

(d) The offenses will be cumulative for all of the alarm contractor's employees who violate this section within a calendar year.

IV. Owner Responsibilities:

- (a) The owner shall ensure that the alarm signaling system is inspected and tested.
- (b) The owner shall ensure that the alarm signaling system is maintained per manufacturer's specifications.
- (c) All owners of premises where alarm signals are installed shall provide the monitoring companies a current contact list of at least 3 representatives or designees of the owners of which 1 will respond to the premises within 30 minutes to assist the responding agency in gaining access to the premise.
- (d) On 1st offense, a written warning will be issued to the owner. A \$50 fee, plus an amount to offset the actual expense incurred for responding will be assessed on the 2nd and subsequent occurrences when an owner or designee does not arrive within 30 minutes of the responding agency's arrival at the premise.

V. Fee Collections

- (a) The DeKalb County Fire Chief or Sheriff shall assess all service fees as outlined in this resolution, and will provide written notification and payment instruction to the responsibly party.
- (b) All service fees will be paid within 30 days from the date on the written notification.
- (c) All service fee collections shall be submitted to the County Mayor's Office, along with a copy of the fee assessment notification letter. Proper budget amendments will be prepared to credit the applicable agency's respective budget.
- (d) An owner or alarm contractor may appeal the service fee assessment to Emergency Services Committee.
- (e) The DeKalb County General Sessions Court shall have jurisdiction over all unpaid service fees.

For each fire alarm response, DCFD will complete a False Alarm Report (Exhibit 34). As much information on the report should be completed by the responder, even if an apparatus does not respond to the scene.

ARTICLE XVII- PHOTOGRAPY

1. The Chief will appoint an official Department Photographer to perform all official photography for the department.
2. The Department will provide a digital camera. However, the Photographer will be permitted to use his/her personal camera. Images captured on DCFD incident scenes by the Photographer will become property of DCFD; even when taken with his/her personal camera.
3. The official Photographer will wear an assigned vest that displays "Information Officer".
4. At all times, the Photographer is to follow the Incident Commander's direction in regards to safety, scene security, and patient/victim privacy.
5. The Photographer will not be permitted inside the "hot zone" of any incident until the Incident Commander determines that it is safe enough for access without proper personal protective equipment.

6. The Photographer will always be kind, courteous, and considerate to fire personnel, members of the media, and to the public while acting as the department's Photographer.
7. Only the Department Photographer is permitted to use photography equipment to capture images on behalf of the DCFD at incidents that DCFD is dispatched to. In the event the department photographer is not present, the Incident Commander may authorize another person to take official photographs that become property of the DCFD.
8. No member, with exception as stated hereafter, of the Department is permitted to make photographs showing any deceased body, or part thereof. Exception: If photographs of deceased persons are necessary for fire or accident investigation, the Incident Commander may authorize such photographs. However, such photographs may be taken only with an official department camera and will become part of the investigative record.
9. No member will be permitted to release photographs from ANY incident that DCFD responds to without first obtaining permission from the Chief (or Acting Chief).
10. After receiving permission from the Chief (or Acting Chief) and within a reasonable time, the photographer will submit pictures to all local media outlets via email at no charge. Each media agency will receive the same set of pictures.
11. The Chief and Photographer will be considerate of publication deadlines and will make every reasonable attempt to forward pictures within 12 hours of the incident.
12. If other emergency response agencies request the making or distribution of incident photographs, this must be approved by the Chief (or Acting Chief).
13. Members wishing to make photographs, in non-emergency or in their non-official capacity, may only do so if it does not interfere with their immediate firefighting duties. However, never should any photograph be made or published that reveals personal identifiable information of a patient/victim.
14. No member is permitted to post any incident photographs through any electronic means (web site, social media, text messages, emails, and etc.), unless authorized by the Chief.
15. At accident scenes, and other high profile incidents, members of the public and media may attempt to use photography equipment to capture scene shots. We must be aware that we cannot legally stop such actions. However, the Incident Commander does have authority to establish a reasonable safe zone perimeter. In addition, we should make every effort to protect the privacy and sensitivity of deceased victims by providing a covering or shield.

