

GLENVILLE HILL VOLUNTEER FIRE CO.

Proudly Serving Since 1953

MEMBERSHIP APPLICATION



GLENVILLE HILL VOLUNTEER FIRE COMPANY

1086 Church Road
Scotia, New York 12302
Proudly Serving Since 1953

APPLICATION STEPS FOR MEMBERSHIP

Thank you for your interest in joining the Glenville Hill Volunteer Fire Company. The following new membership information will assist you through the process of becoming a volunteer firefighter in the Glenville Fire District No. 8.

- Decide to apply. Consider the department is the frontline defense providing fire suppression, vehicular accident extrication, and emergency medical assistance to its residents and business owners. The department provides apparatus, equipment, personal protective equipment, training and supervision to make the work we do as safe as possible.

The Constitution and By-Laws of the Glenville Hill Volunteer Company are provided to you for you to review. You will be asked if you have read and agree to abide by them should you be accepted by the Company at the interview stage.

- Submit the completed Volunteer Firefighter application to the Glenville Hill Fire Department located at 1086 Church Road, Glenville, NY 12302. Attention: Membership Committee.

An interview by a Fire Officer(s) and Company Representative from the fire company will be scheduled.

After your interview, your Membership Application will be handed over to the Membership/Investigating Committee. As per NYS law, you will be required to have an Arson Background Check and Registered Sex Offender Check which the department will complete with the Schenectady County Sheriff's Department .

- Upon receiving a clean background check, your name will be presented to the fire company at their regularly monthly meeting for vote, to either accept or decline your application.

- Upon having your application accepted, it will be posted by the Secretary and remain posted until the next regular Company Meeting. The applicant will be notified at this time of acceptance.
 - Although the applicant is not required at this time, it is strongly encouraged that the applicant tries to attend scheduled drills to observe and talk to the Firefighters. (Due to Insurance restrictions, the applicant will not be allowed to participate.)
- At the next regularly scheduled Glenville Hill Fire Company meeting, you will be voted upon to either be accepted or rejected. Upon favorable report of the Membership/Investigating Committee, the candidate shall be voted on and 2/3 of the votes cast of the members present shall be required for acceptance.

Upon being accepted into the fire company:

- You will be sworn into the department.
 - The department will provide to you:
 - A Fire Department physical- Initial and Annual (at no cost)
 - Training (at no cost)
 - Personal Protective Equipment (at no cost)
 - You will begin a probationary term of 90 days.
- At the end of the probation period, upon recommendation by the Fire Officers, the applicant will again either be approved or dis-approved for further continuance in the company. The decision will be based upon their attendance, performance, support and desire to be a part of the Glenville Hill Fire Company.

In submitting the membership application form, the Applicant acknowledges that their spouse or partner is aware that if the Applicant is accepted for membership in the Glenville Hill Volunteer Fire Department, he/she will be giving part of their time to public service, and that they support this commitment and involvement. Applicant realizes that the Glenville Hill Volunteer Fire Department is not a social club and that as a member they will be required to give freely of their time to attend fire/rescue calls, training drills, meetings and work on committees.

We thank you for showing an interest in your department, and a desire to help your neighbors and friends.

THE GLENVILLE HILL VOLUNTEER FIRE DEPARTMENT MEMBER BENEFITS

All of the member firefighters of the Glenville Hill Fire Department perform services for fire protection for District 8 in The Town of Glenville on a volunteer basis.

There are many personal benefits, both tangible and intangible. First and foremost they respond because they want to help their community as unpaid volunteers.

Most new members join because they view the job as an exciting way to serve their neighbors AND it is much more than that. With experience, members gain a full understanding of what it means to advance a hose line, extricate a victim, rescuing a child or assisting a person in time of trouble.

The feeling far exceeds the value of any material rewards. It is the feeling of pride in the work that brothers and sisters perform selflessly. A feeling of being part of the ultimate team and a feeling of self-worth that is impossible to describe to others.

Members will receive the best training at the County training center by County and New York State certified instructors. In addition members will receive Company and Department training on a monthly basis. Members will be provided with advanced personal protective equipment and firefighting equipment.

All firefighters are covered by Workman's Compensation insurance during training operations and other Department evolutions including travel to and from department trainings.

All active firefighters of Glenville Hill District No. 8 are enrolled in a Length of Service Awards Program (LOSAP). In general, an active volunteer firefighter is credited with a year of firefighting service for each calendar year after the establishment of the program in which he or she accumulates fifty points. Points are granted for the performance of certain activities in accordance with a system established by the sponsor on the basis of a statutory list of activities and point values.

SCHENECTADY COUNTY VOLUNTEER INCENTIVE PROGRAM

(See Schenectady County Web Site for further detail)

Incentive #1: Scholarship Fund at Schenectady County Community College (SCCC)

Incentive #2: Free textbook for the basic EMT course at SCCC

Incentive #3: Free permit cards for the Schenectady County Farm

Incentive #4: Free rabies shots for pets through Schenectady County Environmental Health

Incentive #5: Property Tax Exemption

GLENVILLE HILL FIRE COMPANY

1086 Church Road
Scotia, New York 12302
Proudly Serving Since 1953

APPLICATION FOR MEMBERSHIP

Date: _____

1. _____
(Last Name) (First Name) (M.I.)

2. _____
(Address) (Apt./Suite No.)

_____ (City, Town, Village) (State) (Zip Code)

3. Contact #'s: (____) _____, (____) _____, _____
(Home) (Cell) (E-MAIL Address)

4. How long have you resided at the above address? Years: _____ Months: _____

5. How long have you resided in New York State? Years: _____ Months: _____

6. Are you 18 years of age or older? Yes ___ No ___ if "No", state your age _____

7. Is additional information about a change in your name or your use of an assumed name or nickname necessary to enable a check on your eligibility for membership? Yes ___ No ___ If "Yes", explain.

8. Are you a U.S. citizen? Yes ___ No ___ If not a citizen are you a legal resident? Yes ___ No ___

9. Are you currently employed? Yes ___ No ___ , May we contact your employer as a reference? Yes ___ No ___

Employer _____,

Supervisors Name _____, Phone No. _____

10. Do you have a valid New York State Drivers License? Yes ___ No ___

License Number _____ Expires _____ License Class _____ Restrictions _____

Has your driver's license ever been revoked or suspended? Yes ___ No ___

11. Please indicate your availability to participate in normally required fire department activities (meetings, drills and emergency calls).

Meetings / Drills: Tuesday Evenings: _____

Please check appropriate time periods for Emergency Calls.

Week Days: Days _____ Evenings _____ Nights _____

Weekends: Days _____ Evenings _____ Nights _____

12. Previous emergency services: (include only fire, rescue, police, and emergency medical service agencies).

i. Name of Agency: _____ Address: _____

Contact Person: _____ Telephone: _____

ii. Name of Agency _____ Address: _____

Contact Person _____ Telephone _____

(If more space is needed, please identify on attached sheet)

13. Have you ever been a member of the United States Armed Forces? Yes _____ No _____

If the answer is "Yes", did you receive a dishonorable discharge? Yes _____ No _____

Dishonorable discharge is not an absolute bar to membership. This and other factors will effect a final membership decision.

If the above answer is "Yes", give complete details in the space provided for additional information (include service branch and service dates).

14. Have you ever been convicted or pled guilty to a felony, misdemeanor, insurance fraud, arson, or a reduction of one of these offenses? Yes _____ No _____ If "Yes" give details under "Additional Information" on sheet #3.

15. Please list three personal references, *other than members of this organization*, who have known you for at least 3 years.

i. Name: _____ Tel.# _____

ii. Name: _____ Tel.# _____

iii. Name: _____ Tel.# _____

16. Please list the names of any acquaintances that are members of this organization:

17. OSHA regulations require that you pass a physical examination before becoming a firefighter. The department's designated physician will provide you with a free medical examination. Will you be willing to undergo a medical examination?

Yes _____ No _____

18. I have received and read the Constitution and By-Laws of the Glenville Hill Fire Company.

Yes _____ No _____

Freedom of Information Law Notice: All Information or obtained herein, will remain confidential and will be used only for internal membership processing.

Privacy notification

Section 94 of the Public Officers Law (Personal Privacy Protection Law) requires that you be notified of the following facts when information, which will be maintained in a record system, is collected from you.

The authority to request and confirm personal information about you is found in Article 6 of the New York State Executive Law.

The information obtained will:

- Be used to determine your qualifications for the position for which you are applying;
- Be released to the fire chief and your potential supervisors; and
- Be maintained in your personnel file (if you become a member of the Glenville Hill Fire Company) or in our file for six months (if you are not a department member).

Failure to provide the information or authorization will result in your application not being considered for membership.

The information being collected will be maintained by the Glenville Hill Fire Company Investigation Committee and the Firematic Officers, at 1086 Church Road, Scotia, New York 12302. (518) 377-3002.

Important! Completed application with all attachments may be dropped off at
 Glenville Hill Fire Company, 1086 Church Road, Scotia, New York 12302
 Or
 mailed to the **Attention of** : *Investigation Committee* at the above address.

***** **DO NOT WRITE IN THE SPACE BELOW** *****

Date completed application received: _____

Date applicant interviewed: _____

By: Fire Officer _____, Company Rep. _____

Date application presented to Company: _____, posted by Secretary till next regular Company Mtg.

Arson Check: Clear: _____ Denied: _____

Sex Offender Check: Clear: _____ Denied: _____

Investigation Committee: Approve: _____ **Disapproved:** _____ **Date:** _____

Date applicant voted on by Company: _____

Approved: _____ Disapproved: _____

Date Applicant sworn in and presented to Company: _____

Probationary Period of 90 days to end on _____.

Applicant probationary period: Approved _____, Disapproved _____

GLENVILLE HILL FIRE COMPANY

*1086 Church Road
Scotia, New York 12302*
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APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

In order to confirm the information I supplied on my application for membership with the Glenville Hill Fire Company, I authorize all licensing agencies, educational institutions, law enforcement agencies, present and former employers, and the military services to disclose their relevant records about me to the Glenville Hill Fire Company whether the information be of public, private or confidential nature; and I release them from liability and responsibility from doing so.

This authorization, in original copy form, shall be valid for this and any future information, reports or updates that may be requested.

I understand that this form will accompany requests for official documents and confirmations of my credentials.

Applicants Signature

Applicant's Signature Date

Applicant Name (Please Print)

GLENVILLE HILL FIRE COMPANY

*1086 Church Road
Scotia, New York 12302
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APPLICATION FOR MEMBERSHIP SUMMARY

Date _____

1. _____
(Last Name) (First Name) (M.I.)

2. _____
(Address) (Apt./Suite No.)

(City, Town, Village) (State) (Zip Code)

3. Telephone: (____) _____ (____) _____
(Home) (Cell)

4. Received By-Laws and Constitution for review on above Date _____.
(Initial)

TO BE FILLED OUT BY MEMBERSHIP COMMITTEE



NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
Office of Criminal Justice Operations
Volunteer Firefighter Inquiry Form

INSTRUCTIONS: This form is to be used only by a Sheriff's Office (or OFPC, where applicable) when performing searches authorized under NY Executive Law §837-o in connection with individuals seeking membership in a Volunteer Fire Department.

A. DATE:

This form must be U.S. mailed, faxed or hand delivered between agencies. E-mail transmission is not permissible.

Shaded boxes are required data elements.

B. REQUESTING VOLUNTEER FIRE DEPARTMENT

DEPARTMENT NAME: **Glenville Hill Fire District No. 8**

FIRE CHIEF NAME:

SIGNATURE:

ADDRESS: **1086 Church Road**
Glenville, New York 12302

TELEPHONE NUMBER: **(518) 377-3002**

FAX NUMBER:

1. NAME (LAST, FIRST, MIDDLE)

2. ADDRESS (Street, City, Zip Code)

3. ALIAS AND/OR MAIDEN NAME

4. SEX

M F

5. RACIAL APPEARANCE

White Black Indian Asian Unknown Other

6. ETHNICITY

Hispanic Not Hispanic Unknown

7. HEIGHT
Ft. In.

8. DATE OF BIRTH
Month Day Year

9. PLACE OF BIRTH

10. SOCIAL SECURITY NO.

INVESTIGATING OFFICER: _____ DATE _____
 (PRINT NAME/TITLE)

INVESTIGATING OFFICER SIGNATURE _____

RESULTS OF INQUIRY

- NO RECORD OF AN ARSON CONVICTION OR A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER
- CONVICTED OF ARSON; NO RECORD OF A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER
- CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER; NO RECORD OF AN ARSON CONVICTION
- CONVICTED OF ARSON AND CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER

Glenville Hill Volunteer Fire Department Standard Operating Guidelines

Version 2.0

September 25, 2018

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Introduction to Standard Operating Guidelines

“According to the National Fire Protection Association (NFPA), a standard operating procedure is “an organizational directive that establishes a standard course of action.” In other words, SOPs are written guidelines that explain what is expected and required of fire service personnel in performing their jobs. A comprehensive set of SOPs defines in significant detail how the department intends to operate.” [Developing Effective Standard Operating Procedures For Fire and EMS Departments, FEMA, December, 1999, page 2].

The difference between a Standard Operating Procedure (SOP) and a Standard Operating Guideline (SOG) is small enough to consider them equal. We at Glenville Hill consider this a Guideline, because that word implies more flexibility than a Procedure would.

The purpose of the Glenville Hill Fire Department Standard Operating Guidelines is to provide a basic set of procedures to follow in readily foreseeable response circumstances. It is a starting point from which all response decisions should be made, and documents what the expected actions should be.

It is the responsibility of *all active members* of the Glenville Hill Fire Department to be familiar with *all* SOGs at *all* times. It is the further responsibility of *all active members* to follow these SOGs as closely as possible at all times. Any deviation from the SOGs may be questioned by the Chief or other officers, for the purpose of understanding why a policy was not followed. If a reasonable explanation is provided, no issues will arise. However, if members deviate from SOGs without good cause, disciplinary action can be pursued by the Chief.

Mission Statement

The mission of Fire District No.8 is to protect the lives and property of the citizens and visitors Glenville Hill Fire District No. 8 and those that require our assistance in times of need.

Vision Statement

The vision of Glenville Hill Fire District No. 8 is to continue to advance in training, improve quality of service, and maintain our commitment to the community. We will work as a team to provide the highest quality of fire protection and continue to expand our operations to meet the future needs of our community. These services will be provided in a professional, trustworthy and honorable manner, while prompting the highest ethics within Fire District No. 8 and fulfilling the trust instilled in us by the public.

I. General Rules and Regulations for All Firefighters

1. The officer or firefighter assuming control of the incident scene, regardless of rank, has the same authority as the Chief.
2. The Chief has control of all personnel, equipment, spectators, occupants and peace officers at an incident scene.
3. Responding directly to a scene:
 - a. Unless otherwise stated in these SOGs, or when specifically directed by a Chief Officer, no firefighter is permitted to respond directly to the scene of any emergency.
 - b. The Chief and Assistant Chief are permitted to respond directly to any emergency scene for the purpose of establishing command and control.
4. Passing other responding emergency apparatus, when such apparatus is operating with lights and sirens on while answering an alarm is not permitted by any personnel with the exception of the Chief and/or Assistant Chief.
5. When responding to the station for a call, firefighters will obey all traffic and safety laws. Further, firefighters will respond with due regard for life and property.

