

Organizational Guidelines for the Carver Fire Department

AUTHORIZATION

By virtue of the authority vested in me by the provisions contained in Mass. General Law Chapter 48, Section 42, adopted by the Town of Carver on March 11, 1961; I, as the Fire Chief of Carver, being duly appointed by the Board of Selectmen on September 27, 2005 hereby establish the following rules and guidelines for the administration of the Carver Fire Department, reserving the right, subject to laws and ordinances, to amend, revoke, or add to these rules and guidelines at any time.

Craig F. Weston, Fire Chief
Carver Fire Department

MISSION STATEMENT

The Carver Fire Department's mission is to be a leading emergency service organization by:

** Meeting the needs of our community in fire prevention, fire suppression, and rescue*

** Utilizing and improving the dedication and skills of our people*

** Constantly improving all of our services and operations*

In carrying out this mission, the Carver Fire Department will:

** Give top priority to firefighter safety and environmental concerns*

** Encourage the professional and personal development of our members*

** Work as teams to take full advantage of our skills, knowledge and creativity*

** Communicate openly and honestly to our members and community to inspire trust and confidence*

STATEMENT OF POLICY

It is the Carver Fire Department's policy to provide a safe and healthy environment for every employee. We are sincerely interested in the safety and welfare of our members and believe that accident prevention is essential in maintaining an efficient operation.

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

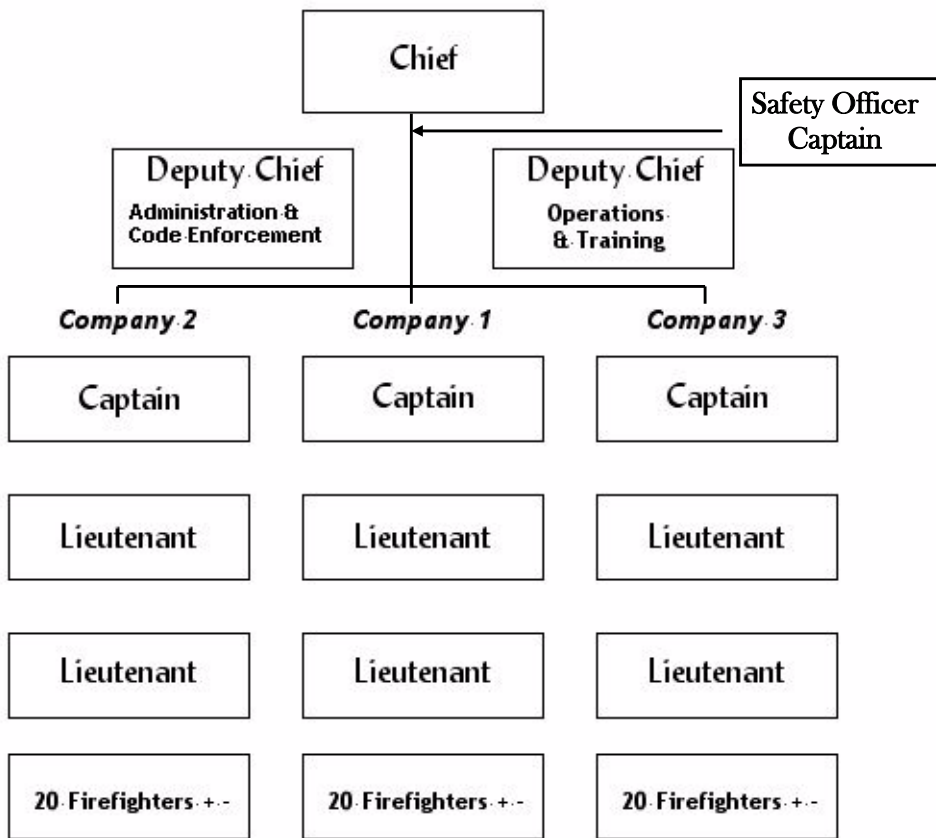
You are urged to cooperate fully. Abuse of, or a disregard for, rules is a violation of CFD policy and will be treated accordingly. Your help in preventing accidents benefits not only yourself, but also your fellow members and the public, and we should all strive to make this organization accident free.

GENERAL SAFETY RULES

1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how minor, the accident must be reported immediately. First aid treatment must be sought promptly.
2. Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.
3. Do not operate any equipment, which is not safe.
4. All prescribed safety and personal protective equipment must be used, when appropriate. All personal protective equipment must be maintained in safe working condition.
5. Obey all department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you.
6. When involved in any lifting procedures, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.
7. Do not engage in horseplay. Do not distract others from performing their tasks.

8. Always use the right tools and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use.
9. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places making sure they are ready for the next response.

ORGANIZATIONAL CHART



Qualifications and Duties of Officers

The privilege to vote for an individual for an office should be considered a matter of personal preference; however, the following qualifications / traits should be paramount in the decision making process of the voting individual:

*Training, Experience, Leadership, Decisiveness,
Availability, Composure, Innovation, Dedication*

The departmental officers shall have the responsibility, and must be able to devote the time necessary in operating and conducting the business of the Fire Department. All elected and appointed officers shall have demonstrated proficiency in fire department administration, fire suppression, and emergency management.

General duties pertaining to each officer are as described below:

- A. The Fire Chief** is appointed by the Board of Selectmen per MGL C 48 s 42. The Fire Chief (FC) is the Chief Officer of the Carver Fire Department. Has full and absolute authority in the administration of the Fire Department including the appointment of all Officers and Firefighters. Makes and implements all rules and regulations for the Fire Department. Creates and implements department policy and budget; responsible for paid and call personnel and is the primary department official; specifically accountable to the Board of Selectmen and generally accountable to the public and the State Fire Marshall under the provisions of MGL C 148.

The FC's responsibilities include, but are not limited to:

- Delegating authority and related responsibilities.
- Establishing achievable goals and verifying completions.
- Providing a safe, healthful, and environmentally sound organization.
- Achieving appropriate moral and ethical standards of performance.
- Providing leadership in all regards.
- Providing the process for continual improvement.
- Providing clear, open, and honest communications to all.
- Understanding and satisfying the community's needs of services.
- Verifying compliance with all legal requirements.
- Assuring adequate policies and procedures are in place.
- Assuring staff personal development.

The FC's duties include, but are not limited to:

- Maintaining order and discipline within the Department
- Assuring qualified command officers are in place at all responses.
- Assuring sufficient manpower is in place at all responses.
- Being the CFD focal point of mutual aid

- Budget preparation, justification, and implementation.
- Responding to all structural fires, rescues, and serious incidents when available.
- Representing the CFD in professional organizations.
- Verifying proper equipment is purchased and maintained.
- Verifying CFD policies and procedures are enforced.

B. The **Deputy Fire Chief of Training and Operations** (DFC) is the second in-charge officer of the CFD in regards to Training and Operations and third in-charge officer of the CFD in regards to Administrations and Code Enforcement. The Deputy Chief is appointed by and answerable to the Fire Chief. The DFC is empowered and responsible to fulfill the Fire Chiefs duties in the absence of the Fire Chief.

Minimum Qualifications:

- 10 Years Active Service as a Firefighter
- Firefighter I/II Certified
- Fire Instructor I Certified
- Fire Officer I Certified
- High school diploma or GED
- Sufficient documentation to clearly demonstrate efforts to keep abreast of current changes in the Fire Service by taking State / Federal Fire Academy courses, attending seminars, or any other medium that establishes an ongoing current interest in the profession.

Desirable Experience & Education

- Completion of a two or four year degree program in fire science, public management, business administration, or related field
- Fire Officer II certification
- Experience as a Recruit Training Instructor
- 5 years as a Carver Firefighter
- 5 years as a Captain or Lieutenant

The DFC's responsibilities include but are not limited to:

- To assume the duties of the Fire Chief in the area of Training and Operations in the absence of the Chief
- Assuring and overseeing adequate training of all members
- Supervision of all lower ranking officers and members.
- Assisting the Fire Chief to carry out all activities to promote goals, policies and procedures, leadership, and continual improvement of CFD.