Social Media Policy

Members of the DeKalb County Fire Department shall not criticize or ridicule the Department, its policies, its officers or other members by speech, writing or other expression, when such speech, writing or expression:

1. is defamatory, obscene, slanderous or unlawful; and/or
2. tends to interfere with the maintenance of proper discipline; and/or
3. damages or impairs the reputation and/or efficiency of the Department or member.

This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Department resources or via personal devices, such as cell phones, PDAs, etc., and/or social media (Twitter, Facebook, Instagram, Snapchat, etc.). Any written, auditory and/or visual messages

communicated by a member that are relative to the DeKalb County Fire Department in any capacity are the *sole property* of the DeKalb County Fire Department. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices and/or social media.”

ARTICLE XVIII - PURCHASING & FUNDING

Section A – Purchases

All purchases must be authorized and approved by the Executive Committee or the Fire Chief.

Each checking account associated with the DeKalb County Fire Department requires two authorization signatures which shall be approved by the Fire Chief or Executive Committee.

All county purchases require the use of a purchase order number that can only be obtained by the Fire Chief or his designee(s).

No officers or members of the DeKalb County Fire Department will solicit or take possession of any firefighting apparatus, tools, hardware, or equipment of any kind without the express written consent of the Executive Committee. Any purchase, gift, or donation obtained by a representative of DeKalb County Fire Department becomes property of DeKalb County Fire Department and is subject to placement by the Department’s Executive Committee.

Equipment purchased by any entity of DeKalb County Fire Department becomes property of the same and maintenance and replacement will be at the discretion of the Department’s Executive Committee.

Note: If you purchase an item prior to getting a purchase order number, consent by the Fire Chief, or Executive Committee, you may not be entitled to a reimbursement for the purchase.

All stations of the DeKalb County Volunteer Fire Department with checking/savings accounts associated with the DeKalb County Volunteer Fire Department’s federal tax identification number will be required to comply with the following accounting procedures:

- 1) A Secretary/Treasurer will be elected by the members of each station. Each year, in January, the station will elect a member to hold this position.
- 2) All checking/savings accounts will be required to have 2 signatures on the account. **For payments/withdrawals of \$250 or more, both signatures will be required.** The Fire Chief’s name will be on all station accounts and the Chief will have access to all financial records.
- 3) Each month, the checking/savings account bank statement, **with all pages**, will be posted in the station for viewing.

DeKalb County Volunteer Fire Department



ACCOUNTING POLICIES

Policy # 150301

March 1, 2015

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I. Introduction

The purpose of this policy is to describe all accounting policies and procedures currently in use at DeKalb County Volunteer Fire Department (DCVFD) and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency. **This policy accompanies the DCVFD’s Station Account Agreement form (Exhibit 31 of the DCFD Standard Operating Guidelines). A signature of acceptance on Exhibit 31 signifies that all parties fully understand and agree to comply with this policy.**

All DeKalb County Volunteer Fire Department’s stations and staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this

manual. **All accounts associated with any division or sub-division of the DCVFD (i.e. all station accounts) are subject to the policies contained herein.**

These policies will be reviewed and revised, as needed, by the DeKalb County Volunteer Fire Department's Executive Committee.

II. Division of Responsibilities

The following is a list of fiscal and accounting responsibilities:

DCVFD Executive Committee

1. Reviews financial statements and information periodically and as-needed
2. Annually, or as-needed, reviews **Exhibit 31** (Station Checking Account Agreement form) of the DeKalb County Fire Department's Standard Operating Guidelines to ensure that two signatories are designated and that original bank statements are sent (either by mail or electronically) to a station member who is NOT an authorized signatory, or an immediate family member of an authorized signatory. Honorary Lifetime Members affiliated with a station may serve as signatories or statement reviewers.
3. Issues approval on Exhibit 31 to stations to use as authorization for financial institutions to open, close, or change accounts.
4. Determines whether the organization, or division of the organization, should have an audit and, if so, chooses and contracts with the auditor

Station Secretary/Treasurer

1. Maintains custody of the station account checkbook and the stock of unused checks. The checks should be stored in a locked location and information of location should be kept confidential from everyone except the Station Commander.
2. Reviews and approves all financial reports
3. Ensures that check signature requirements are properly followed
4. Ensures that original bank statements are sent (either by mail or electronically) to a station member who is NOT an authorized signatory, or an immediate family member of an authorized signatory.
5. In accordance with **DCFD SOG's Article XVIII, Section A:**
 - ensures that payments for \$250 or more have signatures of BOTH authorized signatories.
 - ensures that all accounts established with any financial institution include the Fire Chief's name to allow the Chief access to all financial records.
 - ensures that monthly account statements (checking and/or savings), with ALL pages, are posted in the station for member viewing.