6. Only authorized personnel may drive any fire apparatus (see Drivers Requirements and Responsibilities).
7. All personnel answering an alarm will stay with their apparatus until the officer in charge releases them, even when the apparatus does not leave the station.
8. No one is permitted to ride the rear step of any apparatus. Similarly, no one is permitted to ride the pump deck when an apparatus is in motion.
9. Fire apparatus shall not pass a stopped school bus when the bus is displaying its flashing red lights.
10. All personnel shall wear seatbelts when driving or riding in any emergency vehicle. Additionally, all personnel will wear seatbelts in their personally-owned vehicles when responding to an emergency call.
11. Full turnout gear will be worn when responding to alarms (other than medical calls), while on apparatus and during fire suppression.
 - a. When responding to a medical call, responding personnel may, at their own discretion, either wear their full turnout gear or bring their full turnout gear with them on the apparatus used to respond to the medical call.
12. Prior to responding to a medical call on Rescue 280, the ranking officer may choose to instruct responding personnel to leave their turnout gear at the station, for the purpose of improving response time to the medical call. Under no circumstances can turnout gear be left behind when either Engine 281 or Engine 282 is used to respond to a medical call.
13. No towing will be done by any fire apparatus.
14. Fire apparatus should not enter private driveways, except when responding to an emergency call.
15. Fire apparatus will operate with headlights turned on at all times. They may be turned off once on the scene should they be deemed hazardous to personnel safety.
16. Any and all injuries sustained while operating on an emergency call or on a drill will be immediately reported to the Officer in Charge. The Officer in Charge shall then ensure that the Chief and Board of Commissioners are notified within twenty-four (24) hours of the injury. They will be of assistance in obtaining and completing any required forms.
17. All active firefighters are responsible for the condition of apparatus and equipment at all times including a thorough and complete monthly equipment check and weekly station check. Any deficiencies noted during the equipment check, or at any other time, should be immediately reported to the apparatus' Lieutenant or another officer.
18. All persons using any apparatus or equipment or making any repairs or changes – regardless of how minor – should log the information in the appropriate truck log book as well as the station log book.
19. All personnel will report to their assigned apparatus or officer for drills and emergencies.
20. No firefighter will be allowed to use more than two (2) SCBA tanks at a given incident. After completing work on each bottle, the firefighter shall visit the rehab station. Once cleared by the medical personnel there they will be permitted to use their second allotted bottle.
21. At social functions, the ranking officer for each truck will mentally select the personnel for their vehicle in the event of a call. Proper apparatus rolling order will be observed.
22. Air packs will be donned while in route to the scene or at the designated staging area at an emergency scene, not by the side of the trucks. Donning of air packs or PPE while the truck is in motion may occur only *IF* it does not require loosening or removing of the firefighter's seat belt.
23. When returning from a call apparatus will display only headlights.
24. Wig-wag headlights, if so equipped, shall be turned off when arriving at the scene. Additionally, wig-wag headlights are not to be used when responding to an emergency after dark.
25. Firefighters are not allowed to drive ANY fire apparatus, nor are they allowed to respond to any

type of emergency call, after consuming ANY alcoholic beverages.

26. All firefighters will report back to the station after a call unless otherwise released by the Officer in Charge.

II. Responsibilities

A. Commissioners

1. The Board of Commissioners are the Authority Having Jurisdiction (AHJ) over all policies and procedures at the Glenville Hill Fire Department. It is the Board of Commissioners who set all policies covering response, training and other firefighting and emergency operations.
2. Budgeting for Glenville Hill Fire District #8.
3. Purchasing and maintaining all district equipment.
4. Providing insurance coverage for all firefighters that meet the requirements of active firefighter as described by "A person who has been approved by the authorities in control of a duly organized volunteer fire company as an active volunteer firefighter of such fire company and who is faithfully and actually performing service in the protection of life and property from fire or other emergency, accident or calamity in connection with which the services of such fire company are required".
5. A majority of the board has the authority to remove any officer or firefighter from the department at a meeting of the Board of Commissioners.
6. A commissioner is not a fire-ground officer and, therefore, has no authority over the Chief or other elected or appointed firematic officer during emergency fire ground operations.

B. Chief

The responsibilities of the Chief shall include the following, in addition to any responsibilities provided by Federal or New York State Law or generally accepted best practices.

The Chief of Glenville Hill Fire Department is responsible to perform or cause to be performed the following responsibilities:

1. To act as the representative of the Board of Commissioners for the purpose of policy setting, as directed by the Board of Commissioners.
2. To ensure the safety of the people protected by the fire department and the firefighters, by recommending, providing or causing to be provided any necessary training or equipment for the department.
3. To take charge of an incident scene and to ensure the safe and proper execution of all fire ground activities.
4. To act as liaison between the firefighters and the commissioners.
5. To determine or cause to be determined the cause and origin of all fires (section 204-d NYS General Municipal Law).
6. Completion of the State Reports, including submission to the New York State Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control, according to that agency's reporting guidelines.
7. All personal must understand, respect and obey the rank structure present in the fire service as a para-military organization. This includes obeying all orders from superior officers, *so long as such order do not cause undue risk to life or safety.*

C. Assistant Chief

1. To provide assistance to the Chief to ensure that the Chief's responsibilities are performed. To assume any or all of the required duties of the chief in his/her absence.
2. To act as liaison between line officers and the Chief.
3. To perform, or cause to be performed, the roles or responsibilities of any subordinate officer positions that have been left empty for any reason.
4. To assisting subordinate officer's in the completion of their duties through mentoring, coaching and any other means necessary.

D. Captain

1. To provide training at the Department level by supervising and assisting other officers in preparing for and running drills.
2. To maintain training records for all firefighters, in accordance with applicable laws or generally accepted best industry practices.
3. To assure proper maintenance of all apparatus and equipment. To report and document any deficiencies to the chiefs which will be reported to commissioner in charge of equipment.
4. To act as liaison between the firefighters and the Chiefs.
5. In the absence of a higher-ranking officer from Glenville Hill, to assume any or all of the required duties of the chief in his/her absence.

E. Firematic Lieutenants

1. To lead with ranking supervision or assist in training firefighters at the company level.
2. Lieutenants are responsible for the safe running and maintenance of the truck assigned to them and all the equipment contained therein. Any deficiencies will be reported to the Captain or a Chief officer.
3. In the absence of a higher-ranking officer from Glenville Hill, to assume any or all of the required duties of the chief in his/her absence.

F. EMS Lieutenant

1. To ensure the EMS response readiness of all apparatus, to include:
 - a. Ensuring the presence of any required EMS equipment on the apparatus, according to the inventory sheet for that apparatus.
 - b. Ensuring the proper operation of any EMS equipment on the apparatus, such as portable suction, AED devices, oxygen cylinders, etc.
 - c. Reviewing the equipment present on each apparatus, and making recommendations to the Chief Officers to resolve any deficiencies noted.
2. To maintain the inventory of EMS Supplies, including ordering replacement supplies (after approved by the Board of Commissioners).
3. To assist in the ongoing training of all fire department personnel in EMS Response protocols of the State, Region and Department.

G. Firefighters

1. Must show due respect for authority by responding to and obeying commands from officers (provided such command causes NO undo risk to the safety of that firefighter or other persons).
2. Must devote adequate time, energy and interest to the fire department, to include active participation in drills, meetings and responding to emergency calls.

3. Must enroll in and successfully complete either NYS Firefighter I course (for interior firefighters) or the NYS Basic Exterior Firefighting Operations course (for exterior firefighters) as soon as possible after joining the Department. These courses provide the basic level of competency required for any interior or exterior firefighter. Participation in at least one of these courses helps to ensure the safety of all fire scene personnel.
4. Before responding to calls, new firefighters are required to:
 - a. Pass an appropriate physical and provide documentation of such to the Chief Officers.
 - b. Be assigned a mentor officer or firefighter, with whom the new member will complete the New Member Training packet within the timeframe specified.
5. All firefighters are required to take a physical, annually, to prove their continued ability to safely participate in firefighting operations, drills and classes. This physical must be completed by June 15th of each year, at the latest, or the firefighter will be suspended from active duty until documentation of their physical is received.
 - a. Exterior firefighters, not wishing to be SCBA certified, must pass a physical clearing them as a minimum of Class “C” firefighter.
 - b. Exterior firefighters, wishing to be SCBA certified, must pass a physical clearing them as a minimum of Class “B” firefighter.
 - c. Interior firefighters must pass a physical clearing them as a Class “A” firefighter.
6. All interior qualified firefighters will be equipped with and trained in the use of an Emergency Escape and Self-Rescue System.
 - a. Each interior firefighter must complete “bail-out” training, to prove proficiency in the use of the Emergency Escape and Self-Rescue System.
 - b. Bail-out training must be performed at least once per calendar year to retain Interior firefighter status.
7. All interior qualified firefighters must take and pass an SCBA Fit Test annually, to prove continued ability to safely wear an SCBA system in situations considered immediately dangerous to life or health (IDLH).
8. Any exterior firefighter wishing to be SCBA Qualified must take and pass an SCBA Fit Test annually, to prove continued ability to safely wear an SCBA system in situations considered immediately dangerous to life or health (IDLH).

H. Fire Police

1. To respond directly to the incident in the event of an alarm.
2. To don full turnout gear, fire police vest and prior to undertaking their duties.
3. To render protection to emergency personnel and their vehicles and equipment from acts of harm, theft and malicious damage.
4. To protect the general public and recommend or assist with control of the actions of any crowd and keep them at a safe distance.
5. To control the safe flow of traffic to assure emergency vehicles safe ingress and egress to the incident.
6. To protect victims, their valuables and property.
7. To protect the integrity of the scene for future investigation.
8. Must complete or enroll in NYS Fire Police training course as soon as possible after joining the company or stating their desire to become a Fire Police person.

I. EMS Personnel

1. Must show due respect for authority by responding to and obeying commands from officers (provided such command causes NO undo risk to the safety of that firefighter or other persons).
2. Must devote adequate time, energy and interest to the fire department, to include active participation in drills, meetings and responding to emergency calls.
3. Must complete and successfully pass the NYS CFR and/or EMT-B courses as soon as possible after joining the Department; and must maintain their CFR or EMT-B certifications.
4. Before responding to calls or participating in drills, new firefighters are required to:
 - a. Pass an appropriate physical and provide documentation of such to the Chief Officers.
 - b. Be assigned a mentor officer or firefighter, with whom the new member will complete the New Member Training packet within the timeframe specified.

III. Minimum Training Requirements

The Glenville Hill Fire Department implements and follows DHSES OFPC *Recommended Best Practices for Fire Department Training Programs*, issued January, 2015 (“Best Practices”).

A. Commissioners

1. Commissioners must meet all training requirements established by Law in the State of New York.
2. Commissioners, not being required to be members of the Fire Department, are not subject to any of the firefighter, EMS or officer training requirements stated elsewhere in this document.

B. Probationary Firefighters

1. All new Active Firefighters, upon joining the Company, will serve a minimum 90-day probationary period, in keeping with Article III, Section 6 of the Constitution of the Glenville Hill Volunteer Fire Company, Inc.
2. Probationary Firefighters will be evaluated by the Instruction and Examining Committee, as stated in Article V, Section 7 of the Constitution of the Glenville Hill Volunteer Fire Company, Inc.
3. Probationary Members must have a valid CPR certification before they will be allowed to respond to medical calls on apparatus.
4. The Instruction and Examining Committee will evaluate probationary members on the following criteria, before the end of their Probationary Period:
 - a. Successfully passing a physical examination, as specified under the Minimum Training Requirements for the appropriate class of firefighter.
 - b. Completion of the New Member Training program.
 - c. Attendance at drills and meetings. The Probationary Member must meet the minimum required percentages, as defined in Article X, Section 2 of the Constitution of the Glenville Hill Volunteer Fire Company, Inc *for the period of their probation* in order to pass this probationary requirement.
 - d. Attendance at Calls. The Probationary Member must show the desire and ability to respond to all types of calls and participate based on their current level of training.
 - e. Attendance at external courses, such as those provided by OFPC, Schenectady County Community College or REMO, although not required, will count favorably toward the lifting of probation.
5. If the Instruction and Examining Committee does not find that a Probationary Firefighter has met all the requirements stated here, they may:
 - a. Recommend extension of the firefighter’s probationary period, for an additional 90 days, to the Company at the next regularly scheduled Company Meeting. The Probationary Period will continue past the original 90 days *until voted on at the next meeting*.
 - b. Recommend the expulsion of the firefighter to the Company at the next regularly scheduled

Company Meeting. The member's probationary status will continue past the original 90 days until voted on at the next meeting.

C. Exterior Firefighters

Exterior firefighters are required to meet the NYS Best Practices, as listed in section 4.1 of that document.

New members / new exterior firefighters:

- 1) Must pass an appropriate firefighter physical, and provide documentation of such to the Chief, prior to attending calls or participating in drills.
- 2) Exterior firefighters must initially complete Basic Exterior Firefighting Operations (BEFO) *as soon as possible* after becoming a member of GHFD before being considered an Exterior Firefighter.
- 3) An exterior firefighter may show proof of completion of BEFO or an equivalent training program prior to joining GHFD before being considered an Exterior Firefighter at GHFD.

Existing members/exterior firefighters:

- 1) Exterior firefighters must annually demonstrate proficiency with all skills listed in the Best Practices document, section 4.1, in a manner defined by the Chief and/or the Board of Commissioners.
- 2) AND pass an annual firefighter physical, as set forth by the Board of Commissioners.

D. Interior Firefighters

Interior firefighters must initially meet and annually demonstrate proficiency with the competencies listed in section 4.2 of the Best Practices document.

New Interior Firefighters:

To be recognized as an Interior Firefighter, a firefighter must:

- 1) Pass an appropriate firefighter physical, and provide documentation of such to the Chief, prior to attending calls or participating in drills.
- 2) Meet the training qualifications of an Exterior Firefighter;
- 3) Pass an SCBA Fit Test for the SCBA mask in service at GHFD at the time, as set forth by the Board of Commissioners.
- 4) Complete the NYS "Interior Firefighter Operations" course, successfully; and
- 5) Demonstrate to the Chief and the remaining firematic officers that they are capable of acting as an Interior Firefighter without posing undue risk to themselves or the GHFD team.

OR

- 1) Pass an appropriate firefighter physical, and provide documentation of such to the Chief, prior to attending calls or participating in drills.
- 2) Provide proof of completion of IFO or an equivalent training program before having joined GHFD; and
- 3) Demonstrate to the Chief and the remaining firematic officers that they are capable of acting as an Interior Firefighter without posing undue risk to themselves or the GHFD team.

Existing Interior Firefighters:

To maintain Interior Firefighter status at GHFD, a firefighter must:

- 1) Pass an annual firefighter physical AND an SCBA Fit Test for the SCBA mask in service at GHFD at the time, as set forth by the Board of Commissioners.
- 2) Annually demonstrate proficiency with all skills listed in the Best Practices document, sections 4.1 AND 4.2, in a manner defined by the Chief and/or the Board of Commissioners.

E. Apparatus Operators

Apparatus Operators must meet all training requirements set forth in this document for Exterior Firefighters, at a minimum, in addition to the following:

1. Be at least nineteen (19) years of age.

2. Possess a valid New York State driver's license.
3. Be an active member for at least 6 months.
4. Have a thorough knowledge of all equipment on the vehicle, all SOG's and all streets and roadways in District #8.
5. Initially meet and annually demonstrate proficiency in all areas of the Best Practices document, section 4.3.
This item shall initially be met by:
 - a. Successfully completing
 - i. the NYS OFPC Apparatus Operator – Emergency Vehicle Operators Course (EVOC) -or-
 - ii. Successfully completing the VFIS EVOC Course.
 - b. AND Successfully completing
 - i. the NYS OFPC Apparatus Operator – Pump Course -or-
 - ii. Successfully completing an in-house pump operation course of instruction.
6. All Apparatus Operators must annually demonstrate proficiency in all competencies listed in the Best Practices Document, sections 4.1 and 4.3, in a manner defined by the Chief and/or Board of Commissioners.

F. Lieutenants

Lieutenants must initially meet and annually demonstrate proficiency with the competencies listed in section 4.4 of the Best Practices document and must have successfully met the Training Requirements set forth in this document for Exterior Firefighters, Interior Firefighters and Apparatus Operators.

New Lieutenants:

To initially qualify for the position of Lieutenant, an Interior Firefighter must:

- 1) Demonstrate proficiency as an Interior Firefighter for at least 1 year.
- 2) Complete the online NIMS ICS-200.
- 3) Complete, within their first year as a Lieutenant, the NYS OFPC Fire Officer I course.

OR

- 1) Provide proof of completion of Interior Firefighter Operations, or an equivalent course of study, prior to becoming a member of GHFD,
- 2) Provide proof of completion of Fire Officer I, or an equivalent course of study, prior to becoming a member of GHFD.

Existing Lieutenants:

- 1) Existing lieutenants must meet all annual training requirements set forth in this document for Exterior Firefighters, Interior Firefighters and Apparatus Operators, and
- 2) Must annually demonstrate proficiency in all competencies listed in the Best Practices Document, sections 4.1, 4.2, 4.3 and 4.4 in a manner defined by the Chief and/or Board of Commissioners.

G. Captain

The Captain must initially meet and annually demonstrate proficiency with the competencies listed in section 4.5 of the Best Practices document and must have successfully met all training requirements set forth in this document for Lieutenants.

New Captains:

- 1) Must act in the position of Lieutenant for at least 1 year.
- 2) Have completed all training requirements for a Lieutenant set forth by this document.
- 3) Must complete, within their first year of being Captain, the NYS OFPC Principles of Instruction Course OR the NYS OFPC Fire Instructor I Course.

OR

- 1) Must act in the position of Lieutenant for at least 1 year.
- 2) Complete or provide proof previous of completion of all training requirements for a Lieutenant set forth by this document.
- 3) Provide proof of completion of Principles of Instruction OR Fire Instructor 1, or an equivalent course of training, prior to having become a member of GHFD.