The DFC's duties include, but are not limited to:

- Maintaining order and discipline within the Department.
- Assuring safe and proper activities on all responses.
- Coordinate and oversee all training activities
- Assigning duties to staff personnel.
- Assist with budget activities.
- Maintain membership training records.
- Responding to all structural fires, rescues, and serious incidents when available
- Responding to other incidents as deemed necessary.

C. The **Deputy Fire Chief of Administration and Code Enforcement (DFC)** is the second in-charge officer of the CFD in regards to Administration and Code Enforcement and third in-charge officer of the CFD in regards to Training and Operations. The Deputy Chief is appointed by and answerable to the Fire Chief. The DFC is empowered and responsible to fulfill the Fire Chiefs duties in the absence of the Fire Chief.

Minimum Qualifications:

- 10 Years Active Service as a Firefighter
- Firefighter I/II Certified
- Fire Instructor I Certified
- Fire Officer I Certified
- Fire Inspector I Certified
- Fire Inspector II certification within 2 years of appointment
- High school diploma or GED
- Sufficient documentation to clearly demonstrate efforts to keep abreast of current changes in the Fire Service by taking State / Federal Fire Academy courses, attending seminars, or any other medium that establishes an ongoing current interest in the profession.

Desirable Experience & Education

- Completion of a two or four year degree program in fire science, public management, business administration, or related field
- Fire Officer II certification
- 5 years as a Carver Firefighter
- 5 years as a Captain or Lieutenant

The DFC's responsibilities include but are not limited to:

- To assume the duties of the Fire Chief in the area of Administrations and Code Enforcement in the absence of the Chief
- Performs a variety of administrative duties involving the planning, coordination and direction of the fire department, providing administrative leadership in budgeting, code enforcement, emergency services, and personnel.
- Participate in planning, directing and coordinating departmental personnel and general administrative activities
- Supervision of all lower ranking officers and members.

- Assisting the Fire Chief to carry out all activities to promote goals, policies and procedures, leadership, and continual improvement of CFD.

The DFC's duties include, but are not limited to:

- Performing inspections as assigned by the Fire Chief
- Maintaining order and discipline within the Department.
- Assuring safe and proper activities on all responses.
- Assigning duties to staff personnel.
- Assist with budget activities.
- Maintain membership training records.
- Responding to all structural fires, rescues, and serious incidents when available
- Responding to other incidents as deemed necessary.

D. Captains - Each Station shall have a Captain position assigned to it. Captains are appointed for a three-year term by the Fire Chief after election by members of their respective Companies. The Fire Chief has veto power over the election. Although a Captains immediate area of responsibility is the Company to which he is assigned, his rank and authority extends over the entire Department.

Minimum Qualifications:

- 8 Years active service as a Carver Firefighter
- Firefighter I/II Certified
- Fire Instructor I Certified
- Fire Officer I Certified
- High School diploma or GED

Desirable Experience & Education

- 3 years as a Lieutenant in the Carver Fire Dept.

Responsibilities:

- To ensure that all members assigned to the respective Company conduct themselves in a prompt and efficient manner on and off the fireground.
- To maintain order and discipline within the Company.
- To ensure the station and the apparatus housed within are kept in good condition.
- To be notified of, and pass on to the Chief notice of needed repairs to the station or apparatus.
- To ensure that the department training program is carried out at the Company level.
- To identify and ensure that training needs specific to the Company are met.
- To ensure all equipment is recovered, properly cleaned, and made ready for the next response.

- To identify and address training deficiencies within the Company.

Duties:

- To respond to fires, emergencies, and other related matters.
- To act in a command position until properly relieved by a superior officer.
- To assist in the planning, directing and attacking fires or emergencies.
- To supervise and/or conduct Company drills and instruction periods. **(8/05)**
- To lead or delegate projects deemed necessary by the Chief or Deputy.
- To submit reports of all responses, drills, and significant events involving the respective Company

E. Lieutenants - Each station shall have 2 Lieutenants positions assigned to it. The Company Lieutenants, herein referred to as Lts., report to the Captain of their respective Stations. Lts. are appointed for a three-year term by the Fire Chief after election by members of their respective companies. The Fire Chief has veto power over the election. Although the Lts. immediate area of responsibility is the Company to which he is assigned, his rank and authority extends over the entire Department.

Minimum Qualifications:

- 5 Years active service a Carver Firefighter
- Firefighter I/II Certified
- Fire Instructor I Certified
- High School diploma or GED

Responsibilities:

- To act as the Company Safety Officer/Accountability Officer.
- To act as the Company Recruit Training Coordinators. **(8/05)**
- To assist the Captain in carrying out the activities of the Company.
- To assume the duties of the Captain in the absence of the Captain.
- To ensure that all equipment is recovered, properly cleaned, and ready for the next response.

Duties:

- To respond to fires, emergencies, and other related matters.
- To maintain order and discipline within the Company.
- To act in a command position until properly relieved by a superior officer.
- To assist in the planning, directing, and attacking of fires or emergencies.

- To plan and conduct Company drills and instruction periods. (8/05)
- To perform other related supervisory duties as assigned by a superior officer.

F. Safety Officer – The **Safety Officer** (SO) is the second in-charge Officer of the CFD in regards to Safety. The Department Safety Officer is appointed by and answerable to the Fire Chief or the Fire Chief's designated representative. The SO is empowered and responsible to manage the Fire Department Occupational Health and Safety Program to the highest standard, without sacrificing operational standards of the Department.

Minimum Qualifications:

- 8 Years active service as a Carver Firefighter
- Firefighter I/II Certified
- Fire Instructor I Certified
- Fire Officer I Certified
- High School diploma or GED

Desirable Experience & Education

- Completion of a two or four year degree program in fire science, public management, business administration, or related field
- Fire Safety Officer I Certification
- 5 years as a Carver Firefighter
- 3 years as Captain or Lieutenant

Responsibilities

- Assuming the responsibilities of the Health and Safety Officer for the Carver Fire Department
- Assuming the responsibilities of a Line Officer, rank of Captain, if the incident warrants
- Continually monitor conditions, radios, activities and operations at incidents with regards to safety and report the status of conditions, hazards and risks to the Incident Commander or if warranted, corrects immediately
- Ensure that safety zones, collapse zones, hot zones, etc. are communicated to all members present at an emergency scene
- Ensure that responding private vehicles, apparatus, scene traffic hazards, apparatus placements, while training or at an incident, transpire in a safe manner
- Responsible for implementing and maintaining the CFD Accountability System in house, during training and at a fire scene
- Develop, manage, communicate and annually update the Departments risk management plan
- Assume responsibilities as the Departments infection control officer ensuring that the CFD meets infection control requirements
- Ensure safety inspections are made of all Fire Department facilities and apparatus and recommend or correct any deficiencies
- Maintain knowledge of Occupational Safety and Health Hazards, Laws, Codes and Standards involved in emergency operations

- Assist the Fire Chief to ensure the best safety policies, procedures and tactics are in place for the members of the CFD

DUTIES

- Responding to CFD incidents deemed to be a potential safety hazard
 - Participate in planning, directing and coordinating departmental personnel and general administrative activities in the area of safety
 - Prepare departmental memoranda, directives and a variety of technical and departmental documents including updated accountability lists
 - Prepare, write and implement department grants in the area of fire safety
 - Maintain and update the CFD Accountability System
 - Develop a Health and Safety Plan for the Department
 - Creation of a voluntary fitness program and possible fitness area for the members of the CFD
 - Ascertain the need for and type of additional equipment necessary to counteract safety concerns within the Department
 - Serve as a Recruit Trainer
 - Serve as a member of the Training Center Committee
 - Assist the Deputy of Administration in the coordination of Fire Prevention Programs
 - Assist the Deputy of Operation's and Training in developing Training Programs / Recruit Training and Drills
- Perform related duties as assigned

G. Training Officer - It shall be the duty of the Training Officer to oversee the entire CFD training program. He shall work with Departmental Officers in the establishment of training sessions and drills that will provide the best possible training to all members. Programs established for this training must demonstrate proper methods of using all Departmental apparatus and equipment as well as the proper methods of fire suppression and rescue insuring personal safety.

