

# POLICIES & PROCEDURES OF THE ORCHARD PARK FIRE DISTRICT



# Orchard Park Fire District Policies & Procedures

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## **DISCLAIMER**

The Orchard Park Fire District Policies and Procedures are not intended to be all-inclusive concerning the activities of the Orchard Park Fire District.

It is incumbent upon all members of the Orchard Park Fire District to familiarize themselves with these policies and procedures. These will periodically be revised and updated as warranted by the Orchard Park Fire District Board of Fire Commissioners.

## **SECTION 1 – MEMBERSHIP**

### **MEMBERSHIP PROCESS**

For a candidate to be presented for approval to the Orchard Park Fire District, The Board of Fire Commissioners requires:

1. Completed Application
2. Clear Background checks as required by the Board and New York State
3. Completed Physical by the District's physician
4. Letter of acceptance by one of the Fire Companies within the District.
5. Notification that all Insurance paperwork has been completed.
6. Valid Driver's License – Pending NYS DMV LENS approval

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These items are required to be submitted by the respective Fire Company 5 days prior to the scheduled Board Meeting. If any items are not complete, the Board will not entertain the candidate for membership.

## **RESIDENCE POLICY**

Any person making an application to become a volunteer firefighter in any fire company within the Orchard Park Fire District must reside within the Orchard Park Fire District.

1. Each company can take in members outside the Fire District within reasonable distance of their area of service. Such applications shall require unanimous approval of the Board of Fire Commissioners.
2. All fire companies within the Orchard Park Fire District shall notify the Board of Fire Commissioners of any changes of addresses of volunteer firefighters as they occur in their respective Fire Companies.
3. Active firefighters who move out of their protection area but continue to reside in the Orchard Park Fire District must appear before the Board of Fire Commissioners for assignment to the Fire Company that will be in the best interest of the Fire District. New applicants requesting membership within the Orchard Park Fire District shall be assigned to the Fire Company in the coverage area in which they reside based on the established boundaries.

Members currently within the Orchard Park Fire District, should they move, shall be re-evaluated, and placed in the Fire Company deemed most suitable by the Board of Fire Commissioners.

Members that move beyond one (1) mile from the Fire District boundaries shall be deemed unable to respond to calls unless they provide annual documentation from their employer that they may respond to emergencies from their place of employment.

## **MEMBERSHIP REQUIREMENTS**

- Members will be required to make the Length of Service Award point percentages for their respective company for both Fire and EMS Calls.
- Firefighter/Scene support must make a minimum of 8 Fire and 2 Rescue drills per year.
- Firefighter/Scene support with a minimum of a First responder card may choose to make a minimum of 8 Fire and 2 Rescue drills.

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- EMS Only is required to make a minimum of 8 Rescue drills and 2 Fire drills per year.
- Fire Police must have at least one Fire Police drill per year.
- If any member fails to meet the annual minimum requirements for Calls or Drills that member will be considered delinquent for the year and must be reported to the Board of Fire Commissioners.
- New Firefighters are required to obtain Firefighter 1 or Basic Exterior Firefighter Operations (BEFO) within 2 years from their approval by the Board of Fire Commissioners.
- New Firefighters are also required to obtain basic first aid and CPR courses within their first 2 years of membership.
- All EMS Only personnel are required to obtain and maintain a NYS EMT certification.

### **NEW MEMBERS:**

All members of the District will be required to obtain a minimum number of calls and drills. New members will be based off the 1<sup>st</sup> of the month following their approval by the Board of Fire Commissioners.

January	February 1 <sup>st</sup> – December 31 <sup>st</sup>
February	March 1 <sup>st</sup> – December 31 <sup>st</sup>
March	April 1 <sup>st</sup> – December 31 <sup>st</sup>
April	May 1 <sup>st</sup> – December 31 <sup>st</sup>
May	June 1 <sup>st</sup> – December 31 <sup>st</sup>
June	July 1 <sup>st</sup> – December 31 <sup>st</sup>
July	August 1 <sup>st</sup> – December 31 <sup>st</sup>
August	September 1 <sup>st</sup> – December 31 <sup>st</sup>
September	October 1 <sup>st</sup> – December 31 <sup>st</sup>
October	November 1 <sup>st</sup> – December 31 <sup>st</sup>
November thru December – no requirement.	