Existing Captains:

- 1) Existing Captains must meet all annual training requirements set forth in this document for Exterior Firefighters, Interior Firefighters and Apparatus Operators and Lieutenants, and
- 2) Must annually demonstrate proficiency in all competencies listed in the Best Practices Document, sections 4.1, 4.2, 4.3, 4.4 and 4.5 in a manner defined by the Chief and/or Board of Commissioners.

H. Assistant Chief

The Assistant Chief must initially meet and annually demonstrate proficiency with the competencies and training requirements listed for Captains, plus:

New Assistant Chiefs:

- 1) Fill the role of Captain for at least 1 year;
- 2) Complete all training requirements for Captain set forth by this document;
- 3) Complete the ICS-300 course of study.

Existing Assistant Chiefs:

- 1) Annually seek additional training in the areas of fire suppression, rescue operations and Incident Command, to exceed that training which is provided to regular interior firefighters.
- 2) Must annually demonstrate proficiency in all competencies listed in the Best Practices Document, sections 4.1, 4.2, 4.3, 4.4 and 4.5 in a manner defined by the Chief and/or Board of Commissioners.

I. Chief

The Chief must initially meet and annually demonstrate proficiency with the competencies and training requirements listed for Assistant Chiefs, plus:

New Chiefs:

- 1) Fill the role of Assistant Chief for at least 1 year;
- 2) Complete all required training set forth by this document for the role of Assistant Chief.

Existing Chiefs:

- 1) Annually seek additional training in the areas of fire suppression, rescue operations and Incident Command, to exceed that training which is provided to regular interior firefighters.
- 2) Must annually demonstrate proficiency in all competencies listed in the Best Practices Document, sections 4.1, 4.2, 4.3, 4.4 and 4.5 in a manner defined by the Chief and/or Board of Commissioners.

J. EMS Personnel

EMS Personnel must meet the training requirements set forth in this document for Exterior Firefighters, at a minimum. In addition:

New EMS Personnel

- 1) Must complete either the NYS Certified First Responder or NYS Emergency Medical Technician-Basic course.
- 2) OR provide proof of completion of the CFR or EMT-B course.

Existing EMS Personnel:

- 1) Must annually demonstrate proficiency in all competencies listed in the Best Practices Document, sections 4.1, in a manner defined by the Chief and/or Board of Commissioners.

- 2) Must renew their CFR or EMT-B Certification in accordance with Department of Health guidelines.

K. EMS Lieutenant

The EMS Lieutenant must complete the training requirements set forth in this document for EMS Personnel. In addition:

- 1) The EMS Lieutenant must annually seek additional training in the areas of EMS service provision, EMS Protocols, rescue operations or other areas pertinent to EMS, to exceed that training which is provided to regular EMS Personnel.

IV. Apparatus Operators

A. Operator Responsibilities

1. To ensure the safe and timely arrival of the apparatus and crew at the emergency scene, considering weather and road conditions.
2. To operate the pump and ensure that any equipment used at the scene of a call is returned to the apparatus prior to returning to the station.
3. To report any damage or deficiencies of apparatus or equipment to an officer upon return to station.
4. To ensure the safe return of the apparatus and crew to the station.
5. To ensure that there is at least three quarters of a tank of fuel in each fuel tank on the apparatus prior to the vehicle returning to the station. If not, the driver must ensure that the fuel is filled.
6. To ensure water tanks are filled upon returning to the station.
7. Completing the Post Run Checklist.

V. Alarm Response

A. General SOG's

1. Blue lights, if displayed on a member's personally owned vehicle, will comply with Part 44, 44.1 – 44.6 of the NYS Vehicle and Traffic Law, Sections 215 & 375 as well as any other pertinent New York State rule or regulation.
2. Members will respond as prescribed by training, SOG's and common sense. Weather, traffic and road conditions will also dictate response. At no time may a member disregard any New York State Vehicle and Traffic Law section while responding to a call.
3. While responding to the station or to the scene in private vehicles firefighters will:
 - Wear seatbelts
 - Display headlights and/or blue lights
 - Obey all traffic regulations
 - Yield the right of way to all emergency vehicles
 - Follow fire apparatus no closer than 500 feet
 - Park out of the way of traffic and emergency vehicles, preferably off of the roadway
 - Obey orders of the Fire Police and/or firefighters acting in that capacity.
4. Full turnout gear will be worn at all incidents, *except when responding on R-280*. This includes helmet, boots, coat, bunker pants and gloves, except that the coat may be removed at brush fires at

the discretion of the OIC.

- a. When responding to a medical call on anything other than R-280, responding personnel may, at their own discretion, either wear their full turnout gear or bring their full turnout gear with them on the apparatus used to respond to the medical call.
5. The person(s) answering the alarm will:
 - Record the call on a Run Sheet (next to the base radio), including the nature, location and any map notes.
 - Each truck will take one copy of the Run Sheet when responding.
 6. There will always be an operator on the radio of each apparatus when it is out of the station. Use of portable radios meets this requirement. During driver training, fuel runs or other drills, at least one portable radio shall be used to monitor channel #1 for dispatch of alarms. That portable will then be returned to Chanel #7 upon completion of operation while truck radio remains on channel #7 unless instructed by UCC to use alternate channel.
 7. Each apparatus will notify Schenectady County Fire Control, via County Fire Channel #7, when:
 - a. Leaving the station to respond to a call;
 - b. Arriving at the call location
 8. All apparatus should be called back in service by the Officer in Charge at the end of an incident.
 9. All vehicle occupants will wear seatbelts whenever the apparatus is in motion.
 10. All truck radios will normally operate on channel 7. To change fire ground frequencies, the Officer in Charge will first call Schenectady County Fire Control and request an alternate frequency. Once one has been assigned by dispatch then change channels and report in as soon as possible.
 11. When acknowledging a call via the base radio, the following text should be used: “**County Fire Control, Glenville Hill base is acknowledging the call at** (location of call)”.
 12. Firefighters shall wear a Class 2 or 3 High-Visibility Safety Vest for all responses that require them to perform operations on or near any roadway for an extended period of time.

B. Hostile Environment Response (“Dangerous / Violent Patient”)

1. If dispatch information relays a possible hostile environment or violent patient, confirm police department is enroute to scene.
2. If directed by dispatch to stage in the area:
 - a. Respond with no lights or sirens when proceeding to staging area, regardless of any response code provided by dispatch.
 - b. Choose a staging location that is at least one block away from the call location and is not visible from the call location.
3. Wait at the staging area until instructed by the Police Department that the scene is safe.
 - a. Once the police have cleared scene proceed with caution to scene.
4. ALWAYS maintain situational awareness on any scene, *even if dispatch does not relay that the environment is possibly hostile.*
 - a. Watch for strange or potentially threatening behavior from persons on the scene (patients, family members, bystanders, etc.).
 - b. If you suspect any hostile or violent behavior, immediately remove yourself and others from the scene to a position of safety and request an immediate police response from dispatch.
5. In the event of an “Active Shooter” situation, allow the police department to take the lead and follow their instruction.

C. Rescue 280 SOG's

1. Minimum of one (1) person (for medical calls, only); minimum of 2 persons for all other calls or calls for mutual aid; and maximum of four (4) persons.
2. Do not leave truck unattended, unless crew size dictates otherwise.

NOTE: Rescue operations supersede all other operations at the incident scene.

D. Engine 281 SOG's

1. Minimum of two (2) and maximum of six (6) firefighters.
2. Driver is pump operator.
3. Officer's seat (front passenger) is reserved for highest ranking passenger on vehicle.

NOTE: Rescue operations supersede all other operations at the incident scene.

E. Engine/Rescue 282 SOG's

1. Minimum of two (2) and maximum of five (5) firefighters.
2. Driver is pump operator.
3. Officer's seat (front passenger) is reserved for highest ranking passenger on vehicle.

NOTE: Rescue operations supersede all other operations at the incident scene.

F. Medical Call Response

1. EMT's may respond directly to the scene for medical calls *within our district*, provided they do not have to pass the station on their way to the scene. They will use IAR to notify remaining responders of the EMT's intent of going directly to the scene. (By choosing the "EMT to scene" option in I Am Responding on their mobile device when responding.)
2. CFR's will respond to the station with their pagers monitoring Channel 7. If they have not yet reached the station and they have heard 280 transmit that it is responding, then CFR's may proceed directly to the scene for medical calls within our district. For mutual aid calls CFR's will always report directly to the station. Should a CFR respond directly to the scene and not have their pager with them they will lose their privilege of responding directly to the scene for a period of 3 months.
3. Once 280 responds all firefighters at the station will remain there for the duration of the call unless instructed otherwise. They shall inform the Officer in Charge at the scene that the station is manned and approximate the number and types of personnel, then await further instructions.
4. Respond to call as per Priority Dispatch System for Medical calls:
 - Alpha – no lights or sirens (cold)
 - Bravo – lights and siren for first responding unit. All other units run cold.
 - Charlie, Delta, Echo – lights and sirens
5. Both EMT's and CFR's will obey all traffic laws and regulations when responding directly to the scene. They are not emergency vehicles and under no conditions will they operate as such. Failure to comply will result in a 3-month suspension of their privilege to respond directly to the scene.

G. Structure Fire Response

1. All apparatus will roll in the order posted in the apparatus room.
2. Engine 281 will operate as a tanker/pumper. Engine/Rescue 282 will operate as a pumper and Rescue 280 will act as an emergency vehicle.

3. If the first due unit passes a hydrant, ring it and lay a line in. If there is no hydrant lay in a line as applicable.
4. Leave room for a second unit, if possible.
5. The second due unit is to make the hydrant and tie into the first unit's line. If no hydrant was available, the second unit will setup for water supply operations as determined by the Officer in Charge and/or Water Officer.

H. Brush Fire Response

1. All apparatus will roll in the order posted in the apparatus room.
2. Apparatus are not to leave paved roads unless otherwise directed by the Officer in Charge.
3. The Safety Officer and Officer in Charge will monitor personnel closely and may require rehab for personnel based on work performed and duration of call.
4. Rehab often and drink plenty of fluids – even if you are not thirsty.

I. Vehicle Fire Response

1. All apparatus will roll in the order posted in the apparatus room. The officer in charge may elect to respond in either 281 or 282, depending on available dispatch information related to proximity of the vehicle fire to a structure.
2. If the position of the vehicle is unknown or if the vehicle is inside a building, then follow the Structure Fire Response guidelines.
3. Position the apparatus uphill and upwind from the involved vehicle, if possible.
4. Use full turnout gear and SCBA.
5. If the fire is minor in nature use appropriate type of extinguisher (CO², dry chemical or water can) to extinguish.
6. If responding to a vehicle fire with Engine 282:
 - a) Use either the front bumper “trash” line or one of the two cross lays, each of which is 200’ of 1 3/4” hose.
 - b) Booster reel hoses *shall not be used* for extinguishing vehicle fires, as they do not meet the minimum water flow recommended by the NFPA.
 - c) The use of foam to extinguish a vehicle fire is recommended, but is at the discretion of the Officer in Charge.

J. Chimney Fire Response

1. All apparatus will roll in the order posted in the apparatus room.
2. Primary task of personnel arriving at scene is to perform interior operations first. If sufficient personnel exist on scene engage in internal and roof operations simultaneously.
3. Interior crew will carry in chimney kit and lay tarps to protect flooring.
4. Exterior – roof – crew will ladder the chimney/roof and take brush bag, radio, safety harness and chain for operations.
5. Firefighters will bring in appropriate extinguishers and smoke ejectors per the Officer in Charge. They will also be called on to setup traffic control as necessary. Medical personnel report to the Officer in Charge to render assistance to occupants.
6. Remaining firefighters stand-by in the staging area and assist as needed.

K. Water Emergency Response (Cellar Pump-outs)

1. All apparatus will roll in the order posted in the apparatus room.
2. If the call comes directly from the occupant/homeowner and requires a Fire Department response have the dispatcher send out the Glenville Hill Fire Dept. tones for a cellar pump out.
3. The Officer in Charge will determine if more equipment and/or personnel is required.
4. No siren or emergency lights will be used for water emergencies – flashers and headlights only.

L. Wires Down Response

1. All apparatus will roll in the order posted in the apparatus room.
2. Treat all wires as if they are live until informed otherwise by Power Company personnel.
3. Follow the same response regardless of the reason for the downed wires (high winds, carelessness, tree down, etc.)
4. Maintain a safe area and a safe distance from the downed wire. For apparatus, this will be a minimum of 1 pole away in either direction.
5. Notify the dispatcher of the pole number so that they may inform the Power Company.
6. Look for wires that may be stretched tight, either to a residence or to another pole.
7. Remember that a wire across a fence, roof, siding, vehicle or anything else may conduct lethal voltages.

M. Odor of Gas Response

1. All apparatus will roll in the order posted in the apparatus room. This would be the same response as a Structure Fire.
2. Position apparatus away from building where the fumes are suspected – a minimum of 300 feet. Place engine in pump gear and prepare to drop lines.
3. The Officer in Charge will appoint two (2) members in proper equipment to investigate. Entry crew should use the 4-gas meter to conduct their investigation and should be in full PPE and SCBA. The choice to go on air or remain off air shall be made by the Officer in Charge, based on the levels of gasses measured at entry point.
4. Evacuate and ventilate as needed. Ventilation may be delayed until the source is identified and secured.
5. Shut off natural gas or propane to the building if leaks are indicated. Remember we do not have non-sparking tools so ensure safe gas concentrations in the valve area before attempting to shut off.

N. Motor Vehicle Accident Response

1. All apparatus will roll in the order posted in the apparatus room.
2. Upon arrival personnel shall render medical assistance to any victims. Remaining personnel shall begin directed extrication if required and secure the scene by establishing traffic control and assess the condition of the vehicle and protect area from hazardous spills and/or fires.

O. Carbon Monoxide Response

1. On arrival:
 - The first arriving officer will act as the Incident Commander (IC). The IC will first determine if the alarm is a CO Detector or a Smoke Detector. If a Smoke Detector has activated the IC will request the appropriate alarm response.

- If it is determined that a CO detector is sounding the IC will conduct an interview with the residents and perform a CO survey.
 - Do not ventilate the structure at this time.
2. Resident Interview. The IC will determine if anyone is exhibiting symptoms of CO poisoning. If symptoms are present he will:
 1. Evacuate the structure.
 2. Have all occupants evaluated by EMS personnel.
 3. Have fire department personnel conduct a CO survey (see next section)
 3. CO Survey. **Note: The Lower Explosive Limit (LEL) of CO is 125,000 PPM. Observe caution with all ignition sources when levels in this range are observed.**
 - The GHFD CO monitor will be turned on outside the building.
 - No personnel shall enter the building without the monitor.
 - If readings taken at the front door are above 10 PPM, advise the residents that a potentially dangerous level of CO has been detected and we will be investigating. Inform EMS personnel.
 - If readings taken anywhere in the building exceed 35 PPM, SCBA will be worn while completing the survey. Inform IC and EMS personnel. Advise the residents to contact the applicable service company. If the source of the CO can be determined, shut off the appliance and ventilate the structure.
 - If readings taken anywhere in the building exceed 100 PPM advise IC, EMS personnel and the residents that a potentially lethal level of CO has been detected. Contact the applicable service company. Order the residents to remain evacuated. If the source of the CO can be determined, shut off the appliance and ventilate the structure.
 - Once the building has been ventilated and the monitor indicates safe levels (2 or less PPM) of CO the residents may re-enter at their own discretion. Advise the residents of the seriousness of their situation and to call 911 if the detector activates again.
 - The completed CO Survey should be inserted in the Alarm Attendance book in the radio room with the run sheet for the incident. A copy of the CO Survey sheet is on the next page.

VI. Firefighter Accountability

A. Purpose

The purpose of this Standard Operating Guideline (SOG) is to improve fire ground safety and meet OSHA standards with respect to all personnel who respond to an emergency situation. This SOG will apply to and be used to account for all Glenville Hill Fire Department members and Mutual Aid personnel regardless of the means of transportation or time of arrival at an emergency situation.

B. References

OSHA Standard 29 CFR 1910 134(B) Section 8

C. Requirements

All personnel will be issued an accountability tab, which will be attached uniformly to their turnout coat. This tag will be white with black text. This is known as the “exterior tag”.

Interior firefighters will be provided with a second tag, as well, which will be red with white text, and will have an orange circle attached to it. This is known as the “interior tag”.

Both tags will have the firefighter’s name and Department name on them.