H. Company Safety/Accountability Officers - The Company Safety/Accountability Officers within each company shall have the responsibility to identify and cause correction of health and safety hazards within the Department. They shall be responsible for the development and implementation of the Carver Fire Department Accountability System.

I. Chaplain(s) - Shall not be a mandatory office, but should be filled. The Chaplain shall be responsible for the spiritual and divine requirements of the Fire Department, and shall, with other Departmental officers, console the family of any injured Firefighter.

J. Firefighters - Firefighters are appointed initially by the Fire Chief. Annually thereafter they are reappointed by the Chief upon recommendation by a committee comprised of the Officers of the Fire Dept. described below. The Fire Chief has veto power in the appointment process.

Responsibilities:

- To conduct themselves in a safe, prompt, and efficient manner on and off the fireground.
- To pass on to a Company Officer notice of needed repairs to the station or apparatus.
- To be aware of and participate in Departmental and Company training activities.
- To make sure that all equipment is recovered, properly cleaned, and ready for the next response.

Duties:

- To respond to fires, emergencies, and other related matters
- To act in a command position in the absence of an Officer
- To perform firefighting work involving hazardous tasks under emergency conditions
- To perform related work as required.

K-1 Appointment to Companies

Company members shall be appointed by the Fire Chief annually in January of each year. Prior to the appointments, a Committee comprised of the Officers of the Fire Department shall meet and formulate recommendations to the Chief regarding personnel assigned to the Companies.

The Committee may recommend that a Company member be reduced to 'Reserve Status' if he/she has not met reasonable expectations to attend drills and alarms, in the opinion of the Committee.

Reserve members will not have company voting privileges, may not run for elected Company Officers positions, and will receive a lower priority for apparatus riding positions and details. Additionally, they will not be allowed into areas requiring the use of SCBA for other than training purposes.

Members who have been reduced to a 'Reserve Status' may appeal the decision to the Chief.

K-2 Senior Reserve Status

"Senior Reserve Status" shall be considered for senior members of the Company, who upon reaching age 65, desire to remain on the Company in a reduced capacity. The "Senior Reserve Status" shall serve as a mechanism for the "senior" Firefighter to slow down and be selective in attending calls, providing they meet the following criteria:

1. Upon reaching age 65, a firefighter shall be eligible for Senior Reserve Status consideration
2. Reserve Status term for senior Firefighters shall be from age 65 to 70
3. Firefighters must be considered to be in good standing, completing the previous years minimum LOSAP requirements, participating regularly at Company Drills and responding to Emergency Incidents at regular intervals.
4. Senior Firefighters must pass a department paid physical prior to being appointed to "Senior Reserve Status" and every two years thereafter, up to the maximum age of 70
5. Senior Firefighters on Reserve Status are required to attend a minimum of 50% of their Company Drills
6. A Reserve Status Firefighter will not be eligible for further additional LOSAP Benefits (additional accredited years of service)

7. Reserve Status for all members shall end at age 70, where employment shall cease.

Firefighters who reach the age of 65 and do not meet the criteria required for "Senior Reserve Status" **or** who do not wish to move on to "Senior Reserve Status", will fall under past Department practices of retirement upon reaching age 65.

Comment [c1]: This section was added in July of 10 to keep Firefighters that are in good standing within the Department until age 70. Thus increasing experience within CFD

Members who have graduated from CFD Recruit Training are exempt from the SCBA restriction for one year or after graduation from recruit training.

Graduates of the Carver Fire Department Recruit Training Course will enter the Department as Reserve Status members. Upon passing the Minimum Competency for Company Position Practical Test, they shall automatically be elevated to the Company position, however they will be on a Performance Review Status for a period of 12 months.

Performance Review Status elements:

1. **Performance Review Status will be for a period of 12 months commencing on graduation of Recruit Training**
2. **There will be No Restrictions on Fire Duties**
3. **Above and beyond attendance at Fire Incidents and Drills, new Firefighters on the above status are strongly encouraged to participate in Fire Prevention programs, attend Association Meetings and functions and other group activities within our Department to the best of their ability. It is important that they experience as many facets of the department as possible during this year.**
4. **Firefighters will be reviewed regarding their attendance and conformance with departmental standards on a quarterly basis. Additional reviews may be conducted on an as needed basis at the discretion of the Company Captain or senior Officer.**
5. **Firefighters deemed to not be meeting departmental standards within or after 12 months may have their Performance Review Status extended or be terminated. The final decision shall be made by the Fire Chief.**

Comment [cw2]: This section was added in January of 08 to try an increase participation of newer firefighters into non essential Fire Department functions.

Members hired while enrolled and housed in college shall be considered Reserve Status until college graduation or they return to the Town full time. They shall not be issued Department gear until their college graduation or return to Town full time and remain in good standing with the Department. They shall be exempt of the SCBA restriction while in college provided they remain current with company training.

These members will:

1. **Go through our normal Recruit Hiring process**
2. **Be 18 years of age by the start of Recruit Training**
3. **Graduate Recruit Training**
4. **Graduate Station Training**
5. **Not be issued Department Gear, but will acquire Gear from apparatus for incidents**
6. **Be issued a Minitor**
7. **Be issued a Helmet and SCBA Mask**
8. **Respond to the Station, not to the scene directly**
9. **Maintain a 2.0 GPA and forward a copy of their GPA to the Chief within 10 days of receiving it**

Dive Team

- L.** The **Divemaster** is appointed for a three year term by the Fire Chief after election by members of the dive team.

Minimum Qualifications:

- 5 Years experience as a diver
- CFD Dive Team member for 3 years.
- Open Water certification
- Advanced Open Water certification.
- Thorough knowledge of CFD Dive Team policies and procedures.
- Ability to train, supervise, and motivate.
- Ability to effectively communicate and represent the Department to other communities.

Desirable Qualifications

- Divemaster certification
- Rescue Diver certification
- Ice Diver certification

Responsibilities:

- Works under the direct supervision of the Fire Chief with overall responsibility for the Dive Team and it's actions.
- Makes recommendations to the Fire Chief relative to equipment purchase, maintenance, and replacement.
- Ensures that equipment assigned to the Team is kept in good condition.
- To be aware of all activities and training of the Team.
- To identify and address training deficiency's of the Team.
- Attends monthly staff meetings and participates in formulation of procedures and guidelines.
- Represents the Carver Fire Department to the County Dive Organizations.

Duties:

- To respond to all water and ice related emergencies.
- To act as the Incident Commanders designee in matters relating to the dive/rescue.
- To plan, supervise and coordinate drills and other training
- To create and maintain records relative to the Dive Team.
- To submit reports of all dive team responses, drills, and significant activities.

- To perform related work as required.

M. The **Assistant Divemaster** is appointed for a three year term by the Fire Chief after election by members of the dive team.

Minimum Qualifications:

- 3 Years experience as a diver
- CFD Dive Team member for 2 years.
- Open Water certification
- Advanced Open Water certification.
- Thorough knowledge of CFD Dive Team policies and procedures.
- Ability to train, supervise, and motivate.

Desirable Qualifications

- Divemaster certification
- Rescue Diver certification
- Ice Diver certification

Responsibilities:

- To assume the duties of the Divemaster in his/her absence.
- To act as the Dive Team Safety Officer/Accountability Officer.
- To assist the Divemaster in carrying out the activities of the Team.
- To ensure that all equipment is recovered, properly cleaned, and ready for the next response.
- To attend monthly staff meetings and participate in formulation of procedures and guidelines

Duties:

- To respond to all water and ice related emergencies.
- To assist in planning, supervision and coordination of drills and other training
- To create and maintain records relative to the Dive Team.
- To perform related work as required.