6. Reviews all bank statements, reviews for any irregularities, and reconciles
7. Retains all account statements, invoices, receipts, and other supporting financial documents for a period of at least 5 years.
8. Ensures that no checks are written with paid to order of “cash” or other non-descriptive orders.
9. Ensures that all funds, whether cash or check, is deposited intact into the designated bank account, with no monies removed to make payments or for other purposes.
10. Ensures all cash receipts are deposited into the bank account as soon as possible. This allows for complete accounting and independent verification of the disposition of cash.
11. Ensures all checks are endorsed with “For Deposit Only” and paid to the order of that name that appears on the station’s account.
12. Provides a written receipt for any cash accepted. The receipt will show the person’s name, date, amount, and description of collection (examples: donation, payment for _____, and etc.)
13. If a station is conducting a fundraiser that involves ticket sales, ensures that the station uses tickets numbered and tracked in series as assigned to sellers of such tickets. This will ensure that all cash collected matches with tickets sold or returned as unsold.
14. Ensures that cash is counted and verified by a second party (must be a station member) when being transferred to another party. Both parties must initial the cash to be deposited on the account deposit slip prior to making the deposit. The cash will be kept in a locked, secure location and deposited within 24 business hours.
15. Ensures that any reimbursements to members or others are documented by receipts and filed with account statements.
16. Ensures that at no time will station account funds be used for personal or non-official use. This includes never making loans or cash advances to any individual, purchases for other organizations, purchases of alcohol or tobacco, purchases of personal entertainment, fuel for personal vehicles, purchases from a business you own, operate, or a have direct interest in (unless pre-approved by the DCFD Executive Committee)
17. Initiates donor thank you letter acknowledgements
18. Makes prompt payments to vendors when receipt of goods/services is satisfied and check signatures are properly obtained.

III. Fiscal Policy Statements

1. All accounts associated with the DeKalb County Volunteer Fire Department’s federal tax I.D. will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
2. Personal checks will not be cashed through any cash funds.
3. Any donated item with a value exceeding \$50 will be recorded and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation.

4. Each station will designate two signatories on bank accounts. Disbursements exceeding \$250 require a second signature by an authorized signatory.
5. Bank statements will be reconciled monthly. All bank statements will be available for the station's membership review at any time.
6. Correction fluid and/or tape will never be used in preparing any accounting documents.
7. Accounting records will be kept in locked file cabinets at a location known to the station's membership.
8. Any violation of this agreement will result in an immediate review by the DCVFD's Executive Committee and appropriate action, up to and including closure of the account and revocation of signatories.

Section B – Fund Raising

Fund raising by an engine company is permissible as long as all rules and regulations are observed. The event must be pre-approved by the Executive Committee. This is to ensure that multiple units do not have on-going or conflicting efforts at the same time.

To coordinate the fundraising efforts of all stations associated with the DeKalb County Fire Department, the following will apply to all fundraising activities that involve auctions:

1. Annually, at the December Officer's Meeting, four (4) stations will be selected to hold fundraising events (that involve auctions). The selection process will be done by a drawing from a pool of interested stations desiring to hold fundraisers in the upcoming year.
2. Once approved as a selected station, members may not solicit donations from merchants or businesses until 30 days before the approved event date. (For example: A station is approved to hold its event on April 1. Solicitation of auction items may not begin before March 2.)
3. The Executive Committee will not approve event dates that are not at least four (4) weeks apart.
4. This policy does not include fish fries, chili suppers, or other types of fundraisers that do not involve auctions.

Section C – Grants

The Chief must review all applications for grants, and outside funding. Individual stations do not have the authority to apply for or agree to any additional funding on behalf of any station representing the DeKalb County Volunteer Fire Department.