1. Guideline

1. All personnel who respond on an apparatus will leave their Exterior Tag on the apparatus on which they responded. This may be placed on the ring located on the driver's side mirror of the apparatus or left on the air horn chain (at the apparatus' officer's discretion).
2. Any personnel responding to a scene by any other means of transportation other than fire apparatus will go directly to the first responding truck and hang their Scene Accountability tag on the ring located on the driver's side mirror. This should include Chief Officers, if possible.
3. Prior to entering any structure to commence interior operations, the Interior Accountability tag will be given to the Entry Officer if one has been assigned. If an Entry Officer has not been designated, the Interior Accountability tag will be left outside the door to the structure on the **hinged side**.
4. It will be the responsibility of the Entry Officer to collect these tags as soon as possible after he/she has been assigned.
5. Roof sector personnel must leave their Interior Accountability tag with the officer in charge of roof operations or attach it to the ring provided at the base of the ground ladder. (The accountability cone, a small orange traffic cone with a ring on top of it, may be used for this purpose).
6. Upon exiting the structure or completing roof operation all personnel are responsible for retrieving their Interior Accountability tag from the Entry Officer or other designated drop off point.
7. Upon leaving the scene of an emergency, for any reason, the firefighter will report to the Incident Commander first, then retrieve their Scene Accountability tag from the apparatus they arrived on.

D. Responsibilities

1. Incident Commander. It is the responsibility of the Incident Commander to account for all personnel involved in any fire, hazardous material incident, rescue or other emergency. The IC or his/her delegate will direct and initiate the use and control of the adopted Accountability System. The IC will appoint an Entry Officer at each scene as soon as practical. If there are multiple points of entry more than one Entry Officer may be appointed.
2. Entry Officer. The Entry Officer will control the entry point by collecting the Interior Accountability tags from the firefighters prior to their entering the structure and attaching them to an Entry Officers clipboard. When a firefighter leaves the structure the Entry Officer will return the tag to the individual. It will also be the Entry Officer's responsibility to see that no firefighter is allowed to use more than two (2) SCBA tanks during the incident. The Entry officer shall also attempt to document approximate direction and assignment of all personnel entering the structure in the event of MAYDAY situation.
3. Any member showing this page and section of the Standard Operating Guidelines to the Chief, within 30 days of receipt of this Standard Operating Guideline's booklet, will be rewarded with a \$5 Stewarts Gift Card for actually reading the entire document! Each member may only claim this reward once. Shh!! Don't tell anyone else about this! Let's see if they're reading the SOGs!
4. Firefighters. It is the responsibility of all firefighters to participate in the Accountability System. No firefighter will be allowed into or onto an involved structure or a hazardous situation unless they have left their accountability tags in the proper locations consistent with this SOG.

E. Mutual Aid Scenarios

1. Mutual Aid from Outside Departments

When Mutual Aid is provided to this department, the officer in charge of the responding department will be asked to initiate their Accountability System. If the responding department does not have its own system then the following procedure will be followed:

- A clipboard will be supplied to the Entry Officer and they will record the names and pertinent

information for the Mutual Aid firefighters involved in the interior attack and/or roof operations.

2. Mutual Aid to Outside Departments

When Glenville Hill Fire Department responds to a Mutual Aid request from an outside department, firefighters will participate fully in that Fire Company's Accountability System. In the event that the requesting company does not have an Accountability System in effect then the officer in charge from the Glenville Hill Fire Department will put our Accountability System into effect for all Glenville Hill personnel participating.

3. Other Agencies

All outside personnel who enter a fire scene or hazardous situation will be requested to follow the rules of this SOG and will be under direct control of the IC and the Entry Officer. No non-fire personnel will be allowed to enter any emergency situation without a fire department escort.

VII. Pump Operators

A. Purpose

The purpose of this Standard Operating Guideline is to ensure that all approved pump operators have the necessary knowledge and skills to:

- Engage firefighting apparatus in pump gear.
- Increase pump pressure to the proper working level.
- Deliver water to the selected hoseline.
- Obtain water from a municipal hydrant.
- Draft water from a pond or dry hydrant.

This SOG is not intended to supersede or replace other GHFD SOG's or policies such as the General SOG, HAZMAT SOG, or the Accountability SOG. It is intended to instruct and inform GHFD members as to the proper method of performing pump operator duties. As with all fireground operations, the Officer in Charge has the final word with regards to firefighter safety.

The rolling order for structure fires (as defined in the General SOG) is Engine 281 first and then Engine/Rescue 282. This would commit Engine 281 to fire attack operations. Engine/Rescue 282 would then tie into Engine 281 and prepare to deliver water. Whether the source of the water is a hydrant or portable pond, Engine/Rescue 282 is responsible for supplying water to Engine 281. This procedure is known as "in-line pumping".

B. References

- Past practices of the Glenville Hill Fire Department
- New York State Pump Operators Course Manual
- "Fire Officers Handbook of Tactics" by John Norman

C. Requirements of Pump Operators

In order to operate a fire pump at an emergency scene, the member must be considered a "Qualified Pump Operator" on the specific apparatus. Qualified Pump Operators must:

- 1) Have met all training requirements defined under [Minimum Training Requirements: D\) Apparatus Operators](#) in this Standard Operating Guideline document.

2) Successfully demonstrate their pump proficiencies on an apparatus to the Chief (or his assignee).

All firefighters are reminded that communications play a vital role in safe fire ground operations and that pump operators are required to stay in radio contact using either the truck radio or portable unit.

Any member may assist a qualified pump operator if directed by a company officer. In such cases, the member instructed to assist will operate under the supervision of the qualified, approved pump operator.

D. Guidelines for Charging a Line

1. The Company Officer-in-charge at a scene will inform the pump operator which hose line(s) will be used. The pump operator will then proceed to increase the pump pressure to the required level.
2. After ensuring that the pump is engaged, the Tank Suction or Tank to Pump valve will be opened by slowly pulling it all the way out. Opening this valve allows water to flow from the tank to the pump.
3. The pump operator will now engage the auto-governor by pressing the “pre-set” button.
4. The governor will now try to maintain pump pressure at the pre-set level as hose lines are opened and closed and water flow changes correspondingly.
5. The pump operator will, on command from the OIC or a specific hose crew, slowly open the valve for the appropriate hose line.
6. Shutting the pump down is the reverse of this operation.

E. Proper Hose line Pressures

There are several pre-connected hose lines on GHFD firefighting apparatus. Engine 281 has two Speed Lays, (sometimes called “Mattydales”), a front mounted trash line and a 2” pre-connect referred to as a Cross Lay.

Engine/Rescue 282 has two Cross Lays (located in basket drawers in the front-most compartment on each side of the truck); a driver’s side hosebed pre-connect, a front mounted trash line and two high pressure hose reels (located inside the steps under the cab). Engine/Rescue 282 is outfitted with Class A foam capabilities while Engine 281 is not. The charts below describe the size, length and nozzle information for all the hose lines.

F. Engine 281

	Speed Lay 1 Yellow Line	Speed Lay 2 Red Line	Trash line	Cross Lay Blue Line	2.5" Preconnect
Hose Length	200’	200’	100’	300’	200’
Hose Size	1 ¾”	1 ¾”	1 ¾”	2”	2 ½”
Nozzle Flow	185 GPM	185 GPM	185 GPM	185 GPM	185 GPM
Pump Pressure	150	150	150	130	65

G. Engine/Rescue 282

	Passengers Side Cross Lay Yellow Line	Driver's Side Cross Lay Red Line	Trash Line	2 ½" Preconnect
Hose Length	200'	200'	200'	200'
Hose Size	1 ¾"	1 ¾"	1 ¾"	2 ½"
Nozzle Flow	185 GPM	185 GPM	185 GPM	185 GPM
Pump Pressure	150	150	150	65

The nozzle pressures listed were obtained using the standard fire ground formula for calculating pump pressures:

$$PP = NP + FL + EL$$

PP = Pump Pressure

NP = Nozzle Pressure

FL = Friction Loss

EL = Elevation

Friction loss is determined by multiplying the friction factor for the diameter hose used by the friction loss in the equivalent 2 ½" hose by the required flow in 100's of GPM per 100ft. of hose. A 100 GPM flow through a 2 ½" hose has a friction loss of 2 PSI. The factor for 1 ¾" hose is 6. So for a 100ft. length of hose flowing at 100 GPM the friction loss would be:

$$2 \text{ PSI} * 6 = 12 \text{ PSI}$$

For 200ft. of hose at 100 GPM the friction loss would be:

$$12 \text{ PSI} * 2 = 24 \text{ PSI}$$

Since an automatic fog nozzle requires 100 PSI the pump pressure is:

$$100 + 24 = 124 \text{ PSI}$$

A 150 GPM fog nozzle on the same line would require a pump pressure of:

$$100 + ((4.5 \text{ PSI} * 6) * 2) = 154 \text{ PSI}$$

A 200 GPM fog nozzle on the same line would require a pump pressure of:

$$100 + ((8 \text{ PSI} * 6) * 2) = 196 \text{ PSI}$$

The driver's side pre-connect on Engine/Rescue 282 is a 2 ½" line so there is no need to use the * 6 friction loss factor. The pump pressure for this 250ft. hoseline with a 300 GPM nozzle would be:

$$100 + (18 \text{ PSI} * 25) = 145 \text{ PSI}$$

These calculations do not take into account elevation, which would add another .5 PSI per foot.

H. Hydrant Guidelines

The method of connecting into a municipal hydrant will be for pump operations at a fire scene or a tanker shuttle.

1. Driver will stop the apparatus so that the rear bumper is about even with the hydrant. Driver SHALL NOT MOVE VEHICLE again, until clearly instructed to do so by crewmembers “making the hydrant”.
2. Crewmembers assigned to “wrapping the hydrant” will exit the vehicle on the non-traffic side of the apparatus.
3. Crewmembers will remove hydrant bag, placing it near the hydrant.
4. Crewmembers will take the end of the 5” LDH hose mounted at the rear of the engine/hosebed and drag it to the hydrant. There, they will wrap at least 1 turn of LDH around the hydrant, such that the Storz coupling on the end of the LDH lays on top of the hose leading to the engine’s hosebed.
5. Once secured, hydrant crew will clearly indicate to the driver that he or she may proceed.
6. The large, steamer hydrant outlet cover will be removed from the hydrant and replaced with a Stortz adapter.
7. Hydrant will be opened to flush out any debris. The hydrant will then be closed.
8. Personnel will then attach 2 – 2 ½” Gate Valves to the hydrant and make connections to the apparatus using LDH hose to establish a permanent water supply. HYDRANT SHOULD NOT BE OPENED AT THIS TIME.
9. The driver, having received the signal to move (step #5, above) will proceed SLOWLY to the position indicated by the Company OIC or Incident Commander for the incident.
10. Driver will place vehicle in pump gear and chock the wheels.
11. Driver and any remaining crew will continue to pull out the necessary amount of LDH from the hose bed to reach the appropriate intake on the Engine.
12. LDH will be secured to the intake.
13. When ready, driver/pump operator will signal the crew at the hydrant to open the hydrant.
14. Hydrant crew will slowly open the hydrant *completely*. Hydrant crew may then report to their Company OIC for further assignment.

I. Drafting Techniques

Drafting refers to the process of obtaining water from a free standing supply such as a pond, portable pond, stream, swimming pool or dry hydrant by means of evacuating a length of hard suction line to draw water into the tank.

Connections for drafting into either apparatus are the 2 ½” fill or 6” steamer inlets. The decision as to which line to use for drafting will be based on fire ground requirements (in-line pumping, tanker shuttle, stand-by) and rests with the Officer in Charge and/or Water Officer.

1. Connect the hard suction between the apparatus and the water source. All sections should be inspected for proper gasket and the threads should be checked for dirt and connections made tight with the use of a rubber mallet.
2. With apparatus in pump gear, pump operator should activate the primer for the apparatus.
3. Priming should continue until the hard suction is seen to be full of water. Note that on 281, an amount of oil will be present in the water discharged from under the pump. This is normal and is not a cause for alarm.
4. Depending on the water needs of the incident, it may be necessary and helpful to open a discharge, permitting a SMALL AMOUNT of water to flow back into the pond or water source. Maintaining the small amount of water flow will prevent the pump from overheating and will aid in maintaining proper

suction between the static water source and the engine's pump.

5. During any drafting DRILL OPERATION: no water from a static water source should be used to fill the engine's booster tank!
6. During any drafting at an EMERGENCY CALL, do what is necessary to maintain the level of water in the booster tank to ensure the safety of the firefighters there. Upon returning to the station after completion of the incident, completely drain the booster tank and refill it from a hydrant. Repeat this process once more to rinse the tank well and ensure it is filled to capacity for the next call.

J. Responsibilities

1. Chief

It is the responsibility of the Chief to ensure that all GHFD firefighters are trained and completely familiar with the guidelines presented in this SOG. Any deviations, additions or deletions to this document shall be only done with the approval of the Chief.

2. Firefighters

It is the responsibility of all firefighters to be completely familiar and competent with all aspects of this SOG. All firefighters will demonstrate these skills at drills at least annually. All firefighters must understand that knowledge of pump operations is a life and death matter for civilians and firefighters alike.

VIII. Hazardous Materials

A. Purpose

The purpose of this guideline is to detail the standard for training and response for an incident involving Hazardous Materials.

B. References

- Past practices of the Glenville Hill Fire Department
- Schenectady County Hazardous Material Team
- Safety Systems Hazardous Material Course
- OSHA CFR 1910.120

C. HazMat Requirements

This guideline is required whenever the Fire Department receives a call involving Hazardous Material. Any Officer of the Glenville Hill Fire Dept. can supersede this procedure where situations requiring special considerations exist.

It is required that each member of the Glenville Hill Fire Department be trained at the Operations level. OSHA requires this for all personnel responding to a Hazardous Material incident.

OSHA has five training and competency levels, they are:

- **First Responder Awareness Level**
First Responders Awareness Level shall have received at least four hours of training. They are the most likely to discover a Hazardous Material release and have been trained to initiate an emergency response sequence by notifying the proper authorities. They would take no further action beyond notification. EMS personnel and police officers would fall into this level most often.

- **First Responder Operational Level – (This is the expected level for a firefighter)**
They should be trained to respond in a defensive manner without actually trying to stop a release. Their function is to contain the release from a safe distance, to keep it from spreading and to prevent exposure. First Responders at the Operational Level shall have received at least 24 hours of training and have knowledge of basic hazard and risk assessment techniques. They will know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personnel protective equipment available within their unit. They will know how to implement basic decontamination guidelines.
- **Hazardous Material Technician**
Hazardous Material Technicians are individuals who respond to releases or potential releases of a hazardous substance for the purpose of stopping the release. They assume a more aggressive role than a First Responder at the Operational Level, in that they will approach the point of release in order to plug, patch or otherwise stop the release of hazardous substance. At this point we usually are referring to members of a Hazardous Material Response Team.
- **Hazardous Materials Specialist**
Hazardous Material Specialists are individuals who respond with and provide support to Hazardous Material Technicians. Their duties parallel those of the Hazardous Material Technicians; however, their duties require a more direct or specific knowledge of the various substances they may be called upon to contain. The Hazardous Material Specialist also would act as the site liaison for the Federal, State, Local and other governmental authorities in regard to site activities.
- **On-Scene Incident Commander**
Incident Commanders who will assume control of an incident beyond the First Responder Operations Level must receive at least 24 hours of training in Hazmat Incident Command.

D. HazMat Guidelines

1. The apparatus response order for a Hazardous Material call shall be the same as that for a General Alarm.
2. Personnel on the first arriving unit will avoid committing themselves to a hazardous position or situation. When approaching the incident scene, they shall slow down or stop, depending on the available information and cautiously assess the situation. This assessment shall include evaluation of any visible activity in the area, effects of wind, topography, location of the problem, etc. using current ERG guide and binoculars provided if necessary.

The first arriving officer will establish an initial Command Post outside the immediate area (as suggested by the ERG) and supervise the hazardous assessment. The officer will also designate a safe location where the remaining incoming apparatus and personnel will stage and will advise the Fire Dispatcher of this location so that he/she may send additional apparatus to the proper location.

Full protective clothing and SCBA should generally be considered the minimum protection for any Hazardous Material operation.