N. Appointment of Dive Team members

Dive Team members shall be appointed by the Fire Chief annually in January of each year. Prior to the appointments a committee comprised of the Officers of the Fire Department, Divemaster, and Assistant Divemaster shall meet and formulate recommendations to the Chief regarding personnel assigned to the Dive Team. There shall be two classifications of Dive Team membership - DIVER and SUPPORT CREW. Both the divers and support crew have voting rights in the election of the Divemaster and Assistant Divemaster.

Carver Fire Department Policies and Procedures

1. The Fire Chief, or senior officer present, shall have complete charge of the Department at the scene of any fire, other emergency situation, or drill. In the absence of an officer, the Firefighter riding the right front seat of the first arriving apparatus shall assume command and be considered a senior officer until such time as he/she is relieved by an officer or relinquishes that command to a more experienced Firefighter. At all incidents, the Plymouth County Incident Command System will be used.
2. The Fire Chief, or senior officer present, shall be empowered to relieve from active status any Firefighter for disobedience, insubordination, violation of any rules, policies, or organizational guidelines of the department, or if the Firefighter is deemed incapable of performing the required duties.
3. The Fire Chief, or senior officer present, shall have charge of all the department facilities, apparatus, and equipment. No Firefighter shall remove any apparatus or equipment from the facilities, nor use the facilities for any outside activity without the permission of an Officer of the Fire Department.

4. Fire, Emergency, and Drill Attendance

- 4.1 Each Firefighter should strive to attend a minimum 75 percent of the regular department drills.
- 4.2 Each Company member, when available, is expected to respond to all emergencies to which said Firefighters Company is dispatched.
- 4.3 Firefighters shall only respond to a fire, or other emergency situation when the Company to which they are assigned is called, or when they are so directed by the Fire Chief or senior officer present. Exceptions to this rule include the following situations;
 - a) when a Firefighter is in the immediate vicinity of the emergency.
 - b) when the Firefighter is at or in the immediate vicinity of a responding Station and an adequate number of personnel are not present to properly man the responding apparatus.

- c) when a Firefighter works in Town during the time period from 7:00 am to 5:00 pm Monday thru Friday, he / she may respond to the nearest Station during that time period.

In all of the above situations, members are expected to exercise common sense and good judgment in determining whether their response to another Station is in the best interests of the Department.

- 4.4 No Firefighter shall respond to incidents outside of the Town of Carver unless properly dispatched, requested by the department involved, or directed to do so by the Fire Chief or senior officer present.
- 4.5 No Firefighter should respond to any incident, if because of illness or other situation, he / she would pose a safety risk to himself / herself or others.
- 4.6 It is the responsibility of each member of a Company to notify the Captain or Lieutenant if he/she will be unable to respond to emergencies or participate in training for an extended period of time.
- 4.7 It is the responsibility of each member to report any long term illness or condition which does or may eventually compromise his / her ability to perform as a Firefighter.
- 4.8 Any injury incurred while serving the Carver Fire Dept. shall be noted on the Company Time Sheet and an accident report should be completed.

5. Driving Policy

5.1 Apparatus

- A. Only those firefighters who have a valid Massachusetts drivers license and are either members of a Company or are specifically approved by the Captain or Lieutenant of a Station may drive apparatus.
- B. The apparatus driver's sole responsibility will be the safe driving of the equipment. The front seat passenger shall operate all emergency equipment as well as the continuous monitoring of traffic conditions and communicating with the driver.
- C. The driver shall be primarily concerned with safely driving the apparatus. He should not operate sirens, air horns, or radio. He is to continually monitor driving conditions and listen for instructions. The driver shall be the initial pump operator
- D. The right side cab seat is reserved for a Company Officer or senior Firefighter at the time of the response. Those lower in rank or seniority shall vacate the seat if requested provided it does not unreasonably compromise response time.
- E. The person riding in the right front seat shall be responsible for closing the overhead station door as soon as the truck has exited the station.

- F. Seat belts, where provided, should be worn by all seated firefighters enroute and returning from all mobile apparatus assignments. Exceptions to this rule are members who are in a survival suit and members in the process of putting protective clothing or SCBA on. All Firefighters in the cab and jump seats shall remain seated with seat belts in use until the apparatus comes to a complete stop.
- G. Any apparatus performing an emergency response shall have all emergency warning lights activated during the response. The siren and or air horns shall be utilized whenever necessary to make the presence of the emergency vehicle known to the other drivers. Emergency lights and sirens are only a request for other vehicles and pedestrians to give way. Normal rules of the road, speed limits, traveling within marked lanes, proceeding through intersections, shall not be deviated from unless it is safe, prudent and legal to do so.
- H. Apparatus performing an emergency response shall utilize Opticom® transmitters when responding through traffic lights. The transmitters should be activated when the traffic lights are in sight to give enough time for activation. Apparatus driver's shall utilize extreme caution when approaching signalized intersections, and, at all times slow to speeds of not more than 10 mph. In the case where your vision is blinded or diminished, apparatus driver's shall make a complete stop even though the Opticom® may have given you the green light. Apparatus driver's shall keep in mind that the Opticom® system does not provide a "magic pathway" for an emergency vehicle to safely speed through. It is a tool, just as the emergency lights and siren.
- G. Any time a Carver Fire Department apparatus is backing, a ground guide should be provided. The person in the right front seat will insure that a ground guide is provided. No other personnel should exit the apparatus until the parking brake has been applied. If there is no one available to be a ground guide, the driver should exercise due caution while backing. In areas with dim lighting, rear spotlights will be utilized for lighting the ground behind the apparatus.
- H. The ground guide should have a hand held radio in possession if available, to insure communications with the apparatus operator.
- I. When backing the apparatus into the station the operator must straighten the apparatus before entering the station as to avoid backing in at an angle.
- J. *On and after July 17, 1996 no one shall ride the rear step of any apparatus.*
- K. During hose packing operations, tailboard work positions are permissible if done under the direction of a ground guide in contact with the vehicle's operator.
- L. If an apparatus is involved in any accident in which direct contact is made with another object, (excepting brush breaking operations) both the driver and Officer shall file a written report describing the accident immediately upon return to quarters.
- M. No person other than a member of the Carver Fire Dept. shall be permitted to ride on the apparatus, except as permitted by the Chief or Deputy Chief.

5.2 Operation of Personal Vehicles

- A. All Firefighters driving their personal vehicles to the scene of an emergency shall obey all Mass. State Laws and Statutes, particularly as they apply to speed limits and the regard of traffic control and flow signs.
- B. Firefighters who either hold a Company position or have successfully completed the recruit training course may at their own expense install approved red visual warning devices on their personal vehicles if they so desire. This shall only be done after the proper permit has been issued by the Fire Chief and stamped by the Registrar of Motor Vehicles. These devices shall be mounted inside the vehicle below the roof line or outside the vehicle below the dashboard level.
- C. Those firefighters having red visual warning devices meeting these requirements shall drive their personal vehicles in a safe and prudent manner when making a response to the scene of an emergency and shall obey all Mass. motor vehicle laws.
- D. The use of red visual warning devices for other than response to departmental emergencies will result in disciplinary action.
- E. The use of red visual warning devices on personal vehicles outside the Town of Carver is prohibited.
- F. All personally owned and operated vehicles utilized by CFD personnel responding to an emergency scene or Fire Station shall meet or exceed any applicable local, state, or federal laws. This specifically relates to driver's license, insurance and registration of the vehicle.
- G. Any member of the Carver Fire Department who loses his/her right to operate a motor vehicle SHALL report this information to his/her Captain or Lieutenant within 48 hours of notice of loss. Failure to do so may result in disciplinary action.
- H. All personnel in privately owned vehicles (POV's) must yield the right of way to all Official Fire, EMS, and Police units in emergency responses.
- I. Firefighters are not to park their POV's within the area used for apparatus or staging. POV's are to only park generally on the right side of the roadway away from the immediate scene.
- J. All active members are encouraged to display a departmental identification decal on their POV's. The location is to be on driver's side rear window. Upon the sale of the vehicle or departmental termination, the individual shall remove any and all CFD markings.