ARTICLE XIX - TRAVEL/LABOR REIMBURSEMENTS

Section A – Eligibility

Under certain conditions, members of the DeKalb County Fire Department are eligible for reimbursement for approved travel and labor provided at personal expense.

Reimbursements will be used to compensate members for services or goods directly associated with department functions as determined by the Fire Chief and Executive Committee.

All reimbursements must be approved by the Fire Chief and requested on Exhibit 2 (Mileage Statement) or Exhibit 3 (Billing Statement). Reimbursements will be made on the current approved rates as determined by the DeKalb County Mayor for mileage and labor.

ARTICLE XX- FUNERAL/MEMORIAL GUIDELINES

PURPOSE

The purpose of this guide is to help establish procedures that will ensure proper support and care for a firefighter's family after the death of an active member of the fire department. These guidelines will also help ensure that proper honors are rendered. The family's desires are always priority and these guidelines will never be imposed upon anyone. The DeKalb County Fire Department is not equipped, nor chooses to be equipped with Class A funeral apparel.

OBJECTIVES

To standardize burial protocol

To promote the honor and respect for the fallen firefighter

To establish lines of authority and responsibilities during notification, funeral and burial proceedings

To establish criteria for each type of funeral: Class I, Class II, Class III, Class IV

To establish criteria as to whom these honors are rendered

A. CLASSIFICATIONS

Class I- A Class I death is to be considered for active members of the department who are killed at the scene of an emergency incident or killed in responding to or returning from the scene of said incident. A Class I death will also include those that are injured at the scene and who later die as a result of these injuries. Class I will NOT include individuals who die of heart, lung, or other causes while not engaging in emergency activities at the time of death.

Class II- A Class II death pertains to active members of the department who dies while responding, but not due to injuries sustained while performing emergency activities.

Class III- A Class III death is a death occurring when an active member and not relating to any emergency activities.

Class IV- A Class IV death pertains to the death of a inactive Honorary Lifetime Member of the fire department.

B. NOTIFICATION

1. Line of Duty Death (Class I & II)-

- The Dispatcher on duty at the time of the incident will be responsible for contacting the Fire Chief and the Chaplain.
- The Fire Chief and the Chaplain will be responsible for contacting the families of firefighters that have been killed in the line of duty. If the firefighter's next-of-kin are outside the county, it is the Chief's responsibility to notify the fire or police department nearest the family, and to arrange that a uniformed officer, preferably from the fire department, and accompanying local chaplain, to contact the family in person.
- Additionally, the Chaplain will contact any affiliated firefighter organizations.
- The Chief will be responsible for contacting the Mayor's office and any other appropriate dignitaries. The Chief will also notify all other stations within the department.
- The Chaplain will notify the Honor Guard/Memorial Team.

2. Active Members/Off Duty Death (Class III)-

- Department members that have knowledge of a fellow firefighter's death are encouraged to notify the department through the Chief or Chaplain.
- The Chaplain, once notified, is then responsible for contacting the family and offering department assistance.
- The Chaplain would then contact the Funeral Coordinator and assist with appropriate funeral arrangements as per the family's wishes.
- The department Administration will announce the death and any funeral/memorial arrangements to all stations.
- The Chaplain will contact the Honor Guard Coordinator as per the family's wishes

3. Inactive Honorary Lifetime Member Deaths (Class IV)-

- The family of the inactive Honorary Lifetime Member is responsible for contacting the department if they wish department participation in the funeral service.
- The Chaplain is responsible for contacting the family upon knowing the family's wishes for the department's participation.
- The Chaplain then will contact the Funeral Coordinator and assist with appropriate funeral arrangements as per the family's wishes.

C. Official Announcement

The official announcement to the department should be made by the Chief or by a designated Communications officer assigned by the Chief.

The announcement should follow a set format, and be from the perspective of the Chief or ranking officer, regardless of who reads it.

The verbal announcement should be followed with typed copies to be distributed for posting in each station, with a follow up announcement once funeral plans are finalized.

After this announcement is made within the department, it may be made available as a formal written statement to the appropriate media outlets.

Sample Announcement:

I, Chief _____, am sorry to report the death of ____ (number) of our brave firefighters. _____ (name or names) died at _____ (time) (date may be necessitated, especially if death was not immediate) while _____ (actively working on, responding to, returning from) incident description: _____ at _____ (location). Funeral arrangements are pending at this time, however, a formal announcement of the arrangements, and the department's participation will be made, within the wishes of the family (or families).