3. The first responding officer will be considered the Incident Commander until relieved and will begin the following tasks when safely possible:
 - Immediately notify UCC of the need for the Schenectady County Hazmat team. Depending on the type of situation, the IC may also recommend that Saratoga, Albany or Montgomery Counties' HazMat teams be put on standby.
 - Isolate area and deny entry. Establish control of the hazard by isolating the public and non-essential personnel from the area. Relocation or evacuation of people should be considered at this point. The following steps should be considered:
 - a. Set up Fire Line tape or other barriers.
 - b. Use personnel, police, and security guards to establish a perimeter, if safely possible.
 - c. Advise the Incident Commander (senior fire district officer) of the isolated area(s).
 - Identify materials. Safely identify the nature and severity of the immediate problem,

including identification of potential or existing life hazards. Determine the location of potential victims and possible evacuation routes. Determine type, quantity and status of the material(s) involved. The following should be used as a guide when trying to accomplish the above tasks:

- a. Using binoculars, identify any hazmat IDs from a distance and look them up in the ERG.
 - b. Ask the driver or train conductor for shipping papers if transported by truck or rail. Ask managers or supervisors if located in a stationary building location.
 - c. Evaluate the waybills, consists, labels, signs, placards, container types, colors and shapes of vessels.
 - d. Evaluate pronounced odors and vapors of product(s).
 - e. Is the product leaking, spilled, burning or have the potential for same.
 - f. Is the product a gas, liquid or solid? When trying to identify the product the following sources should be considered:
 - i. CHEMTREC can be called 24 hours a day 1-800-424-9300
 - ii. Hazardous Material Emergency Response Guidebook (ERG) or ERG App for iPhone or Android.
 - iii. MSD obtained through company owner, carrier or Schenectady County Hazardous Material Response Team.
 - iv. Shipping papers
 - v. NFPA Hazardous Material Handbook
 - vi. Condensed chemical dictionary
 - vii. Association of American Railroads Haz-Mat Shipping Book for MSD on chemicals shipped by rail.
- Whether or not the County Haz-Mat Team has been notified the Incident Commander may want to consider notifying the following agencies.
 - (The IC may want to consult with the Haz-Mat Team before notifying some of these agencies).
 - a. Mohawk Ambulance through County Fire Control or 374-4401 – EMS should be called for potential injuries.
 - b. Glenville Police Dept. through County Fire Control for law enforcement, crowd control, road closing, traffic control and evacuation.
 - c. Glenville Highway Dept. through County Fire Control or 382-1406 – for diking material and earth moving equipment.
 - d. National Grid through County Fire Control or 462-7551 – for electric power control, boom trucks, rubber gloves, sorbents, etc.
 - e. DEC through County Fire Control or 382-0680 – for Hazardous Material disposal. Work through DEC for arranging a removal company like Clean Harbors, etc. and bill shipper later. Also, for air sampling, exposure hazards and enforcement of state regulations for industry.
 - f. U.S. Dept of Environmental Protection through County Fire Control or 472-6085 – for air sampling, exposure hazards and enforcement of federal regulations for industry.
 - g. U.S. Army Explosive Ordinance Disposal (EOD) Ft. Drum NY or Newburg NY through County Fire Control or 1-315-773-4043 – for disposing of military ordinance, bombs or explosives.
 - h. U.S. Dept. of Transportation through County Fire Control or 457-6164 – for enforcement of federal regulations. Also has capability for radiological monitoring.
 - i. American Red Cross 393-3606 – for shelter, feeding or other required services.
 - Following each incident there will be a critique to determine if the actions taken were beneficial to the operation and what actions might be taken in the event of a similar incident. This will also enable us to ensure that our actions were done in a safe manner.

E. HazMat Responsibilities

1. It shall be the responsibility of the Fire Chief of the Glenville Hill Fire Dept. to maintain that all firefighters are trained at a First Responder Operations Level.

2. It shall be the responsibility of each member of the Glenville Hill Fire Dept. to follow this procedure for a Hazardous Material call.
3. It shall be the responsibility of the officers of the Glenville Hill Fire Dept. to assess each call and determine if situations exist which require a different procedure.
4. The Incident Commander is responsible for the oversight of the entire incident, be it Hazmat or other. In the case of Hazmat calls, the special training required is delegated to the Hazmat Group Supervisor, beneath the Operations command of the ICS system. The ultimate safety of all, however, is the responsibility of the Incident Commander.

IX. Infection Control

A. Purpose

The purpose of this Standard Operating Guideline is to provide a comprehensive infection control program that maximizes protection against communicable diseases for all Fire Department personnel and the public they serve.

EMTs, CFRs and firefighters who provide emergency patient care are considered health care workers. This policy is designed to limit their contact with blood and other bodily fluids.

B. References

1. OSHA Standard 29, CFR 1910.1030
Operational Exposure to Blood-borne Pathogens
2. OSHA Standard 29, CFR 1910.20
Access to Employee Exposure and Medical Records
3. NFPA 1999
Protective Clothing for Emergency Medical Operations
4. Ryan White Comprehensive AIDS Resources Emergency Act of 1990 P.L. 101-381
5. Federal Register March 21, 1994 (59 F.R. 13418)
6. Past best practices of the Glenville Hill Fire Department

C. Infection Control Requirements

1. All personnel will utilize the Personal Protective Equipment (PPE) provided at no cost by the department. Appropriate PPE will include, but not be limited to, gloves, gowns, face shields or masks, eye protection, mouthpieces, resuscitation bags, pocket masks or other ventilation devices.
2. All PPE will meet the requirements of NFPA 1999.
3. All personnel will comply with the Universal Precautions as detailed in this policy.
4. All personnel are expected to assist in ensuring that all EMS equipment is kept clean and serviceable. All cleaning will be performed by using the Low Level Decontamination as detailed in this policy at a minimum.

D. Infection Control Guidelines

1. Universal Precautions

These precautions will be read, understood and practiced by all personnel. They are simple and to

the point. For the most part they represent what we would call “common sense”.

- Wear protective gloves at all medical emergencies.
- Wash your hands if you come into contact with patients, using soap and the hottest water you can stand. Wash them IMMEDIATELY if they come in contact with blood, body fluids or human tissue and notify Officer in charge of incident.
- The use of hand sanitizers is acceptable as a temporary measure, until soap and hot water can be reached. Always follow up the use of hand sanitizer in the field with a good, old-fashioned scrubbing with soap and hot water as soon as possible.
- Flush mucus membranes if they are splashed with blood, body fluids or human tissue and notify Officer in charge of incident.
- Wear a mask if there may be contact with an infectious disease spread by the airborne route or droplet spread.
- Wear a mask and eye protection or face shielding if you think splattering may occur such as in spurting blood, suctioning or intubation.
- Never attempt mouth-to-mouth resuscitation. Rescue breathing should be accomplished only through the use of pocket masks, resuscitation bags and other ventilation devices.

2. Location of PPE

Clean PPE will be available in Rescue 280. All PPE must be cleaned, repaired or replaced as necessary after each emergency response. Record replacement items used during incident on attendance record so reordering can be done.

3. Infectious Waste

All medical waste will be given to Mohawk Ambulance Service at the scene for proper disposal.

4. Training

All new members will receive an initial infection control training session. All fire department personnel will receive an annual infection control refresher thereafter. Written records of training will be maintained.

5. Firefighters Medical Status

Should any firefighter contract an infectious disease the confidentiality of the firefighters status will be maintained in accordance with New York State law. Dissemination of the information will only be done with the express written permission of the firefighter, unless otherwise specified by New York State Law. When a patient has clearly been exposed to a firefighter’s blood or body fluid the firefighter has an ethical responsibility to disclose his/her disease status when it is critical to patient care. However, under New York State law, no member is required to disclose his/her status.

6. Decontamination

- Immediate handling of contaminated items at the emergency scene.
 - a. Reusable items should be separated from waste as soon as possible. Reusable items should be contained for transportation to the station. Waste should be turned over to Mohawk Ambulance Service for proper disposal.
- Pre-Cleaning of contaminated equipment.
 - a. Members will wear all applicable PPE while handling contaminated equipment. Protective gloves will be the absolute minimum.
 - b. Empty containers shall be considered contaminated and treated as such.
- Cleaning
 - a. Cleaning of contaminated equipment must occur before disinfection because organic material may inhibit removal of microorganisms and pathogens.
 - b. Devices that do not physically touch the patient or touch only intact skin may require only cleaning, without disinfection.

- c. Cleaning should be accomplished in accordance with manufacturer's instructions.
- Disinfection
 - a. High Level – requires hot water pasteurization and as such is not available at the Glenville Hill Fire Department.
 - b. Intermediate Level – is the equivalent of a hospital disinfectant chemical germicide and should contain at least 500PPM free available chlorine. This can be made by mixing ¼ cup of household bleach in one gallon of water. This solution shall be used on equipment that has been, or is suspected of being, contaminated and must be made fresh for each use.
 - c. Low Level – includes Wipes or Lysol type disinfectants. This shall be used for routine cleaning of equipment.

7. Post Exposure Protocol

- Potential exposure to communicable disease should be suspected in the event of:
 - a. A needle stick injury.
 - b. A break in the skin caused by a contaminated object.
 - c. Splash of blood or other bodily fluid into the eyes, nose, mouth, throat or any break in the skin.
 - d. Mouth-to-mouth resuscitation without a pocket mask.
 - e. Any other exposure that the member feels is significant.
- Any fire department member who feels he or she has been exposed to potentially infectious material shall immediately wash the exposed area with soap and water. If the eyes, nose or throat are involved, flush with water.
- All exposures shall be immediately reported to the Officer in Charge. The Chief of the department shall be notified as soon as possible.
- A Biohazard Incident Report shall be completed (see Appendix).
- It is recommended that exposed persons seek medical attention as soon as possible after the exposure, to include visiting the Ellis Emergency Room immediately.

E. Infection Control Responsibilities

1. Chief: The Chief of the Fire Department will serve as the “designated Officer” as required by the Ryan White Comprehensive AIDS Resources Act of 1990 (PL101-381)
2. EMS Lieutenant: Will keep abreast of new developments in the infection control field and make appropriate recommendations to the Chief. The EMS Lieutenant will also ensure that Rescue 280 is adequately stocked and supplied with all PPE.
3. Firefighters: Each member of the Fire Department must ensure his/her own protection and that of the other members and/or patients against exposure during an emergency response by:
 - Participating in immunization and educational programs.
 - Following infection control protocols at an emergency scene.
 - Reporting and documenting all exposures.
 - Assuring proper decontamination of equipment after each incident.

X. Self-Contained Breathing Apparatus (SCBA)

A. Purpose

The purpose of this guideline is to detail the standard for training and usage of Self Contained Breathing Apparatus.

B. References

- NFPA 1500 Standard on Fire Department Occupational Safety and Health Program section 5-3.
- NFPA 1404 Fire Department Self Contained Breathing Apparatus Program.
- NIOSH Publication No. 87-108.
- NFPA 1981 Standard on Open Circuit SCBA for Firefighters
- Past best practices of the Glenville Hill Fire Department.
- Scott Breathing Apparatus Operation Manual

C. SCBA Requirements

1. SCBA will be worn at all
 - Structure fires/Chimney fires
 - Vehicle fires
 - Dumpster fires
 - Odor of gas calls
 - Hazardous material calls
 - CO Calls
 - Any and all other calls where the atmosphere may be immediately dangerous to the life or health of a firefighter as determined by the Officer in Charge.
2. PASS devices shall be worn whenever SCBA is used.
3. SCBA shall be provided by the Fire Department. Any member requiring special options (i.e. spectacle kit) must request those options in writing.
4. Any firefighter with a beard or other facial hair that interfere with the face piece seal according to OSHA and NFPA recommendations shall be prohibited from operating or wearing SCBA.
5. All personnel who may be required to wear SCBA shall be medically certified by a physician according to NFPA 1500.
6. All members who are permitted to wear SCBA shall at least annually demonstrate their ability to meet the performance standards as described in the manufacturer's Operation Manual.
7. Members using SCBA shall operate in teams of two or more.
8. A firefighter, operating on SCBA at an emergency incident, shall use NO MORE THAN 2, 30-minute bottles (or equivalent), total. The firefighter should visit rehab after completion of each bottle. Firefighters will remain in rehab until the medical staff there release them back into service.

D. SCBA Guidelines

All guidelines concerning the Scott Breathing Apparatus used by the Glenville Hill Fire Department will be taken directly from the Operations Manual supplied with each unit. A copy of the manual can be found in Appendix G.

E. SCBA Responsibilities

1. Chief
 - It shall be the responsibility of the Chief to ensure that all qualified firefighters receive adequate training in the proper use and maintenance of the fire company SCBA.
 - The Chief will personally review each qualified firefighter annually for proficiency in all

- aspects of SCBA operation. Results will be noted in the Internal Firefighter Training Record.
 - The Captain shall implement a method of ensuring that all SCBA are properly maintained. This shall be in the form of regular and periodic maintenance records.
2. Officers
 - All officers will be familiar with NFPA 1404 Fire Department Self-Contained Breathing Apparatus.
 - All officers will strive to assist the firefighters under their command during training evolutions. All officers must understand that proper use of SCBA is required and mandatory and that any deviations from established guidelines are not allowed.
 - All officers will understand the importance of communications while SCBA is being worn.
 - Officers will instruct firefighters working under their direction that they will operate at a minimum in teams of two (2).
 3. Firefighters
 - It shall be the responsibility of all qualified firefighters to be thoroughly and completely familiar with all aspects of SCBA use and maintenance.
 - All firefighters shall understand that incorrect or abusive use or improper maintenance guidelines can result in serious injury or death to the firefighter.
 - All firefighters will cheerfully complete all required forms and checklists when performing SCBA maintenance.

XI. Line of Duty Injury or Death

A. Line of duty includes:

- Responding to the station
- Responding to the scene of an incident
- Operations at an emergency scene
- Returning to the station
- Returning from the station

B. Injury

1. Medical treatment of the injured is the first priority
2. Notify the Chief and Chairman of the Board of Commissioners within Twenty Four (24) hours of the injury. They will be of assistance in obtaining the required forms.
3. If the injury is treated at the scene of an incident, drill or other approved fire department function:
 - Complete form VF-105 “Notice of Compliance”
 - Complete form VF-2 “New York State Compensation Board Injury to a Volunteer Fireman”.
4. If the injured firefighter is transported to a hospital:
 - Complete form VF-105 “Notice of Compliance”
 - The Officer in Charge and a friend of the injured firefighter are to notify the family as soon as possible and provide the family with information regarding:
 - a. Nature of injury
 - b. Hospital transported to
 - c. Provide assistance as needed
 - A Chief Officer will follow up as needed.
5. If the press requests information

- Prior to notification of the family you may only confirm that an injury has occurred.
- Refer inquiries to the Officer in Charge or the police.

C. Death

1. The Officer in Charge is to notify the Chief and the Chairman of the Board of Fire Commissioners.
2. The Chief and/or the Officer in Charge and the closest friend of the deceased are to notify the next of kin in person as soon as possible.
3. The Chief will notify the Critical Incident Stress Team. All firefighters will cooperate fully with this team.
4. A Line of Duty Death Committee will be appointed. Said committee will consist of:
 - All Chief Officers
 - One Commissioner
 - The Company President
 - Press Officer
 - The closest friend of the deceased
 - Any other person deemed needed by the committee members

The committee shall:

- File all the necessary forms and claims for benefits that it can and assist the family in filling out their claims and benefits forms.
 - Set the guidelines for a Fire Department funeral allowing for religious considerations and any and all family wishes.
 - Provide assistance to the funeral director as needed.
 - Provide press releases and statements.
5. Agencies to notify:
 - Public Safety Officers Benefit Program:
United States Department of Justice
Law Enforcement Assistance Administration
Public Safety Officers Benefit Program
623 Indiana Ave. NW
Washington, D.C. 20531+

Use forms “Claim for Death Benefits”, “Report of Public Safety Officers Death”. Other documents and affidavits as required.
 - Volunteer Fireman’s Benefit Law and Workman’s Compensation Law
100 Broadway – Menands
Albany, NY 12241
(518) 474-2667

Use forms VF-1, VF-2 and VF-3. Other documents and affidavits as required.
 - Financial Aid – Children’s of Deceased Firefighter’s
NYS Dept. of Higher Education Services Corp.
Albany, NY 12205

Use forms “Student Payment Application”, “Child of Police-Officer Firefighter Awards”.

XII. Appendix

A. Structure Fire Sheet

1. The location for the Staging and Rehab areas will be determined by the Officer in Charge.
2. When the assigned equipment is assembled the OIC will be notified.
3. Staging Area: Firefighters Equipment
 - Tarp labeled FF
 - Spare SCBA bottles
 - Spare SCBA packs
 - Halligan tool
 - Handlight
 - Flathead axe
 - Rope
 - Radio
4. Rehab Area: Medical Equipment
 - Will be staffed by West Glenville Fire Department, or a suitable back-up if West Glenville is unable to provide rehab services for a fire call.