6. Communications

- 6.1 The Fire Chief, Deputy Chief, or senior officer present shall be the only person to discuss the events leading to, possible causes of, or any other matters regarding a fire or other emergency situation, with members of the news media or any other person not a member of the Carver Fire

Department. The only exception to this shall be a person designated by the Fire Chief, or senior officer present.

- 6.2 While at the scene of an emergency, or in the company of non-Carver firefighters, CFD personnel are not to discuss the events leading to or possible causes of any fire or other emergency.
- 6.3 There shall be no news releases made, nor letters written, concerning any aspects of Departmental activities without prior approval of the Fire Chief.
- 6.4 Fire Reports - it is the policy of the Carver Fire Department that the Company Fire Report and or Time Sheet is considered confidential information of the Department and therefore is not to be released to the public without permission of the Chief or Deputy Chief.
- 6.5 Members are to avoid unnecessary telephone calls and radio transmissions to the Dispatch Center.
- 6.6 In the event the individual misunderstands an emergency dispatched, the individual shall not telephone the Dispatcher. The individual should respond to their respective fire station, telephone another member for information, or listen to the pager for further information.
- 6.7 Any information overheard in the fire station should be considered privileged information and not repeated outside of the fire station.

7. Fire and Emergency Response Procedures

7.1 All Alarms

- A. All department apparatus responding to an emergency shall have visual warning devices in operation. Audible warning devices may be turned on or off at such time as deemed appropriate by the senior officer in the cab of the apparatus.
- B. All responses are to be made in as expedient a manner as possible, but with the safety of the Firefighters, other people, department apparatus, and private property as our main concern.
- C. Code "C" or *CAUTION* response policy. "Code C" indicates that based on information received from the scene of an incident, that a response at reduced speed is in effect for units responding. Apparatus will discontinue the use of **warning devices (no lights / no siren)**, reduce speed, **drive with traffic** and continue to the location of the incident. Privately owned vehicles will discontinue the use of red lights. All units will keep alert for any further radio communications, which could upgrade the response
When the first unit at the scene of an incident reports that there is "nothing showing" or that they are "investigating", all other units responding to the scene shall follow "Code C" guidelines.
During the investigation process, an incident may be upgraded at any time by a unit at the scene and Fire Alarm shall make the announcement terminating the "Code C" response when requested to do so from the scene.

Comment [cw3]: This change has been made due to potential close calls with Apparatus responding on Code "C" calls, with lights on and no siren. Vehicles tend to pull off the road, forcing apparatus drivers to pass them in an unsafe manner. It has been determined after consulting with legal council (Mass Claims Tort Act) and recommendations by fellow Officers and Firefighters that it would be more prudent on non-emergency calls that a Code "C" be changed to drive with traffic and no lights or sirens.

- D. At the scene of any structural fire, automotive fire, or haz-mat incident, all firefighters directly involved shall be dressed in full protective turnout gear. The intensity of other types of fires shall determine this need, at the discretion of the senior officer present.
- E. SCBA shall be worn by all personnel involved in interior firefighting operations or attacking motor vehicle fires. Additionally, SCBA shall be worn whenever any one of the following apply:
 - There is a hazard present
 - You suspect a possible hazard
 - There is a potential hazard
 - Any officer deems it necessary
- F. No firefighter shall participate in emergency operations when the presence of facial hair and/or the length of hair may impair the effectiveness of protective equipment. The presence of excess facial hair (beard or sideburns) is considered by the Carver Fire Department as having the potential to preclude the possibility of an adequate face-mask seal during emergency operations where use of SCBA is deemed mandatory.
- G. Hair styles shall be of a nature, which can be readily protected by standard issue protective equipment. The hair style shall not interfere with the equipment's function.
- I. As standard policy, nomex hoods shall be worn on all interior structural fire operations.
- J. Firefighters are not to leave the scene or the station after an incident until released by the officer in charge. There is always cleanup and make ready for service activities required and the Firefighters shall take part in these activities unless released or excused by the officer in charge.

8. Radio Policy

- A. All radio transmissions shall be brief, concise, and to the point.
- B. Radio transmissions should be made in a cool, calm, decisive voice talking at a normal level.
- C. The use of first names and nicknames should be avoided whenever possible.
- D. The use of humor and slang is inappropriate and will not be tolerated.
- E. The use of profanity on the radio is a violation of federal law and cause for disciplinary action.
- F. The person in the right front seat of the apparatus shall be the primary radio operator.
- G. Members may purchase and use personal UHF portable radio's provided they obtain the proper authorization from the Chief of Department and conform to departmental standards at all times. This authorization may be revoked by the Chief at any time for failure to follow CFD radio policy.

- H. The permission will be subject to the following conditions;
1. The radio must be a hand held portable.
 2. The radio must be narrow band.
 3. The radio must transmit an MDC ID assigned by the Fire Chief at the start of every transmission.
 4. The radio may only be used for appropriate fire department use.
 5. Unless using an assigned incident command ID, the operator shall use his/her accountability number as an identifier.
 6. The owner of the radio is responsible for maintenance of the radio.
 7. The authorization is only for the UHF frequency licensed to the CFD by the FCC. It does not authorize operation on any county or neighboring fire department frequency's.
 8. If the radio was purchased 2nd hand, evidence must be shown that the radio has been checked out by a factory authorized technician. (8-05)
 9. Any scan function in the radio should not be used at any official fire department incident or training exercise. (8-05)
 10. The Officer in Command at an incident may utilize the scan feature, or authorize others to use it, if he/she deems that circumstances warrant it (8-05)

The permission process will be done in two steps.

1. The Firefighter should obtain written permission to purchase from the Chief.
2. Once purchased, the Firefighter should bring the radio to the Chief for verification that it transmits the proper ID code. Written authorization for use will be given at that time.

9. Uniform Policy

- A. All members may purchase a light blue uniform shirt to be used at CFD designated functions.
- B. The CFD patch shall be sewn on the left shoulder sleeve.
- C. An American flag may be sewn on the right shoulder sleeve.
- D. A name/rank tag may be worn above the right breast pocket.
- E. A CFD approved badge may be worn above the left breast pocket. background color, if any, should be red.
- F. Personally owned collar brass may be worn. The designated styles are:

(a) Chief -	Gold -	5 crossed bugles
(b) Deputy Chief -	Gold -	4 crossed bugles
(c) Captains -	Silver -	2 parallel bugles
(d) Lieutenants -	Silver -	1 bugle
(e) Firefighters -	Silver -	FD insignia
- G. The uniform shirt should be worn with navy blue pants and black shoes.
- H. The Carver Fire Dept. shoulder patch may only be worn on clothing approved by the Fire Chief.

10. Personal Appearance - our public's expectations require this department to maintain very high standards in all regards. Therefore, the following appearance policies are in effect.

- A. When on any scheduled duty, members should present themselves with a pleasing appearance. Personal and department issued clothing should be clean, in good repair, and personal hygiene is of the utmost importance. Hair styles shall be the type generally accepted by the general public.
- B. For safety purposes, members should remove jewelry prior to emergency activities.
- C. The Chief shall determine specific applications of this policy on an individual basis.

11. Personal Code of Conduct

- A. A member of the Department should be civil, orderly and courteous to the public, coworkers, and supervisors, and should not use coarse, insensitive, abusive, violent or profane language.
- B. A member of the Department shall not utilize any portion of the Department's property, equipment, name, or good will for personal gain. Any utilization of the Department's property, name, or good will must be for the sake of fire prevention and/or firefighting activities.