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## **REQUIREMENT FOR MEMBER IN GOOD STANDING**

The District will determine a member to be in good standing if the member:

- Maintains the appropriate percentage of calls responded to based on the LOSAP percentage for their company.
- Attends drills based on their status.
  - Fire – 8 fire drills and 2 EMS drills
  - EMS only – 2 fire drills and 8 EMS drills

**It is the sole responsibility of each active member to make themselves aware of their District requirements.**

**If after one year a member is not in "good standing" a letter must be written by the member to the Board of Fire Commissioners explaining why he/she is delinquent.**

If a letter is not received by February 1st following the first year of delinquency the Board of Fire Commissioners will consider that the member has resigned and said member will be removed from the district rolls.

After two (2) consecutive years or three (3) years in a rolling ten (10) years of a "not in good standing" status the member will be dropped from the District rolls at the Board's discretion.

*The Board, at its discretion, may allow an exemption for call and drill requirements for those that are/were enrolled in a NYS firematic or EMS course that is required for membership and exceeds 100 hours in length.*

**NOTE: Obtaining 50 points for LOSAP does not mean you are in good standing with the District.**

Any member running for office must be in "Good Standing," as of October 31<sup>st</sup> of the year prior to running for office.

## **DUTY SHIFT:**

### **Purpose:**

Due to an increasing number of emergency incidents within the Town of Orchard Park, along with a decline in active membership there has become a need for a form of 'Staffing' to take place district wide to ensure adequate, safe, and rapid response to all emergency incidents. This further will assist with retention of current membership by offering a complimentary option to the 'Response from Home or company' model that the district presently utilizes.

### **Objectives:**



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- Improve response times to emergency incidents within the Town of Orchard Park.
- Give current and prospective members an alternative method of obtaining LOSAP.
- Increase experience and training opportunities for current membership by offering an alternative to the current company membership model.

## **Membership Eligibility;**

Duty shift members are members of the Orchard Park Fire District and hold no special status above company membership model. 'Hours' member must comply with all District requirements pertaining to drills, training and special events when requested. Hours member is not required to join a District company, but may at their discretion.

Current District members may switch their response status by submitting a formal written request to the Board of Fire Commissioners, prior to their meetings in January or July (2<sup>nd</sup> Tuesday of the Month). The members that switch at the July meeting will not be prorated and will need to make yearly requirements in 6 months.

With the exception of Lieutenants, officers are **NOT** eligible for the duty shift program. The program is open to all current members (Interior/Non-Interior) with the previously noted exception.

New members to the Hours program must reside within a 25-mile radius of 4222 S. Taylor Rd, Orchard Park, NY 14127 in the United States. New Members will be assigned to a firehouse based on a proximity or if the applicant is a returning member.

## **Requirements of the Hours Shift;**

Duty hours members will be required to complete:

- Minimum of 188 hrs. of 'shift' time yearly 94hrs by mid year, with a minimum shift of 4hrs.
- There is a maximum of 12hrs over a 24hr period unless approved by a Chief Officer
- 'Hours' may not be awarded during the following events where attendance is normally expected unless ordered by District Chief or his designate.
  - District drills 8 Fire and 2 Rescue
  - Hour shift personnel will be permitted to hold one drill a month
  - Known standbys may include
    - Taste of Orchard Park and Buffalo Bills Home Games, etc.
  - Special events may include,
    - Memorial Day Parade, 4th of July parade, etc.
- Duty Hours will be tracked using RedAlert/RedNMX through the kiosk Punch in/Punch out feature. Members must use this system in order to be awarded LOSAP credit. Texts, Emails, or Paper Copies of shifts are NOT permitted.
  - District Chief will review a monthly report to ensure minimum requirements are being met.

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- Jr. Firefighters are not permitted to participate in the program.

## **While on Shift:**

Duty crew response will be facilitated out of District Stations as directed by the OPBFC. Duty crew will be responsible for staffing apparatus appropriate to the call type. The Duty crew will be responsible for response to any inside the District Fire Calls, EMS Delta and Echo or when requested by EMS or OIC. Duty Shift will not be sent out of District to cover alarms in other jurisdictions. In order for an apparatus to respond, the following criteria of the duty crew must be met;

- Apparatus Operators must have OPFD approved EVOC in addition to:
  - Engine Operators must have Pump Operations.
  - Ariel Operators must have Ariel and Pump Operations.
  - Rescue Operators must have OPFD approved EVOC.
  - Ambulance Operators if needed must have OPFD approved EVOC.
- Firefighters must have NYS BEFO, IFO/FF1 or Essentials of Firefighting and meet the OPFD qualifications.