XIII. GHFD Glendaal School & Centre Methodist Preplans

- **Purpose** – This pre-plan is designed to protect Glendaal School and the Centre Glenville Methodist Church. Truck placement and hose line deployment have been chosen to provide for a quick initial attack, adequate back –up manpower and water, command flexibility, and safe fire ground operations. Deviation from this pre-plan should not be taken lightly.
- **Location** - Centre Glenville Methodist Church and Glendaal school are both located on the corner of Bolt Road and Sacandaga Road.
- **Command Structure** – All personnel from Glenville Hill Fire Dept. and requested mutual aid companies will use the Incident Command System. All personnel from all involved fire companies will also use their Accountability System as outlined in their respective SOG's.
- **Truck Placement First & Second Due Engines** – The first due engine, generally Glenville Hill Engine 281, will position itself to attack the fire. For the church, this will be either in the parking lot above the church or the driveway below the church with regard to possible collapse areas. If the school is involved, that engine will be positioned directly in front of the entrance nearest the seat of the fire.

The second due engine will stage itself at the hydrant closest to the first due engine – either the hydrant by the school entrance on Sacandaga Road or the one on Sacandaga Road near the intersection of Bolt Road - when instructed, the second due engine will wrap the hydrant and pull up to the first due engine. The second due engine will connect into the first due engine using 5” LDH and supply that engine with water from its tank. Once water has been supplied from the tank the second due engine will then establish a permanent water supply via the hydrant. All members from the second due engine, other than the pump operator, will report to the Incident Commander or staging area.

Glenville Hill Rescue 280 will enter the school parking lot and set up Fire and EMS staging areas.

- **Truck Placement Additional Engines** – The 3rd due engine will position itself at the vacant hydrant – either by the school entrance or Bolt Road – and await instructions from the Incident Commander and/or Water Officer. All additional apparatus arriving on scene will be located as instructed by the Incident Commander, Water Officer and/or Operations Officer.
- **Evacuation** – If it appears that the school will remain evacuated for a prolonged period of time or if the weather is cold or wet the students should be moved to the church. Fill the upstairs first, then the basement. Seek school staff and police for assistance for this effort.

XIV. Guan Ho-Ha Fish and Game Club Preplan

A. Purpose

The intent of the pre-plan is to inform and coordinate mutual aid fire departments in their response to an incident at the Guan Ho-Ha Fish and Game Club. The plan has been designed to contain and suppress fire in both the banquet room (new) and club (old) areas. Because of the size of this structure a mutual aid response is mandatory. Apparatus from Scotia Beukendaal and West Glenville Fire Departments will be involved.

B. The Structure

The gun club is a large, multi-level structure, having been built in numerous stages and at different times. The roof over the main banquet room is of lightweight truss construction. As of the summer of 2016, many solar panels have been installed on this roof. In addition, paper goods are stored in the truss area above the offices on the north side. The possibility of early collapse should be known and understood by all firefighters. If a fire does extend above the ceiling and into the truss area the building should be evacuated, and defensive tactics used.

It is possible to get water into the truss area by pulling the ceilings at the two entrances on the south side. This tactic may be useful for a kitchen fire on the north side.

The building is equipped with a Knox Box, located on the “alpha” side of the main building, as viewed from the main parking lot. The Knox Box is located near the front door entry into the bar area, immediately above the mail box. It contains several keys, as well as a proximity key card. All areas of the main building are accessible via the use of the various keys and key card in the Knox Box.

The building does not have a central alarm system.

The best water source is the municipal hydrant located on Rector Road directly in front of the main building. A secondary source of water is the pond just below the club on Rector Road It is equipped with one dry hydrant.

C. Apparatus Placement

1. First and Second Due Engines

The first due engine, generally Glenville Hill Engine 281, will position itself to attack the fire by pulling an appropriate position. It should be noted that the east side of the building (through which the kitchen area is accessed) has overhead wires coming in from utility poles. Care should be exercised if positioning equipment in that area.

The second due engine will make the hydrant on Rector Road – located directly in front of the main building – and proceed to the first due engine’s location. This engine will first tie into the first engine on scene and feed that engine from its tank. As soon as that has been done the pump operator from the second due engine will make the intake connection from the hydrant to establish a permanent water supply. All other personnel from the second due engine will report directly to the Incident Commander and/or Operations Officer.

280 will locate itself as per the instructions of the Incident Commander and setup to serve as the staging area.

2. Additional Apparatus

Additional arriving engines will position themselves as instructed by either the Incident Commander, Water Officer and/or Operations Officer. Consideration should be given to establishing a backup water supply by tying into the dry hydrant at the pond.

XV. Radio Communications

A. Radio Message Content

1. Must be brief and impersonal using Standard English; no numbers or codes.
2. No first names, pleasantries or profanity is permitted.
3. No voice inflections that infer irritation, disgust, sarcasm or jokes will be permitted.
4. If you must refer to a person use their title and last name.
5. Radio message content should be considered confidential. All requests for information should be forwarded to the Chief Officer.
6. Do not transmit personal phone numbers, addresses, victim's names or death messages over the radio. Use a telephone.
7. Common courtesy will be observed. Do NOT key your mike while other personnel are transmitting.

B. County Radio System

1. There are twelve "pairs" of channels.
2. Odd numbered channels come off the repeater while even numbered channels do not. Even numbered channels are called "talk around" or "truck to truck".
3. Odd channels come off the repeater at 100 Watts while even numbered channels are broadcast at the transmitting radio power only.
4. When changing to a fireground frequency use the even channel.
5. Channel pair assignments:
 - Channel 1-2 Dispatch
 - Channel 3-4 Fire Coordinator/County Wide Emergency
 - Channel 5-6 Duanesburg
 - Channel 7-8 Glenville
 - Channel 9-10 Rotterdam
 - Channel 11-12 Niskayuna
6. No one is permitted to operate on a channel other than the Glenville Operations Channel (#7) without the permission of the Schenectady County Unified Command Center (UCC).

C. Radio Message Guidelines

1. All calls to the dispatcher will begin with "County Fire Control" (CFC) followed by your number and message.
2. It is not necessary to wait for CFC to respond to complete your message.
3. Either CFC or the Incident Commander (IC) will request an alternate channel. An alternate channel should be used on all calls. This should be done once the fireground organization is complete.
4. The Incident Command system will be used at all times for all operations.
5. When CFC has an emergency message an overriding tone will be transmitted followed by "All stations wait". All field units will cease radio transmissions until the emergency message has been completed. Emergency radio traffic has priority at all times.
6. Repeating the call number and repeating the message will acknowledge messages. The dispatcher

will also include the time.

7. When a “MayDay” is broadcast over the radio on the fireground channel all radio transmissions will cease.
8. CFC will initiate all incidents on Channel 1 and from that point forward all responses and operations will continue on Channel 7 unless instructed otherwise.

D. Radio Operations During an Emergency

1. Each piece of apparatus will inform CFC that they are responding and when they arrive on the emergency scene.
2. When requesting Mutual Aid inform the dispatcher which department, type of equipment, where it is needed and its assignment (i.e. West Glenville tanker to the fire scene for tanker shuttle or Beukendaal’s Hurst tool to accident scene for extrication).
3. When responding as a Mutual Aid unit, notify CFC on Channel 7. If the hosting department has requested operations to be switched the CFC will inform you at that time. Once informed you will need to transfer over to the proper channel.
4. The IC will inform CFC when units are back in service.
5. The IC will refer to themselves as “Incident Location Command” (i.e. if on a call on Sacandaga Road the IC will refer to themselves as “Sacandaga Command”).
6. Radio testing will be done only when there is no other radio traffic. If you are responding to an emergency and another station starts a test, advise them to hold up. Inform them when it is clear to continue.
7. All communications will be conducted in plain language.

<u>Preferred Word Phrases</u>	<u>Meaning/Usage</u>
Responding	I am on the way
Arriving	I am at the scene
On Service	Available to respond
Out of Service	Not available for any calls
Affirmative	Yes
Negative	No
Message Received	I understand
Correction	I made an error
Say again	Repeat your message
I say again	I am repeating message now
All stations wait	Clear the air

XVI. Town of Glenville Unified Policies

A. Bomb Threat Notification Policy

For bomb threats and other terrorist type threats, Glenville Dispatch Center will tone out the local Fire Service with the following message: **“Report to your station for a local emergency”**. This will be followed by immediate telephone contact with Glenville Dispatch, initiated by the first firefighter arriving at the fire station. The exact information regarding the incident will be given by telephone at this time. The fire department will then proceed to its normal stand-by position until directed to otherwise assist by the lead Incident Command.

It is felt this procedure will provide emergency notification and should limit the public panic that may follow if specific information were to be broadcast, particularly when those events involve schools. In addition it will direct all firefighting personnel to a safe location as their first response avoiding the possibility that they may inadvertently enter into a hazard zone before it has been controlled.

The Town of Glenville Chiefs Association in March of 2001 have approved the Bomb Threat policy. This policy has also been approved by the Glenville Public Safety Board on April 10, 2001.

XVII. Automatic Change Over to Alternate Channel #7

A. Purpose

To ensure the availability of an open frequency for dispatching and prevent opposing departments from communicating over each other's messages when dispatched within the same time frame.

B. Procedure

All Town of Glenville Fire Departments take their operations to channel #7 immediately after dispatch. This will leave channel 1 for dispatching only and eliminate the majority of overlap problems caused by more than one department from going out on calls at the same time.

Apparatus mobile and portable radios will be pre-set on channel 7 so all responding and informative messages will automatically be transmitted on channel 7 (hence keeping channel 1 open for additional dispatching). In the event channel 7 is too busy to communicate with dispatch then the I.C. will communicate with dispatch on channel 1.

In the event that channel 7 is already in use at the time of dispatch, Fire Control will inform us of what other alternate channel is available for use. Upon hearing this, we will change our radios to that channel for operations.

C. Additionally

Dispatchers shall monitor channel 7 to assist Command when needed, unless they are already monitoring another alternate channel for a previously dispatched Town Fire Department, as we realize their equipment is only capable of monitoring two channels at a time. This monitoring will be of great assistance to Command whenever they need to communicate with dispatch for information or further assistance, and prevent them from missing on-scene communications while changing over to channel 1 to contact dispatch.

D. Conclusion

Glenville Fire Departments will pre-set radios to channel 7. County Dispatch will confirm operational channel at the time of dispatch with original dispatch message on channel 1.

If channel 7 is not available dispatch will assign alternate operational channel at time of dispatch.

XVIII. Second Alarm Dispatch Procedure

A. Purpose

This procedure is to standardize the Second Alarm Dispatch Procedure currently in effect for all fire departments within the Town of Glenville.

Upon request of a Second Alarm to a working fire, County Fire Control shall retransmit the primary response district's tones on channel 1 and announce "A Second Alarm working fire has been declared at (location of fire)." Once this has been one, additional services shall be called as per the existing procedure.

B. Confirmed Structure Fire Procedure

Upon notification of a confirmed, working fire, County Fire Control shall without further direction:

1. Retransmit primary response district's tones on channel 1 with message "A Second Alarm working fire has been declared at (location of fire)."
2. Dispatch the Second Alarm Companies, as listed in the host agency's alarm box cards.
3. Dispatch the Air Guard's Fire Department to the scene for RIT/FAST Service.
4. Notify National Grid to respond to scene – Service disconnect electric and/or gas.
5. Dispatch Mohawk Ambulance to respond to the scene for standby.
6. Dispatch Glenville or Scotia Police to respond to scene.
7. Dispatch Schenectady County Coordinator's to the scene.
8. Notify the Town of Glenville Water Department to the scene.
9. Notify the Town of Glenville Building Inspector.

XIX. Fire Department and Mohawk Ambulance Communication Policy

1. All Mohawk Ambulance ALS vehicles are equipped with county fire radios, which are capable of scanning all county channels.
2. Mohawk Ambulance will be notified of the call by County Fire Control via phone. Acknowledgement will be made on fire channel 7 of responding and unit number. Additionally, the responding unit will notify County Fire Control of the location from which they are responding (“from Schenectady”, “from Glenville”, etc). County Fire Control will acknowledge the response and stamp the time.
3. Mohawk Ambulance will call arriving on scene, therefore there is no longer a need for the fire department to call MAS arriving. This will be acknowledged by County Fire Control and the time stamped on the card.
4. In case of simultaneous calls or heavy radio traffic on channel 7 fire control will make MAS aware (at the time of the first phone call) to use an alternate channel.
5. MAS will not make any other communication on the county fire radio other than responding and arriving. It will be up to the fire department to initiate any conversation. The radio is not to be used for simple BLS information such as vitals but can be used for patient updates upon request.

Examples MAS are looking for:

- If the nature of the dispatched call is completely different than what fire department crews find upon arrival a quick update such as: If dispatched to fall unknown injuries and update could be simply, elderly male lethargic, confused with altered mental status or be unconscious male breathing with unstable or stable vital signs.
- If responding to a motor vehicle accident the important information that is needed is simply how many patients we have and if they are from the same vehicle or not, or basic information about the patients, such as two patients with leg injuries and one patient with a head injury, etc. This will give them enough data to know if additional ALS or BLS ambulances are required. The only other information that might need to be relayed is if there are any important arrival instructions such as where to park or hazards while approaching the scene, etc.
- The last example is, if MAS is to be working at a large fire or MCI. Obviously there is going to be a lot of radio traffic or confusion while responding to these calls. The only thing they need to know is number of potential or actual patients and where the command post or staging area is located.

XX. Town of Glenville Unified “MAYDAY” Policy

A. Purpose

This procedure is established to assist in the event that a Firefighter is lost, trapped or becomes missing during any fire department operation.

This procedure applies to all Town of Glenville fire department personnel during all operations.

B. Procedure:

1. The signal for a missing, lost or trapped firefighter is the radio or verbal transmission of the word “MAYDAY”, three times.
2. The “MAYDAY” transmission shall continue until acknowledged by the incident commander.
3. The communications dispatcher, County Fire Control, upon hearing a “MAYDAY” call shall advise all other radio traffic to stay clear of the channel on which the “MAYDAY” was called.
4. The “MAYDAY” signal may be declared by fire department personnel who may be lost, disoriented, trapped or in imminent danger and in need of immediate assistance
5. Any department personnel that are aware of a missing firefighter or crew should also declare a “MAYDAY”.
6. Individuals who transmit a “MAYDAY” should, if possible, provide LUNAR information:

L- location,

U- unit #

N- Name

A- assignment on fire ground,

R- resources needed

Additionally, individuals declaring a “MAYDAY” should be prepared to report approximate location by floor, or last known location to assist with rapid and effective deployment of the rescue teams. Also, they should provide as much information as to their circumstances as possible.

7. Personnel who become trapped or disoriented should activate their PASS alarm and execute all necessary self-rescue activities to assist with their own rescue.
8. Upon receipt of the “MAYDAY”, the incident commander shall immediately consult with the RIT crew and assign rescue activities to them and/or other available personnel as needed.
9. All fire suppression activities shall continue unless ordered to stop by the Incident Commander.
10. All company officers shall provide a Personnel Accountability Update to the Incident Safety Officer or Incident Commander.
11. All “MAYDAY” activities will continue to the department 2 IN / 2 OUT Accountability Procedure.

XXI. Standard for Interior Firefighters

The following are accepted standards for the Town wide Interior Firefighter as originally accepted on February 18, 1999 and later modified to include written testing.

1. Firefighters who are classified as “Interior” as designated and certified by each district chief as of 01/01/1999 shall be accepted as Town wide interior and encouraged to continue their training to the benefit of all.
2. All Interior Firefighters must have the following:
 - Pass a physical exam
 - Maintain a current Mask fit test
 - Complete their annual OSHA training requirements
 - Complete all in-house training to their Department standards
 - Be approved by the chief of their department
3. All Interior Firefighters shall be certified to work as an interior firefighter without any restrictions.
4. The Town wide Interior firefighter shall be identified by an orange tag attached to their accountability tag. The orange tag shall be issued by the district chief upon their final approval.

As of January 1, 2017 all interior firefighters at Glenville Hill will be required to complete NYS Firefighter I as soon as possible after joining the Department, or provide proof of having successfully taken the same. This class replaces NYS Basic and Intermediate firefighter. Any member before January 1, 2005 with the old state course will be grandfathered. All members are also encouraged to complete NYS Firefighter Survival.

XXII. Drug Free Workplace Policy

A. Purpose

The Fire Department is committed to maintain a workplace that is free from the effects of drugs and alcohol abuse, and to comply with the provisions of the Drug-Free Workplace Act of 1988.

B. Scope

This policy applies to all members and employees of the Glenville Hill Volunteer Fire Department.