12. Miscellaneous

- A. Alcoholic beverages shall not be consumed by any member while on duty.
- B. Alcoholic beverages shall not be consumed on any departmental apparatus at any time.
- C. The Department will not supply or store alcoholic beverages on premises.
- D. Any member that uses any prescription medication, over-the-counter drug, alcohol, or other substance that impairs performance shall not respond to emergencies.
- E. Pursuant to MGL Chapter 41 section 101A, on or after July 1, 1995, no person who smokes any tobacco product shall be eligible for appointment as a Firefighter and no person appointed after said date shall continue as a Firefighter if such person thereafter smokes any tobacco products.

13. Substance Abuse Policy

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

Testing by urinalysis performed by a Department designated laboratory may be required of a member. Immediate medical attention will be requested and testing may occur when factors such as physical appearance, behavior, or other circumstances give good faith reason to question whether the member may be impaired and whether substance abuse may be a factor. Such testing may be required within 48 hours. A member to be tested will be requested to sign a written consent to the test procedure and to the restricted release of test results. Failure to sign written consent will result in immediate suspension, pending an investigation.

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

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

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

14. Internet, E-Mail, Intranet and Computer Use Policy

The Carver Fire Department respects the individual privacy of its employees. However, employee privacy does NOT extend to the use of the Department's internet, intranet, e-mail or computer networks. The primary purpose of these tools is to aid employees in the course of their duties. Occasional personal use is permitted, except in prohibitive ways as outlined below. Employees should never consider their files private and all files remain the property of the Carver Fire Dept.

The contents of all files, e-mail folders, hard drives and other storage devices are subject to review by management at any time and such inspections may be announced or unannounced.

No employee may send any e-mail, image, audio or video file that contains any of the following: pornography, ethnic or racial slurs, offensive language, obscene material, personal attacks, harassment or disparagement of others, unwelcome propositions or love letters, or any other derogatory e-mail based on sex, race, sexual orientation, age, ethnicity or religion. E-mail shall not be used to question the orders of superior officers or to undermine official policy of the Dept.

The Internet may not be used to conduct private business or for the purpose of any political campaign or organization

Resources of any kind, for which there is a fee, must not be accessed or downloaded without prior approval from a supervisor.

Personal use of the Internet should be governed by the same tests of reasonableness as personal phone calls and internal e-mail. These include:

- * there is no cost associated with the use.
- * use is moderate in time.
- * use does not interfere with an employee's or coworkers' work.

Employees may not use the Internet to visit inappropriate sites, such as those that feature pornography, promote violence or sponsor hate speech, except in the course of their investigative duties. In such cases, the employee's supervisor should be notified in advance, of the employee's need to visit these sites as part of an investigation.

The Carver Fire Department reserves the right to track an employee's use of the Internet, including information available in cookie files.

It is the responsibility of employees to NEVER give out their passwords to anyone. Employees should change their passwords frequently. Employees may not use unauthorized codes, passwords or other means to gain access to e-mail belonging to others. If an employee finds that another employee has not logged out of a computer, the employee who discovers this should immediately report this to either the system administrator or the shift commander. No employee may access the e-mail of another employee or send e-mail in the name of another employee by taking advantage of the fact

that they are still logged into the system. Employees should always log out when finished using the system.

Employees are reminded that management retains the right to access e-mail accounts and employees should not consider their accounts private. E-mail has been deemed a public record and should be treated as such.

No employee may install or remove any software or device on any computer without receiving prior permission from the Chief or Deputy. Employees may not knowingly introduce a virus into the system.

These policies apply to all present and future computer systems, including mobile data terminals in fire apparatus and laptop terminals.

15. Social Media Policy

No member of the Fire Department shall post any patient information, incident photo's or make inappropriate comments pertaining to the operations and activities of the Fire Department on any social media site, including but not limited to Twitter, Facebook, MySpace, Bebo, or any other blog, without permission from the Fire Chief. This list of social networking sites is not intended to be exhaustive, and shall be deemed to include any social networking sites in existence. Statements made by employees pursuant to their official duties are not insulated from discipline because they occurred on a social networking site.

Comment [c4]: Added 1/10/2013, same Policy as Carver EMS

16. Incident Recorder Policy

As of 9/1/05, the Carver Fire Department implemented a Digital Incident Recorder to monitor and record 911 – Fire, 471.250 (Carver Fire Alarm), 483.662 (Carver Police/EMS Channel through a scanner) and selected programmed scanner frequencies. The primary intent of this recorder is to maintain an accurate log of all calls associated with these channels, pertaining to emergency responses. The secondary intent is to help Fire Dispatchers, Fire Officers and Firefighters monitor and analyze their radio communications in order to maintain proper radio procedures.

- A. Four Communication Channels are currently monitored:
 - 1. 911 – Fire (Not in-service at this time)
 - 2. Carver Fire Alarm
 - 3. Carver Police/EMS
 - 4. Selected programmed scanner frequencies
- B. The Carver Fire Alarm, Carver Police/EMS and Programmed Scanner Frequencies channels, shall be accessible to Fire Dispatchers, Fire Officers and Firefighters for listening/training purposes only, through the Department network.
- C. The recorder shall have a specific password for access by Fire Personnel.
 - a. Username = Carver
 - b. Password = cfd

- D. Other Department's wishing to use the recorder, may do so utilizing their own Department specific password.
- E. Fire Dispatchers, Fire Officers and Firefighters will have the ability to monitor the radio frequencies at any time, in order to aid in their job performances.
- F. The removal or editing of any radio messages, without the permission of a Chief Fire Officer, will not be allowed.
- G. Fire Dispatchers, Fire Officers and Firefighters wishing to copy channel recordings onto a CD and play at another location for training purposes is allowed. Providing the following:
 - a. It is used for training purposes only
 - b. It is not re-distributed
 - c. Have permission by a Chief Fire Officer

17. Disciplinary Action Review (DAR) Committee

A DAR Committee may be appointed by the Fire Chief with assistance from the Carver Firefighters Association President to hear the complaint of any member, who feels unjustly relieved, suspended, reprimanded, or otherwise disciplined. This shall not be a standing committee, but shall be appointed at such time as a request is brought to the attention of a Chief Officer by the member concerned. It shall be the responsibility of the DAR Committee to make a reasonable effort to obtain all of the facts regarding the incident in an effort to determine if the discipline was reasonable and / or justified. The DAR Committee has the power to recommend to the Chief a modification to the discipline as it so deems appropriate and this recommendation shall become part of the permanent record of the disciplinary action. Nothing in this provision shall be interpreted to condition, modify or amend the Chief's unfettered right to administer discipline.

18. Accountability Committee

The Accountability Committee shall be a standing committee comprised of the Deputy Chief in charge of operations and training, the 6 Lieutenant / Safety officers, and 1 Firefighter from each Company appointed by the respective company Captain. The Committee shall have a Chairman and Vice Chairman who shall be elected every 3 years by the members of the committee. The election shall occur within 60 days after company elections. The committee shall meet a minimum of once per calendar year and may meet more often at the discretion of the Chairman. The Accountability Committee shall be responsible for recommending to the Chief of Department modifications to the CFD accountability system or any training that they feel will enhance firefighter accountability at the scene of any incident.

Occupational Safety and Health Program

A. Purpose

It is the purpose of the Carver Fire Department (CFD) Occupational Safety and Health Program to establish occupational safety and health objectives for all department activities and to develop and implement policies and procedures designed to attain the occupational safety and health objectives of the department.

B. Scope

This program is being voluntarily developed and adopted by the Department to manage, to the extent that is reasonably possible consistent with the factual circumstances and resources of a call fire department, the inherent occupational safety and health risks to its members in the performance of fire department activities.

This program is intended to establish objectives for the Department to attain, not minimum standards of compliance. All policies and procedures developed in conjunction with this program to attain the Department's occupational and health objectives are also adopted on a voluntary basis. The failure to attain any objective of this program or to adhere to any policy or procedure should not be construed as giving rise to any liability whatsoever by the Department or any member thereof.