D. ADDITIONAL RESPONSIBILITIES

Funeral arrangements are the ultimate responsibility of the family, but the fire department will provide assistance if requested.

The Chaplain is responsible for coordinating all necessary department personnel before and during the funeral services. Additionally, the Chaplain will notify the Honor Guard Coordinator and any other appropriate agencies to be involved in the services. The Chaplain insures that the funeral/memorial runs smoothly.

E. GUIDELINES FOR SERVICES TO BE PROVIDED TO FAMILY BY THE DEPARTMENT

Class I- Line of Duty Death-

Prior to Services:

- Transportation to funeral home/cemetery to make arrangements
- Services of Department Clergy/Chaplain offered to family
- Services of Department Chaplain offered to assist family in making arrangements
- Arrangement of Police Escorts for processional to cemetery

Chapel/Church Service:

- Fire Apparatus for processional to graveside (as well as standing fast at the funeral home during all viewing and visitation)
- Color Guard at service
- Pipers and Drum Corps at service

Graveside Service:

- Arched Aerial Ladders with Hanging Flag at entrance to cemetery (if available)

- Fire Apparatus at gravesite
- Color Guard
- Services of Department Chaplain, if family wishes
- Department Honors/Ceremony
- Flag folding and presentation
- Pipers and Drum Corps
- Bugler to play ‘Taps’ at cemetery
- Fire Walk of Honor

Class II- On-Duty Death Not Pertaining To An Emergency Scene-

Prior to Services:

- Transportation to funeral home/cemetery to make arrangements
- Services of Department Clergy/Chaplain available to family upon request
- Services of Department Chaplain available upon request to assist family in making arrangement
- Arrangement of Pall Bearers in appropriate uniforms
- Arrangement of Police Escorts for processional to cemetery
- Honor Guard at Casket
- Fire Apparatus for processional to graveside
- Color Guard at service, upon request
- Pipers and Drum Corps at service, upon request

Graveside Service:

- Fire Apparatus at gravesite
- Color Guard, upon request
- Services of Department Chaplain available
- Flag folding and presentation
- Pipers and Drum Corps, upon request

Class III- Off Duty Death-

Prior to Services:

- Services of Department Clergy/Chaplain available to family upon request
- Services of Department Chaplain available upon request to assist family in making arrangements
- Arrangement of Pall Bearers in appropriate uniforms, upon request

- Arrangement of Police Escorts for processional to cemetery, upon request

Chapel/Church Service:

- Honor Guard at Casket
- Uniformed Personnel at service
- Uniformed Personnel to serve as Pall Bearers, upon request
- Pipers and Drum Corps at service, upon request

Graveside Service:

- Services of Department Chaplain available
- Pipers and Drum Corps, upon request

Class IV- Inactive Honorary Lifetime Member Death

Prior to Services:

- Services of Department Clergy/Chaplain available to family upon request
- Arrangement of Pall Bearers in appropriate uniforms, upon request
- Arrangement of Police Escorts for processional to cemetery, upon request

Chapel/Church Service:

- Honor Guard at Casket
- Color Guard, upon request
- Uniformed Personnel at service
- Uniformed Personnel to serve as Pall Bearers, upon request
- Pipers and Drum Corps at service, upon request

Graveside Service:

- Services of Department Chaplain available
- Flag folding and presentation
- Pipers and Drum Corps, upon request

F. GUIDELINES FOR THE FUNERAL/MEMORIAL SERVICE

Class I- Line of Duty Death

- Mutual aid will be requested to cover calls during the funeral/memorial service
- All available department personnel to attend in dress uniform (not Class A)
- All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.
- All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service, and up to one week after death.
- All Honor Guard members will be covered at all times during the performance of their duties.
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, the department officers, descending in rank, followed by all other members of the home department. Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled. The County Mayor, County Commissioners, and other dignitaries (from Local to most Broad (i.e. Federal)), will be seated either to the side of all firefighters, or directly behind the home department.
- Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
- The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.
- Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
- The Pall Bearers will then place the casket on the appropriate apparatus, or in the funeral coach, if chosen.