C. Policy

Employees of the Glenville Hill Fire Department are prohibited from:

1. Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug or drug paraphernalia while on the Fire Department premises, in Fire Department vehicles, or while on Fire Department business or time.
2. Abusing inhalants or prescription drugs that have not been prescribed for the employee by a physician while on Fire Department premises, in Fire Department vehicles or while on Fire Department business or time.
3. Consuming alcoholic beverages while on Fire Department time, in Fire Department vehicles or while on Fire Department business.
4. Off-premises abuse of alcohol and/or controlled substances, as well as the possession, use, distribution, manufacture or sale of illegal drugs, when these adversely affect job performance, job safety or the Fire Department's reputation in the community.
5. The Fire Department may test applicants for employment positions required to hold a commercial driver's license (CDL) in order to perform their job for the presence of illegal drugs. Whenever such tests are to be administered to applicants, they are to be informed in advance and in writing. Additionally, all employees required to hold a CDL in order to meet the requirements of their position with the Fire Department will be subject to the Fire Department Drug and Alcohol Policy in compliance with the minimum DOT regulations.
6. Any employee convicted of any criminal drug violation occurring in the workplace must report the conviction to their supervisor within five (5) days. In accordance with the Drug Free Workplace Act of 1988, the Fire Department will notify any applicable federal agency within ten (10) days and take appropriate disciplinary action within thirty (30) days.
7. The Fire Department reserves the right to conduct searches and inspections of Fire Department property, vehicles, effects and premises. Cooperation in searches is a condition of employment. Employees may be subject to surveillance while on Fire Department premises.
8. For the purpose of this policy, "The Fire Department premises" is defined as the site for the performance of work done, including any Fire Department buildings, vehicles, work sites and any Fire Department maintained vehicle used to transport employees or individuals involved in Fire Department activities.
9. For the purpose of assuring compliance with this policy, any employee will be required to submit to controlled substance and/or alcohol testing upon reasonable suspicion to believe that the actions, appearance or conduct of the employee on duty are indicative of the use and/or presence in the employee's body of a controlled substance or alcohol. Employees are required as a condition of employment to submit to testing.
10. The Fire Department, will to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.
11. While the Fire Department does not condone the abuse of alcohol, prescription drugs and/or use of illegal drugs, the Fire Department does recognize that addiction to drugs and alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from their department supervisor in advance of detection, the Fire Department will assist the employee in seeking treatment. Any employee who undergoes treatment is eligible for the medical, disability and Employee Assistance program benefits in accordance with provisions of the plans under which the employee is covered. The confidential nature of the employee's treatment will be preserved. However, if the employee's conduct has led to disciplinary actions, such action cannot be avoided by a request for assistance.

12. Employees will be subject to appropriate disciplinary action, up to and including termination, for violations of this policy.

D. Infectious Disease Exposure

Glenville Hill Fire Department Request for Evaluation For Possible Infectious Disease Exposure

Date: _____

Issued: _____

Title: _____

Exposure Incident Number: _____

Incident Date: _____

Incident Time: _____

Designated Officer: _____

Phone Number: _____

PCR Number: _____

Patient Age: _____

Patient Sex: _____

Receiving Facility: _____

Date Transported: _____

Time Transported: _____

Description of Incident:

Possible Bloodborne Pathogen Exposure (Y/N): _____

Possible Respiratory Pathogen Exposure (Y/N): _____

Nature of Concern:

Personal Protective Equipment Worn: _____

Exposure to blood or other bodily fluids: YES NO UNKNOWN

Did you receive medical treatment: YES NO

Explain:

Assistance and Accommodation

Glenville Hill Fire District #8 is committed to the success of all its active fire fighters. If you need any help in reading or understanding this document, please just check with any of the fire officers.

Acceptance of Standard Operating Guideline Document

By signing below, I am acknowledging that I have received this copy of the Glenville Hill Fire Department's Standard Operating Guidelines, that I have read them entirely, and that I agree to follow and be bound by this guidelines and policies as an active firefighter of the Glenville Hill Fire District, #8.

Firefighter's Name (Printed)

Firefighter's Signature

Date: _____

CONSTITUTION AND BY-LAWS

**GLENVILLE HILL VOLUNTEER FIRE COMPANY
FIRE DISTRICT NO. 8, GLENVILLE, NEW YORK**

Preamble

Whereas in all well organized bodies, certain laws and rules are necessary for their government; therefore, we the members of the Glenville Hill Volunteer Fire Company, Inc., do adopt the following as our Constitution and By-Laws.

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Document Revisions

The following is a list of all modifications made to this document:

Revision Number	Date	Entered By (Name)	Description
1	08/04/1959		Original
2	01/25/1962		
3	01/03/1964		
4	02/11/1972		
5	11/03/1987	DMM/gcs	
6	12/28/1991	DMB	
7	12/02/1992	DMB	
8	01/28/1995	DMB	
9	01/15/1996	DMB	
10	02/02/1998	DMB/PDF	1997 Constitutional and By-Law changes
11	01/06/1999	P. Farmer	1998 Constitutional and By-Law changes
12	01/06/2000	E. Blodgett	1999 Constitutional and By-Law changes
13	10/21/2002	P. Farmer	2001 Constitutional and By-Law changes
14	01/10/2004	P. Farmer	2002 and 2003 Constitutional and By-Law changes
15	12/09/2008	P. Farmer	2008 Constitutional and By-Law changes
16	12/02/2014	P. Farmer	2014 Constitutional and By-Law changes
17	12/29/2017	P. Farmer	2017 Constitution and By-Law chanes

Constitution

Article I - Name

Section 1.

The name of this organization shall be the

“Glenville Hill Volunteer Fire Company, Inc.”

Article II - Objectives

Section 1.

The objectives of this Company shall be to prevent and extinguish fires, to save lives, to serve as emergency relief squad in Fire District No. 8, Town of Glenville, and to promote the social and welfare interests of its members.

Section 2.

In keeping with the Objectives of the Glenville Hill Fire Company, Inc, (“the Company”) and to ensure the social and welfare interests of its members, the Company hereby establishes the Auxiliary of the Glenville Hill Volunteer Fire Company, Inc. (“The Auxiliary”) as a separately governed subsidiary division of the Company. The Auxiliary shall establish and maintain its own By-Laws, which shall govern the operations of the Auxiliary.

Article III - Members, Applications, and Quota

Section 1.

There shall be five (5) classes of members:

- A) Active Member
- B) Social Members
- C) Honorary Members
- D) Auxiliary Members
- E) Junior Auxiliary Members

Section 2.

Application for membership may be made by any resident of the Town of Glenville Fire District No. 8, or any person whose place of business is within the district. Individuals that reside outside the District may apply for membership in the Fire Company, so long as their addition to the Company does not cause the number of Active Members residing outside the District to surpass the limit established by Section 176-b, paragraph 7(a) of the “New York Town Law”, or a total of 29 people, whichever is lower. All applicants must be 18 years of age or older, and must be of good moral character. Auxiliary Members and Junior Auxiliary Members must further meet the requirements of membership set forth in the Auxiliary Constitution and/or By-Laws.

Section 3.

Every application to become an Active Member must be made on a suitable form supplied by the Secretary of the Company and presented at a regular meeting of the Company, and shall be referred to an Investigating Committee after the candidate has read the Constitution and By-Laws. Applications to become an Auxiliary Member or Junior Auxiliary Member must be made in accordance with the By-Laws of the Auxiliary.

Section 4.

The name of every applicant applying for Active Membership, upon presentation, shall be posted by the Secretary and remain posted until next regular meeting.

Section 5.

Upon favorable report of the investigating committee, the candidate for Active Membership shall be voted on and 2/3 of the votes cast of the members present shall be required for acceptance. The candidate shall not be present at the time of voting.

Section 6.

Every candidate accepted for Active Membership must serve a probationary period of 90 days.

Section 7.

In case any person shall be rejected as a candidate for membership, his/her name shall not again be proposed until six (6) months after such rejection.

Section 8. Active Firefighters

A person who has been approved by the authorities in control of a duly organized volunteer fire company as an active volunteer firefighter of such fire company and who is faithfully and actually performing service in the protection of life and property from fire or other emergency, accident or calamity in connection with which the services of such fire company are required. Company members prior to January 1, 1955 shall be classified as Charter Members.

Section 9. Honorary Member

Any Active member may make recommendations.

Section 10. Social Member

- A) Any Active Member in good standing for a period of five (5) years (starting as of January 1, 1984) may at his/her own request, and on the recommendation of the Executive Committee be eligible as a Social Member.
- B) Any Active Member in good standing may become a Social member if he/she becomes physically incapacitated, upon written request to the Executive Committee.

Section 11. Leave of Absence

Any member in good standing may request a leave of absence from duties for a specific time, for good reason, upon written application to the executive committee and acceptance by the members of the company.

Section 12. Quota

The regular membership quota of this Company cannot be in excess of 65 Active Members. There shall be no limit on the number of Honorary, or Social Members.

Article IV - Badges

Section 1.

Every Active Firefighter shall be issued a numbered pocket badge.

Article V - Officers and Trustees

Section 1.

- A) The Executive Officers of the Company shall be; President, Vice-President, Secretary, Treasurer, Financial Secretary, Corresponding Secretary, Historian, Sergeant at arms, and House Steward or Stewards, as company elects. Company Clerk as appointed by the President.
- B) The Firematic Officers of the Company shall be; Chief, Assistant Chief, Captain, First Lieutenant, Second Lieutenant, Third Lieutenant, Police Lieutenant, EMS Lieutenant and Day Lieutenant. Training Officer as appointed by the Chief.

The term of office for all Officers of the Company shall be for one (1) year from date of installation, as provided in Article IX, or until their successors are elected.

Section 2.

The Board of Trustees shall consist of five (5) members. They shall be the President, the Financial Secretary, and three (3) other Active Firefighters, one of whom shall be elected each year at the Annual Meeting, for a term of three years from the date of installation.

Article VI - Election of Officers

Section 1.

- A) The Executive Officers and Trustees shall be elected by ballot at the Annual Meeting of the Company (see Article IX of the Constitution and Article VII of the By-Laws) and a plurality of votes cast shall elect.
- B) Firematic Officers, with the exception of Chief and the Assistant Chief, shall be elected at the Annual Meeting, and a plurality of votes cast shall elect.

- C) The Chief and Assistant Chief shall be elected as prescribed by State Law under Section 176, par. 11-a, covering Town Laws. Candidates shall be selected on the basis of merit and their residence allows them a reasonable response time. It is the intent of the Company to nominate the Chief for a continuous term not to exceed three (3) years.
- D) No member of the Company who has failed to pay his/her dues and assessments as provided in the By-Laws shall be entitled to vote. The Financial Secretary is to notify those not entitled to vote at Roll Call by saying “no vote” when an ineligible member’s name is called.
- E) No member shall be nominated for Chief unless he/she shall have served a full term as Chief, Assistant Chief, Captain, Lieutenant, or has equal qualifications.
- F) No member shall be nominated for Assistant Chief, unless he/she shall have served one full term as Chief, Assistant Chief, Captain, Lieutenant, or has equivalent qualifications.
- G) No member shall be elected Captain unless he/she shall have served one full term as Chief, Assistant Chief, Captain, Lieutenant, or has equivalent qualifications.
- H) No member shall be elected Lieutenant unless he/she shall have served one full term as Chief, Assistant Chief, Captain, Lieutenant, or has equivalent qualifications.

Section 2.

Members shall be permitted to hold more than one elective office in the Fire District of Fire Company.

Section 3.

In event of a vacancy in any office mentioned in Article VI, Sections 1 and 2, of the Constitution, such office shall be filled at the first regular meeting of the Company following such vacancy, and the elected member will fill out the unexpired term of the office to which elected.

Section 4.

The duties of the officers and trustees shall be as specified in the By-Laws.

Article VII - Standing Committee

Section 1.

All Company Committees shall consist of a chairperson and at least two (2) other members. The Company shall have the following Standing Committees:

- A) The Executive Committee, which shall consist of the President, Vice President, Secretary, Financial Secretary, Chief, and Assistant Chief.

- B) The Finance Committee, which shall consist of the Vice President, Financial Secretary, Treasurer, and two (2) other members appointed by the President.
- C) The Ways and Means Committee, which shall consist of three (3) members and the Chairman of which shall be appointed by the President, the remaining two, will be chosen by the Chairman.
- D) The Social Committee, which shall consist of three (3) members, the Chairman of which shall be appointed by the President and the remaining two chosen by the Chairman.
- E) The Investigating and Membership Committee, which shall consist of three (3) members, the Chairman of which shall be appointed by the President and the remaining two chosen by the Chairman.
- F) The Sick Committee, will consist of the Sunshine Committee and others as needed.
- G) The Instruction and Examining Committee, which shall consist of the Chief, Assistant Chief, Captain, and Lieutenants.
- H) The Press Committee which shall consist of three (3) members the Chairman of which, shall be appointed by the President, and the remaining two chosen by the Chairman.
- I) The Legislation and By-Laws Committee, which shall consist of three (3) members, the chairman of which shall be appointed by the President, and the remaining two chosen by the Chairman.
- J) The Auditing Committee which shall be made up of three members (3), the Chairman of which shall be appointed by the President, and the remaining two chosen by the Chairman.
- K) The Firematics Committee, which shall consist of the Chief, Assistant Chief, Captains, Lieutenants and three (3) members appointed by the President.

Section 2.

The President may, for the good of the Company, recall and substitute his/her appointments at any time.

Article VIII - Nominations

Section 1.

Two Nominating Committees shall be appointed by the President at the October meeting for the purpose of presenting a slate of Executive and Firematic Officers at the November meeting. Nominations from the floor shall be in order at the November meeting, and names of nominee are to be posted on the Company bulletin board on the night of nominations and are not to be removed until the Annual Meeting.

Article IX - Meetings

Section 1.

The annual meeting for the election of Executive Officers, Firematic Officers, and Trustees and the transaction of business shall take place in December. Officers elected may be installed with appropriate ceremonies. There shall be no nominations from the floor at the annual meeting, except that there be no candidate for an office through the declination or otherwise of the regular candidates for the office.

Section 2.

Regular monthly meetings are to be held the first Tuesday of each month unless a legal holiday, then, it shall be the second Tuesday.

Section 3.

A special meeting shall be called by the President at his/her discretion; or on written request of five (5) members in good standing and entitled to vote.

All Active Members shall have prior written notification of such a meeting, and its agenda. No other business than that on the agenda shall be conducted, except by unanimous consent of those present.

Section 4.

No proxy shall be voted at any meeting of the Company.

Section 5.

A quorum of any meeting of the Company shall consist if thirty percent (30%) of the Active Members who are in good standing attend and are entitled to vote.

Article X - Expulsion of Members

Section 1.

Any member may be expelled for cause other than absence or removal from the District by a two thirds (2/3) ballot of the voting members present, thirty (30) days after said member has received notification in person of the charges by at least two (2) members of the Investigating and Membership Committee.

Section 2.

Any Officer or Active Member who has failed to attend 50% of the regular meetings or a minimum of 50% of his/her regularly scheduled drills during the fiscal year without having been properly excused, may be notified to appear before the Executive Committee and state his/her reasons for such absence. If the Executive Committee is not satisfied with the explanation of the member's conduct, his/her name shall be placed before the Company expulsion or further consideration. All officers and members are expected to attend all company drills and meetings.

Section 3.

Any Officer or Active Member who does not attend calls, drills or meetings for 90 consecutive days without written notice to their Lieutenant, Chief, President or Chairman of the Commissioners, will no longer be an active member subject to automatic expulsion. Any person in this situation must fill out a new application, subject to membership approval.

Article XI - Dues and Assessments

Section 1.

All dues and assessments, time of payment, and method of collection shall be as specified in the By-Laws.

Article XII - Fiscal Year

Section 1.

The fiscal year shall commence January 1st of each year.

Article XIII - Amendments

Section 1.

Amendments to this constitution may be made only at the Annual Meeting of the Company by a two-thirds (2/3) ballot of the voting members present, provided that such proposed amendments have been placed in writing and recorded in the minutes of a previous regular meeting.

By-Laws

Article I - Election of Members, Officers and Reinstatement

Section 1.

Application and Election of Members to be in accordance with Article III, Section 2,3,4,5,6, and 7 of the Constitution.

Section 2.

Election of Officers and Trustees to be in accordance with Article VI, Section 1,2,3, and 4 of the Constitution.

Section 3.

No member who is indebted to the Company to the sum of \$12.00 shall be entitled to vote for officers at the election meeting.

Section 4.

At the election of Officers, there shall be two (2) tellers appointed who shall receive and count all votes in the presence of the Company.

Section 5.

Any Officer may be removed from office for willful neglect of duty upon charges preferred against him/her in writing. The person preferring the charges must be made known to the accused officer.

Section 6.

Any former Active Firefighter of the Company who has resigned in good standing may apply for reinstatement on a suitable form provided by the Secretary. Such application may be acted on without committee investigation. Reappointment shall be as provided in Article III of the Constitution. If reappointed, such member's record will include previous services as an Active Firefighter. If the Company is at full quota, he/she will be placed on the list and given preference at the first vacancy; by seniority if other Active Firefighter also are on the list.