By the development and adoption of this occupational safety and health program, the Carver Fire Department does not assume and specifically denies the assumption of any liability whatsoever beyond that which existed prior to its development and adoption. The Department further disclaims that the development and adoption of this program constitutes a waiver of any legal defenses, immunities or privileges available to the Department or its members prior to the development and adoption of the program.

C. Implementation

Implementation of its policies and procedures shall be phased in based upon the resources and manpower available to the fire department.

I. Organization

A. Fire Department Organizational Statement

The Carver Fire Department has prepared and will maintain "Organizational Guidelines for the Carver Fire Department" a copy of which will be provided to each member of the department.

B. Occupational Safety and Health Policy

This document shall serve as a written Departmental Occupational Safety and Health Policy, which identifies specific goals and objectives for the prevention of accidents and occupational injuries, illnesses and fatalities.

C. Roles and Responsibilities

1. Departmental

It is be the objective of the CFD to provide a safe and healthy environment as reasonably possible for its members when performing Fire Department activities. The Department will establish and enforce rules, regulations and standard operating procedures to assist in attaining its occupational safety and health objectives.

2. Member

Each individual member of the CFD shall cooperate, participate and be responsible for compliance with the provisions of this Occupational Safety and Health program and all policies and procedures implemented pursuant thereto, to assist in the attainment of the Department's occupational safety and health objectives.

3. Command

Occupational Safety and Health is a command responsibility. The member in command of any departmental activity, as provided in Carver Fire Department Policies and Procedures, shall be responsible for compliance with the provisions of this Occupational Safety and Health Program and all policies and procedures implemented thereto.

4. Safety Officers

Lieutenants in each of the Companies shall serve as Safety Officers. The Safety Officers make up the Department Safety Committee, which is responsible for the development and management of the Department's Occupational Safety and Health program and reports directly to Fire Chief. In the absence of a Safety Officer, alternate personnel may be assigned to perform the duties and responsibilities of that position, which require immediate attention.

The Safety Officers have the responsibility to identify and cause correction of health and safety hazards in all activities of the Carver Fire Department.

At an emergency incident, when activities are judged by the Safety Officer to be potentially unsafe, he shall so advise the Officer in charge of the activity or Command and recommend the alteration, suspension, or termination of those activities.

When any activities present an imminent hazard, the Safety Officer will initiate action to abate the hazard and immediately notify command of the situation and the action taken.

5. Records

The CFD will maintain permanent records of all accidents, injuries, illnesses or deaths sustained by members in the performance of CFD activities. The records will include any exposure to known or suspected toxic products or contagious diseases.

The CFD will maintain training records for each member, which includes dates, subjects covered and certifications achieved.

The CFD will establish and maintain inspection, maintenance, repair and service records for all department vehicles and equipment used for emergency operations.

II. Training and Education

A. General Requirements

As part of its Occupational Safety and Health Program, the CFD will conduct safety education and training for its members commensurate with the duties and functions that they are expected to perform. Safety awareness will be an integral part of all departmental training to enable members to perform their assigned duties in a safe manner.

All training and education will be provided by individuals deemed qualified by the Department Training Officer to provide instruction in the subject covered.

B. Training Frequency

Training will be provided as necessary in obtaining the fire department's Occupational Safety and Health goals and objectives. Appropriate training and education will be provided for all affected members whenever a new hazard is identified, new equipment is introduced, or there is a change in operating policy and procedure.

C. Training and Education Objectives

All members will be provided with the training and education deemed appropriate by the Training Officer for their duties and responsibilities before being permitted to engage in emergency operations.

The Training Officer will establish the training and education requirements for all Fire Dept. operations.

III. Vehicles and Equipment

A. General

The CFD will consider health and safety as primary concerns in the specifications, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment.

B. Drivers/Operators of Fire Department Vehicles

Drivers of Fire Department vehicles and privately owned vehicles utilized for emergency response shall be directly responsible for safe and prudent vehicle operations under all conditions.

C. Persons Riding on Fire Apparatus

All new fire apparatus will be specified and ordered with a sufficient number of seats for the maximum number of persons who may ride on the vehicle at any time. On and after July 17, 1996, no one shall ride on the rear step of any apparatus.

D. Maintenance and Repair of Vehicles

Maintenance, inspections and repairs will be performed in accordance with manufacturers' instructions.

Any Fire Department vehicle found to be unsafe shall be placed out of service until repaired.

Fire pumps on pumping engines will be service tested annually.

All repairs and maintenance to CFD vehicles will be properly documented and logged.

E. Inspection of Portable Equipment

All equipment carried on fire apparatus will be inspected at least monthly.

Inventory records will be maintained for the equipment carried on each vehicle.

All equipment carried on fire apparatus will be used and maintained in accordance with manufacturers' instructions and fire department standard operating procedures.

Firefighting equipment found to be defective or in unserviceable condition will be removed from service or replaced.

IV. Protective Clothing and Protective Equipment

A. General

The CFD will provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards of the work environment to which the member is or may be exposed. Such protective clothing and protective equipment shall be suitable for the tasks that the member is expected to perform in that environment.

Protective clothing and equipment shall be used in accordance with fire department standard operating procedures whenever the member is exposed or potentially exposed to the hazards for which it is provided.

Members are responsible for the care, use, inspection, maintenance and limitations of the protective clothing and protective equipment assigned to them or available for their use.

Protective clothing and protective equipment will be used and maintained in accordance with manufacturers' instructions. Specific responsibilities will be assigned for inspection and maintenance.

B. Protective Clothing for Structural Firefighting and Rescue Operations

All protective coats and protective trousers purchased by the CFD shall meet the requirements of the latest NFPA Standard on Protective Clothing for Structural Firefighting.

1. Members may purchase their own structural gear provided they meet the latest NFPA Standard and fit into the departmental color scheme

Firefighter -	Tan coat and pants with 3 " NYC lime yellow / silver triple trim
Captain & Lieut. -	Tan coat and pants with 3 " NYC lime yellow / silver triple trim
Chief & Deputy -	Tan coat and pants with 3 " NYC orange / silver triple trim

Comment [cw5]: Added on 1/12/2009

All structural helmets purchased by the CFD shall meet the requirements of the latest NFPA Standard on Helmets for Structure Firefighting.

1. Members may purchase their own helmet providing they meet the following criteria.

- a) Must meet latest NFPA Standard when purchased.
- b) Color shall be that of rank in department

Firefighter -	Black helmet
Captain & Lieutenant	Yellow helmet
Safety Officer	Red Helmet
Chief & Deputy -	White helmet

Comment [cw6]: Add on 1/12/2009

2. Nothing shall be affixed to the helmet that does not conform to department specifications.
All gloves purchased by the CFD shall meet the requirements of the latest NFPA Standard on Gloves for Structural Firefighting.

All footwear purchased by the CFD shall meet the requirements of the latest NFPA Standard on Protective Footwear for Structural Firefighting.

C. Protective Clothing for Wildland Firefighting

All protective clothing for wildland firefighting purchased by the CFD shall meet either the latest NFPA or Cal-Osha Standard for Wildland Firefighting Clothing

Members may purchase their own wildland firefighting clothing provided it meets the latest NFPA or Cal-Osha Standard for Wildland Firefighting Clothing and meets the departmental color scheme

Jackets, pants, or coveralls - color yellow for all ranks

Helmets - color black for Firefighters, yellow for Officers, Red for Safety Officer and white for Chief Officers

D. Protective Clothing Care Procedures

Storage of Equipment

All protective gear should be stored in a neat and orderly fashion as to allow for immediate use when called for an emergency.

Gear should be dried completely prior to storing to prevent mold, mildew and dry rot.

It is very important not to store gear in an area where it will be in direct contact with sunlight. Ultraviolet rays damage the fibers of nomex material, which will decrease the flame-retardants and strength of the material and ultimately destroy the clothing.