Class II- On Duty Death-

- All available department personnel encouraged to attend in dress uniform (not Class A)
- All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service.
- All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service.
- All Honor Guard members will be covered at all times during the performance of their duties.
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, the department officers, descending in rank, followed by all other members of the home department. Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled. The County Mayor, County Commissioners, and other dignitaries (from Local to most Broad (i.e. Federal)), will be seated either to the side of all firefighters, or directly behind the home department.

- Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
- The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.
- Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
- The Pall Bearers will then place the casket in the funeral coach, if chosen.

Class III- Off Duty Death

- All available department personnel asked to attend in uniform (not Class A)
- All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.
- All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service, and up to one week after death.
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, any department officers who wish to attend, followed by all other members of the department. Following that will be any visiting uniformed firefighters. Any dignitaries will be seated either to the side of all firefighters, or directly behind them.
- Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
- The casket will precede the family filing through the assembled firefighters to the Funeral Coach.
- Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
- The Pall Bearers will then place the casket in the funeral coach.

Class IV- Inactive Honorary Lifetime Member Death

- All available department personnel to attend in dress uniform (not Class A)
- All members may wear a black band over their badges from the time the death is announced until 24 hours after finish of service.
- All Honor Guard members will be covered at all times during the performance of their duties.
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, department officers, all other members of the home department, all visiting uniformed firefighters, and any applicable dignitaries

- Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.
- The casket will precede the family filing through the assembled firefighters to the Funeral Coach.
- Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
- The Pall Bearers will then place the casket in the funeral coach.

G. GUIDELINES FOR PROCESSIONAL TO, AND ASSEMBLY AT GRAVESIDE

Class I- Line of Duty Death:

- Procession- It is the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery.
 - **Order of vehicles:**
 - Law enforcement vehicle
 - Color Guard
 - Clergy/Department Chaplain
 - Apparatus/Funeral Coach with Pall Bearers and Honor Guard Escort
 - Immediate Family
 - Fire Chief, Department Officers in descending order of rank, and Dignitaries from most local to most broad
 - Home department uniformed personnel
 - Visiting Department uniformed personnel from the longest distance traveled to the least traveled
 - Home Department Additional Apparatus
 - Visiting Department Apparatus from the longest distance traveled to the least traveled
 - All other miscellaneous vehicles
 - Last vehicle will be a law enforcement vehicle(s)
 - **Assembly at Graveside**
 - Two crossed Aerial Ladders (if available) with a draped flag shall be at the entrance to the cemetery, so that the entire processional goes underneath them in entering
 - The Piper (s), Drummer (s) will be assembled approximately 100 yards from the gravesite, and the Bugler will assemble approximately 20 feet past the gravesite
 - Fire Walk of Honor- the members of the home department shall line up on both sides of the path, in an organized fashion from the Coach/Apparatus to the graveside,

approximately 10 feet apart with all additional home department firefighters, and visiting department firefighters lining up behind the front row of firefighters

Once the firefighters are appropriately assembled, the Color Guard will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain

At this point the Pall Bearers will remove the casket from the Coach/Apparatus and the Honor Guard will command 'Firefighters, Attention' All firefighters will then come to attention, awaiting the command 'Firefighters, Present Arms' which will signal the Pall Bearers to begin carrying the casket down the Walk of Honor, and all firefighters will render a hand salute just as the casket nears them.

The casket will be followed in order by the Immediate Family, the Fire Chief and Officers, in descending rank, command staff, and other dignitaries

Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside

After the piper (s) and drummer (s) reach their appropriate places, the command 'Firefighters, Order Arms, Fall In' will be given, instructing the firefighters to move from their places in the Walk of Honor, to orderly lined directly behind the family, who are to be seated directly in front of the casket

The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family.

At the close of the graveside message, the Clergy/Chaplain will then commence with 'Let us now pray.' At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket, and fold it for presentation to the family.

The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.

The presentation to the next of kin will be made by the honor guard commander, who will present it as he explains, 'This flag is presented on behalf of a grateful DeKalb County, as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.

It is then appropriate for the dispatcher to read this farewell message over the radio. 'The members of the DeKalb County Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of DeKalb County. Although you are gone, you will never be forgotten.'