Section 7.

Any Active Firefighter who has left the Company for any cause other than resignation, may apply for reinstatement on a suitable form, supplied by the Secretary, by payment of one dollar. Such application shall be referred to the Membership and Investigating Committee as set forth in Article III of the Constitution.

Article II - Duties of Members

Section 1.

- A) At the dispatch of a call, all Active Firefighters, proceed immediately to the fire station and remain under orders of the commanding officer until relieved, dismissed, or excused; except that when in the process of doing so, the member either sees the point of emergency or sees ALL fire apparatus of the Company going to the point of emergency.
- B) One member is to remain at the Fire Station until fire apparatus returns.

Section 2.

Fire police shall perform police duties in connection with all fires, fire drills, and emergencies.

Section 3.

Any member may be excused from meetings and drills by making application to a line officer for good and sufficient reason. In event any member shall have absence without leave because of unforeseen difficulties, he/she may be excused by making application to a line officer and stating the reason after the absence.

Section 4.

- A) Honorary Members shall pay no dues.
- B) Auxiliary Members and Junior Auxiliary Members shall pay dues to the Auxiliary, as specified in the By-Laws of the Auxiliary.

Section 5.

Social Members and Auxiliary Members shall not be subject to the duties and regulations of Active Firefighters. They shall have all the privileges of Active Firefighters, except that they may not hold Firematic or Company offices and they may not vote in any Company business or election. They shall render in return their aid in support of the social and good will affairs of the Company, and join parades by sanction of the Chief. They shall be governed by all rules of an Active Firefighter when so parading. Further, Social Members, Honorary Members and Junior Auxiliary Members shall not be permitted on the scene of any incident.

Article III - Duties of Executive Officers and Trustees

Section 1.

President:

- A) It shall be the duty of the president to preside at all of the meetings of the Company and of the Executive Committee.
- B) He/She shall preserve order at all meetings.
- C) He/She shall appoint all committees except as otherwise provided in the Constitution.

- D) He/She shall call special meetings.
- E) He/She shall see that the laws of the Company are honored and obeyed.
- F) He/She shall not vote in any meetings, except in case of an equal division.
- G) He/She may authorize the expenditure of a maximum of \$50.00 at his/her discretion and such expenditure shall be reported at the next meeting.
- H) He/She shall be an ex-officio member of all appointed committees.

Section 2.

Vice-President: In the absence of the President, the Vice-President will assume the duties of the President.

Section 3.

Secretary:

- A) It shall be the duty of the Secretary to keep a record of attendance and of the proceedings of all meetings.
- B) He/She shall furnish prospective firemen with a copy of the Constitution and By-Laws at application.
- C) He/She shall post upon the Company bulletin board the names of all persons making application for membership on the night of proposal immediately after the meeting is adjourned. He/She shall remove such application from the bulletin board for action by the Company at the next regular meeting.
- D) He/She shall post on the Company bulletin board immediately at the close of the November meeting, the names of candidates nominated for the various offices of the Company. There shall be no omissions or additions thereto except that on the night of the election any candidate who has been regularly nominated for an office shall decline.
- E) He/She shall be the custodian of the "Compilation of the Laws of the State of New York relating to Volunteer Firefighters" including all amendments as obtainable from the Chairman of the Laws Committee of the Firefighters's Association of the State of New York and any other book or literature obtained for the benefit of the Company. Such laws and literature shall be available for reference at all meetings.
- F) He/She shall notify each member by mail of any special meetings or activities when so directed by the President.
- G) He/She shall keep a correct roll of the Company and call same at all meetings.
- H) He/She shall supply the Fire Commissioners annually with a list of new officers and firefighters, and monthly with a list of newly elected, resigned, retired, and dismissed members.
- I) He/She shall make his/her books available to the Audit Committee annually or upon request.

- J) When duties of office has expired he/she shall deliver all books and records to his/her successor in office.

Section 4.

Financial Secretary:

- A) It shall be the duty of the Financial Secretary to collect and keep an account of all dues and assessments, and pay the same and all other company monies coming into his/her possession to the Company Treasurer and obtain receipts for same.
- B) He/She shall advise the President of the eligibility of any member to take part in proceedings during meetings.
- C) He/She shall notify the Investigating and Membership Committee of all members who are in arrears to the amount of \$12.00.
- D) He/She shall submit his/her books quarterly to the Finance Committee for inspection.
- E) When duties of office have expired he/she shall deliver all books and records in his/her possession to his/her successor in office.

Section 5.

Treasurer:

- A) It shall be the duty of the Treasurer to receive all monies collected by the Financial Secretary and give receipt for same.
- B) He/She shall pay all bills in a timely manner.
- C) He/She keeps a strict and correct account of all receipts and disbursements.
- D) He/She shall submit his/her accounts to the Finance committee quarterly for review.
- E) He/She shall submit his/her accounts to the Auditing Committee for audit yearly in January.
- F) He/She shall report the state of the Company finances at every regular meeting.
- G) He/She shall deposit all monies received by him/her and belonging to the Company, in some bank designated by the Company to the credit of the Glenville Hill Volunteer Fire Company, Inc.
- H) He/She shall not write checks for over \$250.00 without signature of another authorized signatory. Signatories may be the President, Vice President, Treasurer and Chairman of the Trustees.
- I) Investments in Certificate of Deposit or other investment vehicles shall require two signatures to move or change any investment.

Section 6.

Sergeant-at-Arms: It shall be his/her duty to preserve order in the meetings under the instruction of the President. He/She shall see that none but members are present at meetings unless directed otherwise by the President or by vote of the Company.

Section 7.

House Steward:

- A) It shall be the duty of the House Steward (or Stewards) to keep Company rooms in order at all times and to arrange for refreshments when so ordered by the President. He/She shall account to the Trustees for Company property.
- B) He/She shall have the authority to call upon members of the Company to aid in the performance of his/her duties. He/She shall report to the trustees any repairs and suggestions as to the necessity for any equipment for the Company rooms.
- C) He/She shall have the authority to spend reasonable sums of Company money for the purchase of food, beverages and supplies required for the performance of his/her duties.

Section 8.

Trustees: The Trustees shall immediately after the installation of officers, assemble and elect a chairman and secretary. The Board of Trustees shall report such action as taken at the regular meetings of the company. The Board of Trustees shall have charge, management and control of the affairs, funds, and property of the Company. They have full power and it is their duty to carry out the purposes of the Company according to law and as provided in the Constitution and By-Laws.

Section 9.

Corresponding Secretary: It shall be the duty of the Corresponding Secretary to conduct all communications made necessary by the business of the Company.

Section 10.

Historian: It shall be the duty of the Historian to collect and organize records, information, list of officers, photographs, and such other historical materials for the benefit of the Company.

Article IV - Duties of Firematic Officers

Section 1.

The duties of Chief and Assistant Chief shall be according to the laws of the State of New York. It shall also be their duty to appoint such Training Officer(s) and Day Officer(s) as they deem necessary.

Section 2.

Captain:

- A) The captain shall be responsible to the Chief and Assistant Chief.
- B) It shall be the duty of the Captain to see that all fire apparatus and everything pertaining thereto, including the Fire House and grounds, is kept in order to notify immediately the Chief of the District when repairs are needed. He/She shall take charge of the Company at all fire drills or alarms of fire, emergency calls or when otherwise called into service and as soon after a fire as possible, obtain from the Chief a discharge for the company.
- C) He/She shall see that each member performs his/her duty, and report at the next meeting of the Company any disobedience of orders or contempt of the laws and rules of the Company by any member. He/She shall keep a correct roll on the Company and call same after a drill, alarm of fire, or emergency alarm.
- D) It shall be the duty of the Captain to file a report of calls with the Board of Commissioners within one month after fires, fire drills, or emergency.

Section 3.

Lieutenants: It shall be the duty of the Lieutenants to cooperate with and assist the Captain in the discharge of his/her duties as squad leaders. In the Captain's absence they shall assume full charge in the order of their rank.

Section 4.

EMS Lieutenant: It shall be the duty of the EMS Lieutenant, under the direction of the Chief, to take charge of any and all injured or ill people, either firemen or others, at any fire or emergency. Under circumstances where his/her services are not necessary or needed in the special category, he/she shall advise the Chief as to the safety of the operation.

Section 5.

Fire Police Lieutenant: It shall be the duty of the Fire Police Lieutenant, under the direction of the Chief, to direct persons other than firemen, and all vehicles so that firemen and emergency vehicles shall not be obstructed or interfered with in the discharge of their duties.

Article V - Duties of Committees

Section 1.

Executive: It shall be the duty of the Executive Committee to act upon all matters referred to them by the members of the Company.

Section 2.

Finance: It shall be the duty of the Finance Committee to inspect and review the Financial Secretary and Treasurer accounts as specified in Article III, Sections 3, 4, and 5.

Section 3.

Ways and Means: It shall be the duty of the Ways and Means Committee to find ways and means of raising Company funds at the direction of the Board of Trustees.

Section 4.

Social: It shall be the duty of the Social Committee to take charge of all social and entertainment affairs held by the Company except those for raising Company funds.

Section 5.

Investigating and Membership: It shall be the duty of the Investigating and Membership Committee to inquire into the character, competence, and physical ability of all candidates proposed for membership and to report on all names submitted to them at the next regular meeting.

The report shall state "favorable" or "unfavorable". If the report is unfavorable it shall not be questioned at that meeting.

Two members must contact delinquent members and collect back dues when notified by the Financial Secretary.

Section 6.

Sick: It shall be the duty of the Sick Committee to report all sickness or death of members of the Company and render fitting aid and encouragement. It shall have the authority to purchase flowers, in case of death, and to the amount not to be in excess of thirty-five (\$35) dollars for a member and twenty-five (\$25.00) dollars for any person of the members immediate family (father, mother, brothers, and sisters who are members of his/her household). No expression of sympathy shall be sent to anyone not specified in this section without the approval of the Company.

Section 7.

Instruction and Examining: It shall be the duty of this Committee to instruct the members in their duties as firefighters. They shall examine the Probationary Active Firefighters for qualification as Active Firefighters and present their report in writing to the Company for further action.

Section 8.

Press: It shall be the duty of the Press Committee to handle all publicity pertaining to the Company.

Section 9.

Legislation and By-Laws: It shall be the duty of this Committee to advise the Company of all changes or additions to the Firematic Law, and to keep posted as to any proposed changes or additions to the laws governing Fire Departments, Companies, or personnel. It shall edit all amendments to the Constitution and By-Laws as proposed by the Company.

Section 10.

Auditing: It shall be the duty of the committee to audit and examine the books of the Treasurer, Financial Secretary, and the Trustees; and to render a report of the same at the Annual Meeting.

Section 11.

Firematics: The Chief presides over Firematics Committee. It shall be the duty of the Committee to check and advise on all matters pertaining to the welfare, organization and advancement of the members in firematics. They shall make a full report of the same at the following regular meeting of the Company.

Article VI - Meetings

Section 1.

The annual meeting of the Company shall be held on the first Tuesday in December at 7:30 p.m. The President of the Company will read the names of excused members at the next regular meeting.

Section 2.

All regular meetings of the Company shall be held on the first Tuesday of each month at 7:30 p.m.

Section 3.

The President will direct the Secretary to serve notices for all special meetings.

Section 4.

When the time for the regular meeting falls on a legal holiday, it shall be postponed until the following Tuesday.

Section 5.

No member whose resignation shall be before the Company or who is in arrears for the sum of \$12.00 or more shall be entitled to discuss or vote on any question before the Company, or vote at the election of Officers.

Section 6.

The order of Business shall be as follows:

- 1) Call to order
- 2) Minutes of previous meeting
- 3) Roll Call
- 4) Collection of dues and assessments
- 5) Reports of the Trustees
- 6) Report of the Auxiliary
- 7) Reports of standing committees
- 8) Reports of special committees
- 9) Reports of delegates
- 10)Communication and accounts
- 11)Proposals for membership
- 12)Balloting for candidates for membership
- 13)Introduction of new members
- 14)Unfinished business
- 15)New business
- 16)Report of the Financial Secretary
- 17)Report of the Treasurer
- 18)Report of Firematic Committee and Equipment report
- 19)Report of Board of Fire Commissioners
- 20)Adjournment

Article VII - Rules of Order

Rule 1.

Thirty percent (30%) the of active members shall constitute a quorum for the transaction of business.

Rule 2.

Each meeting shall be called to order promptly at the hour appointed, and if a quorum is present, the meeting shall immediately proceed to the transaction of business.

Rule 3.

At a regular meeting, no business shall be transacted outside of the regular, without the unanimous consent of the members present.

Rule 4.

At a special meeting no business shall be transacted except that for which the meeting was called, unless by unanimous consent.

Rule 5.

All Principal motions shall be open to debate.

Rule 6.

No motion shall be entertained or opened for discussion until stated by the Chair.

Rule 7.

When a question is before the meeting, no motion shall be received except to adjourn, to lay on the table, the previous question, to commit, to postpone, to amend, which several motions shall have precedence in the order in which they are named. The first three shall be decided without debate.

Rule 8.

An amendment is at all times in order, and if accepted by the mover of the resolution, the question shall be on the motion as amended; if not, the amendment shall be the first question under consideration.

Rule 9.

A motion to adjourn will always be in order, and shall be decided without debate except that it cannot be entertained while a member has the floor.

Rule 10.

Any member wishing to speak shall arise and address the Chair and when two or more members arise at the same time, the Chair shall decide which of them is entitled to the floor.

Rule 11.

Any member upon being called to order shall immediately take his/her seat until the point of order shall be decided; and if the Company is appealed to, it shall decide the case. If there be no appeal, the decision of the Chair shall be submitted to.

Rule 12.

After the debate, the Chair shall repeat the motion before the question is taken.

Rule 13.

Every member who is present when a question is put, shall vote for or against the same unless he/she be directly interested therein, in which case he/she shall not be required to vote.

Rule 14.

Any five (5) members calling for a decision, it shall be ordered by the Chair and recorded in the minutes.

Rule 15.

All questions unless-so-otherwise fixed by law, shall be determined by a majority of votes.

Rule 16.

All questions of order and debate shall be governed by "Robert's Rules of Order" where the same does not conflict with the Constitution and By-Laws.

Article VIII - Dues and Assessments

Section 1.

The dues of this Company shall be twelve dollars (\$12.00) per year for all members to be paid at the rate of \$1.00 per month. Honorary members shall be excluded from all dues and assessments. Auxiliary Members shall also be excluded from all dues and assessments of the Company, but shall pay such dues to the Auxiliary as may be specified in the By-Laws of the Auxiliary.

Section 2.

No member shall be entitled to, nor shall the Secretary furnish him with a certificate of completion of his/her term of service until such member shall have paid all dues and assessments.

Section 3.

Any member who may be in arrears for dues and assessments to the amount of \$12.00 shall be notified in person by two members of the Investigating and Membership Committee to appear at the next regular meeting of the Company and settle the same, and should he/she neglect to do so he/she shall be suspended as provided in Article VI Section 5 of the By-Laws.

Section 4.

Any member who shall remove his/her residence from the Fire District for a period of six (6) months or more without due notice, or shall absent himself/herself continuously from duty without explanation or permission of the Caption for a period of six (6) months or more, may be discharged by the Company without hearing or resignation.

Article IX - Nominations

Section 1.

Nominations shall be made as directed in Article VIII of the Constitution. All nominations made at the November meeting shall be posted on the Company bulletin board and are not to be removed until after the Annual Meeting.

Article X - Uniforms and Badges

Section 1.

The uniforms of the Company shall be such as may be adopted and shall be financed as the Company may determine.

Section 2.

All Active Firefighters shall wear the approved uniform and pocket badge to all firehouse functions except when waived by President.

Section 3.

An appropriate EX-CHIEF badge shall be presented to the retiring Chief. The aforesaid shall only be acted on through the recommendation of the Executive Committee and voted on by the members of the Company.

Article XI - Suspension of the By-Laws

Section 1.

No By-Laws can be suspended except by unanimous vote of the members of the Company present at the meeting and such suspension shall not extend beyond adjournment of that meeting.

Article XII - Amendments

Section 1.

Amendments to these By-Laws may be made at any regular meeting of the Company by two-thirds (2/3) vote of the Active members present, provided that such proposed amendments have been recorded in the minutes of a previous regular meeting, during the past twelve (12) months.

Article XIII - Appropriations and Expenditures

Section 1.

All appropriations and/or expenditures, except day-to-day operating expenses and those budgeted expenses necessary for the work of standing and special committees, shall require a majority vote of members present at a company business meeting - either regularly scheduled or special.