Minimum staffing for apparatus response is set to 4x members;

- Operator
- Officer
- Firefighter
- Firefighter

At this time, Duty hours will NOT be eligible for the overnight. Hours may be awarded from 0600 - 2300 (6am - 11pm EST)

New members who join the District Hours program will be given a prorated hour requirement for the remainder of that calendar year.

Duty crew members will be required to be in proper, appropriate attire, defined as;

- District issued t-shirt
- BDU pants to OPFD specs
- Station boots to OPFD specs

Food will NOT be provided by the Orchard Park Fire District for 'Hours' members. Individual companies may choose to sponsor the program if they so choose.

Shift tasks, such as cleaning of a station, washing of apparatus, etc. may be assigned by a Chief Officer or their delegate with the expectation of completion on that shift.

Other duties as assigned by the O.I.C. or Board of Commissioners.

## **Discipline:**

Discipline will follow the District's Disciplinary policy.

## **Application/ Interview process:**

The current application to be edited to add the Duty Shift option.

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Applicants will be reviewed 1x a quarter by the District Fire Chief and selected members from each District Station.

Said committee will consist of 1 Chief officer or their delegate of each Battalion.

Changes to this policy can be made at the discretion of the Board of Fire Commissioners.

## **PERSONAL LEAVE OF ABSENCE**

A letter of explanation requesting a leave of absence must be submitted to the Board of Fire Commissioners. The Board will then consider the request and, if approved, will grant a maximum of a 90 day leave of absence.

Note: All call and drill requirements will be prorated based on the amount of leave for that calendar year.

***The District does not have an “Inactive” status. If a member chooses a social status within the District Companies, a letter must be sent to the Board of Fire Commissioners removing that firefighter from the Active roster.***

If a social status member wishes to become an Active firefighter, a letter must be sent to the Board of Fire Commissioners by the firefighter’s Company stating a change of status. The firefighter must verify all insurance paperwork is completed with Brown & Stromecki Agency and an updated physical must be obtained through the District’s provider.

## **SUSPENSIONS**

An officer or member of the Orchard Park Fire District may be suspended by the District Chief or Chief of the Company he/she is responsible for that involves their alleged incompetence or misconduct.

Such period of suspension cannot extend beyond the time of the next regular business meeting or a special meeting of the Board of Fire Commissioners. At such meeting, the Board of Fire Commissioners must consider the matter and determine whether to press the charge.

Any member of the Orchard Park Fire District, who has been suspended three (3) separate times for disciplinary reasons and has been subject to a hearing by the Board of Fire Commissioners, will be dropped from the Fire District rolls by resolution at the next business meeting of the Board of Fire Commissioners. The member in question will be banned from any application for District membership for a period of ten years from the date of which he/she was removed from the district rolls.

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Any member of the Orchard Park Fire District that does not fulfill their required yearly training courses (Sexual Harassment, HIPAA, Blood Borne Pathogens & Abuse & Molestation) by the date set by the Board of Fire Commissioners will automatically be suspended until such courses are completed and, the Board reserves the right to remove the firefighter from the active roles of the Fire District.

Any member of the Orchard Park Fire District that does not fulfill their required yearly physical by the date set by the Board of Fire Commissioners will automatically be suspended until the physical is completed and, the Board reserves the right to remove the firefighter from the active roles of the Fire District.

## **ARRESTS**

Any member of the Orchard Park Fire District who has been arrested for any of the following:

1. Any offense covered under the New York State Penal Law.
2. Any offense covered under the family court act.
3. Any offense covered under the Alcohol Beverage Control Act.
4. Any offense which constitutes a crime under federal statute.
  - a. Shall notify the District Chief, Chief or Assistant Chief of his/her Fire Company within seventy-two (72) hours of the time of the arrest. Failure to do so will carry a minimum six (6) month suspension.
  - b. Said Chief Officer shall suspend that member until the time of the next Board of fire Commissioners' meeting, at which time the member shall have the opportunity to present the facts of the arrest and the Board of Fire Commissioners will determine if the suspension will be continued until the charges have legally been cleared.
  - c. Said member shall notify the Board of Fire Commissioners in written form or by personal appearance at a regularly scheduled monthly meeting as to the final disposition of the charges. The Board of Fire Commissioners will at that time, in executive session, determine the status of the member. Failure to notify the Board of Fire Commissioners of the disposition of the charge will be grounds for dismissal from the fire district rolls.

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## **TERMINATIONS**

The Board of Fire Commissioners shall be notified in writing by the Secretary of the respective Fire Company of the removal of any firefighter from the roster of the Fire Company including the date and all pertinent facts.