At the conclusion of this, the Honor Guard Commander will command 'Firefighters, Attention, Present Arms' and the bugler will begin to play 'Taps'

At the conclusion of 'Taps' the command 'Firefighters, Order Arms' will be rendered, and the firefighters will stand at attention until the family has begun to depart.

At this point the honor guard commander will command, 'Firefighters, Dismissed' concluding the services

Class II- On Duty Death:

- **Procession-** It is again the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular procession is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery.

- **Order of vehicles:**

Law enforcement vehicle

Color Guard

Clergy/Department Chaplain

Apparatus/Funeral Coach with Pall Bearers and Honor Guard Escort

Immediate Family

Fire Chief, Department Officers in descending order of rank, and Dignitaries from most local to most broad

Home department uniformed personnel

Visiting Department uniformed personnel from the longest distance traveled to the least traveled

Home Department Additional Apparatus

Visiting Department Apparatus from the longest distance traveled to the least traveled

All other miscellaneous vehicles

Last vehicle will be a law enforcement vehicle(s)

- **Assembly at Graveside:**

The Piper (s) and Drummer (s) will be assembled approximately 100 yards from the graveside

At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside

The casket will be followed in order by the Immediate Family, the Fire Chief and firefighters

Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside

The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family.

At the close of the graveside message, the Clergy/Chaplain will then commence with ‘Let us now pray.’ At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag, if applicable, from the casket, and fold it for presentation to the family.

The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.

The presentation to the next of kin will be made by the honor guard commander, who will present it as he explains, ‘This flag is presented on behalf of a grateful DeKalb County, as a small token of our appreciation for the honorable and faithful service of your loved one.

It is then appropriate for the dispatcher to read this farewell message over the radio. ‘The members of the DeKalb County Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of DeKalb County. Although you are gone, you will never be forgotten.’

At this point the services are concluded

Class III- Off Duty Death:

- **Procession-** It is again the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery.

- **Order of Vehicles:**

Law enforcement vehicle

Car provided by funeral home, containing appropriate Clergy/Department Chaplain

Funeral Coach, with Pall Bearers immediately following family in one vehicle

Car or Limousine with Immediate Family

Fire Chief Car

Additional Home Department Vehicles

All other Department Personnel

All other Vehicles

Last vehicle will be a law enforcement vehicle(s)

- **Assembly at Graveside:**

The Piper (s) and Drummer (s) will be assembled approximately 100 yards from the graveside

At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside

The casket will be followed in order by the Immediate Family and present firefighters

Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.

The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family

At the close of the graveside message, the Clergy/Chaplain will then commence with 'Let us now pray.' At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

Once the Clergy/Chaplain has finished his prayer, all personnel will recover.

It is then appropriate for the dispatcher to read this farewell message over the radio. 'The members of the DeKalb County Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of DeKalb County. Although you are gone, you will never be forgotten.'

At this point the services are concluded

Class IV- Inactive Honorary Lifetime Member Death

- **Procession-** It is the responsibility of the Funeral Coordinator to ensure that the order for the vehicular procession is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery, according to the families wishes.

- **Order of vehicles:**

Law enforcement vehicle

Clergy/Department Chaplain

Funeral Coach

Pall Bearers

Immediate Family

Fire Chief, Department Officers in descending order of rank, and Dignitaries from most local to most broad

Home department uniformed personnel

Visiting Department uniformed personnel from the longest distance traveled to the least traveled

Home Department Additional Apparatus

All other miscellaneous vehicles

Last vehicle will be a law enforcement vehicle(s)

- **Assembly at Grave Service:**

The Piper (s) and Drummer (s) will be assembled approximately 100 yards from the graveside, according to the wishes of the family

At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside

The casket will be followed in order by the Immediate Family and present firefighters

Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.

The Clergy then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family.

At the close of the graveside message, the Clergy will then commence with 'Let us now pray. At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

Once the Clergy has finished his prayer, all personnel will recover.

If it is then appropriate, according to local customs, for the dispatcher to read this farewell message over the radio. 'The members of the DeKalb County Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of DeKalb County. Although you are gone, you will never be forgotten.'

At this point the services are concluded.

Note: These are strictly guidelines for consistency and order. The family may use any or all of these guidelines. In addition, the Fire Chief and Chaplain, in consultation with the family, may alter these procedures for special considerations.