Cleaning and Laundry Instructions

Helmets: helmet outer shells should be cleaned with all-purpose cleaners such as "409" to remove tar, carbon and smoke residue. The inner suspension system shall be cleaned with liquid detergent (Ivory) or clothes washing detergent. Helmet liner should be thoroughly dried prior to storing.

Hoods and gloves: hoods and gloves should be machine-washed in warm water, permanent press cycle, with clothes washing detergent. Dry hood and gloves in machine dryer on permanent press setting.

Coats and pants outer shells: coats and pants outer shells should be washed and dried by machine on permanent press cycles. The inner liner and outer shell should be separated when laundered. Outer shells should be turned inside out and refasten all snaps, hooks and dies and Velcro prior to placing in machine, this helps to prevent damage to fasteners and the washing equipment.

Coat and pant inner liners: inner liners should be washed in warm water on the permanent press cycle. After removing from outer shell, turn liners inside out and place in machine together. If inner liners are not soiled but are wet they can be dried only. Place liners in dryer together along with a fabric softener sheet to provide clean, fresh scent and dry on permanent press cycle.

***** Whenever washing protective clothing, do so separately from normal street clothes. *****

Repairs of Protective Clothing

Any rips, burn holes or damage of protective clothing should be reported immediately to the Firefighter's Captain or Lieutenant.

Protective clothing issued to you is for your protection. This equipment is expensive but is also of great value in protecting your life. For your own safety, take the time to clean and prepare your equipment

E. Self-Contained Breathing Apparatus (SCBA)

SCBA shall be provided for and shall be used by all personnel working in areas where:

- the atmosphere is hazardous
- the atmosphere is suspected of being hazardous
- the atmosphere may rapidly become hazardous

In addition to the above, all personnel working below ground level or inside any confined space shall be provided with SCBA.

SCBA of the open-circuit design will be positive pressure and future units purchased shall meet the requirements contained in the latest NFPA Standard on Open-Circuit Self-Contained Breathing Apparatus for Firefighters.

Compressed breathing air in the SCBA cylinder will meet the requirements of grade D air quality, as well as meeting a water vapor level of less than 25 ppm.

Sources of a compressed breathing air, such as compressors, cascade systems, storage receivers, etc. used for filling SCBA cylinders shall be tested at least annually to assure their compliance with the requirements stated above.

SCBA cylinders will be hydrostatically tested with the periods specified by the manufacturers and the applicable government agencies.

All SCBA will be inspected, used and maintained in accordance with manufacturers instructions.

Members using SCBA will operate in teams of two (2) or more who are in communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities, and are in close proximity to each other to provide assistance in case of an emergency.

When members are involved in operations that require the use of SCBA or other respiratory protective equipment, at least one member will be assigned to remain outside the area where respiratory protection is required. This member will be responsible for maintaining a constant awareness of the number and identity of personnel using SCBA. Members with SCBA shall be standing by for rescue whenever possible.

Beards or facial hair shall be prohibited for members required to use SCBA. If eyeglasses are worn, the member shall use frames that do not pass through the seal area of the face piece.

F. Personal Alert Safety System (PASS)

Each member involved in an activity, which requires the use of a SCBA, shall be provided with and shall use a PASS device, which is incorporated into our SCBA's. Each PASS device shall be automatically tested prior to each use by turning on the cylinder and will be maintained in accordance with the manufacturers' instructions.

All new PASS devices purchased by the CFD shall meet the requirements of the latest NFPA Standard on Personal Alert Safety Systems (PASS) for Firefighters.

G. Eye and Face Shielding

Face and eye shielding shall be provided for and should be used by members engaged in fire suppression, rescue, and other operations or activities involving hazards to the eyes and face when the face is not protected by the full face piece of self-contained breathing apparatus.

H. Hearing Protection

The CFD shall strive to identify and reduce potentially harmful sources of noise in the work environment.

V. Insurance Coverage

The Carver Fire Department will strive to maintain reasonable insurance coverage for accident, death, disability, and income protection for members injured in the line of duty. Copies of the policy are on file with the Fire Chief.

VI. Length of Service Awards Program (LOSAP)

1.0 Purpose: The purpose of the LOSAP Program is to create an award and incentive program for the Carver Firefighter who remains active in the Department for an extended period of time. The program will encourage current and future firefighters to remain in the Department for up to thirty (30) years or more. Their experience is invaluable and will help perpetuate the Call System.

2.0 The Program: This program encompasses all Call Firefighters, Call Officers and Call Chief Officers, hereafter in this document referred to as a Firefighter.

2.1 A Firefighter that has twenty (20) Qualifying Years within the Carver Fire Department will receive two hundred (\$200) per month for life, starting at age 65.

2.2 A Firefighter that has thirty (30) Qualifying Years within the Carver Fire Department will receive three hundred (\$300) per month for life, starting at age 65.

2.3 The Town of Carver will buy back up to a maximum of the previous twenty (20) years for active Firefighters. An active Firefighter is defined as someone who would have earned twenty four (24) points in the year 2003. This can be appealed through the Review Process.

2.4 A Firefighter must complete one (1) Qualifying Year after the start of this program, before they are eligible for a monthly benefit.

2.5 A Qualifying Year will start on January 1 and end on December 31.

2.6 A Qualifying Year is defined as:

1. Any Year between January 1 and December 31 that a Firefighter earns twenty four (24) points based on the following:

Two (2) points for regularly scheduled Officer's drills and dive drills.

One (1) point for all fires.

OR,

2. Any Year that a Firefighter is awarded a "Qualifying Year" after going through the Review Process.

2.7 Firefighters that are injured in the line of duty in Carver, will receive pro-rated points, based on the length of time they are injured. (If you are injured for six (6) months, you will receive twelve (12) points).

2.8 If a Firefighter does not qualify in any one year, they lose only that year. Any years they have

qualified up to that time will remain, and any future years that they qualify will be counted. (A Firefighter may have thirty (30) years within the Fire Department, but only twenty five (25) Qualifying Years).

- 2.9 A newly appointed Carver Firefighter becomes eligible to participate in the credit system at the beginning of the next fiscal year of the Program.
- 2.10 All Carver Firefighters receive a ten thousand (\$10,000) life insurance policy on or off duty.
- 2.11 A Carver Firefighter that is on active military service shall receive the ten thousand (\$10,000) life insurance benefit and twenty four (24) points per year, for up to a maximum of four (4) years, if they had a Qualifying Year prior to active duty.
- 2.12 Officers will receive a quarterly report of Firefighters points and will notify a Firefighter if they feel the Firefighter is in danger of not qualifying for the year. A Firefighter can receive their point standings during the year from their Company Officers.

3.0 Review Process: The review process will be administered by the Officers of the Carver Fire Department. The process will consist of the Officers making a recommendation of eligibility to the Fire Chief, with the Fire Chief having the final authority.

- 3.1 A Firefighter that does not earn twenty four (24) points in a year, is subject for a review to determine if the Firefighter has good cause to receive a Qualifying Year, with less than twenty four (24) points.
- 3.2 A Carver Firefighter has the right to be present and able to speak on their behalf at the Review Process.
- 3.3 A Firefighter has the right to request a review if none is scheduled.

4.0 Operation: It is the intent of the Benefit Committee to turn over the operation of this program to the Officers of the Carver Fire Department. It is also our intent that this program stands on its own merit, but it may be used as one of many tools for eligibility to a Company position.

5.0 Revisions: The Benefit Committee will be responsible for reviewing the LOSAP Program and for recommending any changes that may be needed. This first review should take place after the LOSAP Program has been in place for two (2) years. This document cannot be revised or changed unless it is recommended by the Benefit Committee, with a super majority vote. A super majority vote consists of five (5) members out of seven (7) voting in the affirmative. Recommended changes to the program voted by the Benefit Committee, must be posted for thirty (30) days in each station and then explained at a meeting of the Carver Firefighters Association.

Dated 10/15/04