1. No firefighter may be dismissed from the fire service for any reason without the approval of the Board of Fire Commissioners.
2. Any volunteer firefighter dismissed, suspended, or disciplined by a Fire Company may apply for and receive a review of such action by the Board of Fire Commissioners.
3. Any violation of the Rules and Regulations of this code shall be deemed sufficient cause for dismissal by the Board of Fire Commissioners.

## **DELIQUENCIES**

*Any volunteer firefighter dismissed, suspended, or disciplined by a Fire Company may apply for and receive a review of such action by the Board of Fire Commissioners. Applications for review shall be in writing and must be served on the Secretary of the Board of Fire Commissioners at least five (5) days prior to the next regularly scheduled meeting of the Board of Fire Commissioners.*

## **LINE OF DUTY INJURIES:**

### **1. IMMEDIATE TREATMENT:**

- a. When Fire Fighter is taken for ***IMMEDIATE TREATMENT***, ANY caregiver (hospital, OPFD EMS, AMR, pharmacy, etc.) is to be notified that this is a ***WORKER'S COMPENSATION CLAIM***, and the following information is to be given to them:

**ORCHARD PARK FIRE DISTRICT  
PO BOX 1290  
ORCHARD PARK, NY 14127**

- b. VF-2 (attached) form must be completed ASAP and it is to be given to the District Administrator or Brown & Stromecki.

***(This is critical for severe injuries or if hospitalization is required)***

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- c. If any **CORRESPONDENCE** or **BILLS** are received at the Fire Hall or Fire Fighter's residence, they must be forwarded to **the Administrator ASAP!**
- d. If medication is prescribed, the Pharmacy must be given the information in a. above. **DO NOT PAY THE PHARMACY DIRECTLY!**

### 2. **NON-TREATED INJURIES:**

- a. **VF-2** (attached) **form must be completed ASAP** and it is to be given to the Administrator or Brown & Stromecki.
- b. **Administrator must be notified** and advised if Fire Fighter will seek medical attention in the future (Personal Physician) and/or if the Fire Fighter is unable to work at their **regular job**.
- c. **If Fire Fighter needs treatment, follow instructions from 1a, 1c, & 1d above.**

**Completed forms must be delivered to the Administrator**

[districtadministrator@opfiredistrict.org](mailto:districtadministrator@opfiredistrict.org) and/or can be emailed to [dstromecki@brown-stromecki.com](mailto:dstromecki@brown-stromecki.com)

### **DISABILITY**

When a District employee is unable to perform his or her duties due to sickness or injury, that person must notify their respective Fire Company Chief.

All personnel who are unable to perform their normal duties while employed, unemployed, Workers' Compensation, New York State Disability and or VFBL are not to respond to any calls, attend any training or perform any other activities related to the Orchard Park Fire District.

Notification of the above must be done in written form and presented to their respective Company Chief and the Chief is responsible for notifying the Board of Fire Commissioners regarding the above related incidents. The form is included below and at the end of this document.

### **DISABILITY RULES & REGULATIONS**

It has been brought to our attention that because of sickness or injury you are unable to perform your duties, as an active member of the Fire District. The Board of Fire Commissioners has directed me as Chief, pursuant to the Rules and Regulations of the Orchard Park Fire District, to advise you that you are not to participate in any activities until further notice.

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All District employees who are unable to perform their normal duties while employed or unemployed or are on Workers' Compensation; New York State Disability; VFBL are not to attend any calls, training or perform any other activities related to the Orchard Park Fire District.

To allow your restoration to the active roles of the Orchard Park Fire District you must submit to your respective Chief a doctor's release stating that you can perform your normal duties as a firefighter or an EMS Personnel. You will then be required to submit to a physical examination performed by a doctor duly licensed by the State of New York at a facility designated by the Board of Fire Commissioners.

Upon receipt of the doctor's report regarding your condition I, as your Chief, will tender the report to the Board of Fire Commissioners for review with the request to reinstate you to active service.

Sincerely yours,

Chief Name: \_\_\_\_\_

Chief Signature \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Cc: Firefighter  
Fire Company  
Board of Fire Commissioners

I hereby acknowledge receipt of this letter and notice to not participate in any calls or perform any other activities within the Fire District properties. I also acknowledge that I must provide medical documentation of continuing disability every six (6) months and that failure to do so will result in removal as an employee of the Orchard Park Fire District.

Firefighter Name: \_\_\_\_\_

Firefighter Signature \_\_\_\_\_ Date \_\_\_\_\_

### **FACIAL HAIR**

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Firefighters of the District who utilize Self Contained Breathing Apparatus (SCBA) will be prohibited from having facial hair that comes in contact with the seal of the mask or interferes with the regulator.

OSHA: 29 CFR 1901.134 (g) (1) Face piece seal protection.

- i. The employer shall not permit respirators with tight-fitting face pieces to be worn by employees who have: (A) Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function.

NFPA: 1500 (2018) 7.13.3

Members who have a beard or facial hair at any point where the face piece is designed to seal the face or whose hair could interfere with the operation of the unit shall not be permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres.

## **PHYSICALS**

The Board of Fire Commissioners requires that each member of the Orchard Park Fire District submit to a Physical Examination. Documentation of being found "Fit for Duty" must be submitted to the Board by the date set by the Board of Fire Commissioners.

1. All personnel must complete a yearly physical.
2. All SCBA qualified personnel must obtain a physical from the District's provider.
3. If an individual is not SCBA qualified, he or she may provide a physical endorsement by their personal physician provided that they follow District guidelines.
4. The yearly deadline for physicals will be determined by the Board of Fire Commissioners.
5. The Fire Chief shall restrict any active firefighter from certain firefighting duties if the firefighter's physical or mental condition is such that the firefighter is unable to perform said duties.
  - a. The Chief shall notify the Board of Fire Commissioners of the restriction as soon as possible. To remove said restriction, the Board of Fire Commissioners will require a certificate from a licensed physician stating said firefighter is able to perform his/her firefighter duties.
  - b. The Chief shall notify the Board of Fire Commissioners when the restriction is removed following an examination by a doctor that is duly



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licensed by the State of New York at a facility designated by the Board of Fire Commissioners.

- c. All cases will be subject to review by the Board of Fire Commissioners.
- d. No member of the Orchard Park Fire District shall be restricted from his/her fire line duties because of a mental or physical condition for a period of more than eighteen (18) months. If the firefighter's condition has not improved sufficiently enough as determined by a New York State licensed physician to certify that the firefighter is able to resume all firefighter related duties within those 18 months, the firefighter will be removed from the Orchard Park Fire District rolls.

**Failure to follow the deadline set by the Board of Fire Commissioners will result in the member being taken out-of-service.**

## **SENSITIVE INFORMATION**

### **Purpose:**

To maintain the highest level of security possible regarding sensitive information available from the Orchard Park Fire District. To include, personnel information, computer data, PCR data, information which may be detrimental to police investigations, sensitive information regarding operations within the Orchard Park Fire District and internal investigations of the Orchard Park Fire District.

### **Release of Information:**

#### **Incident Related:**

1. Authorized release of non-sensitive information at an incident may be accomplished by the appointed Public Information Officer, provided there has been proper communication with the law enforcement agency of jurisdiction. The District Chief or his representative may assign an individual for this purpose.
2. Sensitive information will be released only through a written request to the Orchard Park Board of Fire Commissioners.
3. Sensitive information found on the Orchard Park Fire District Data Retrieval Systems related to the incident.

#### **District Specific:**

1. Internal investigations within the Orchard Park Fire District to include:
  - Personnel Actions

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- Disciplinary actions specific to an individual
  - Planning of District Policies
2. Investigations by police agencies regarding Orchard Park Fire District Property.
  3. Sensitive information found on the Orchard Park Fire District Data Retrieval Systems Related to Fire Personnel

Disciplinary Action:

Failure to comply shall result in dismissal from the Orchard Park Fire District and may result in civil action in Federal and New York State Courts.

## **SOCIAL MEDIA POLICY**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site (some current common popular forms of social websites are (Facebook, Snapchat, Instagram, YouTube, Twitter, Pinterest, LinkedIn, Tumblr, Google Plus, etc.), web bulletin board or a chat room, whether or not associated or affiliated with the Orchard Park Fire District, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct on duty or otherwise that violates this policy, adversely affects your membership performance, the performance of fellow firefighters or otherwise adversely affects vendors, families, people who volunteer on behalf of the Orchard Park Fire District may result in disciplinary action up to and including termination.

The same principles and guidelines found in the Orchard Park Fire District policies and core values apply to your activities online. Inappropriate postings that may include discriminatory remarks, unlawful harassment, and threats of violence or other unlawful content or unauthorized use of copyrighted material will not be tolerated and may subject you to disciplinary action up to and including termination.

Notwithstanding anything to the contrary, this policy does not restrict any member from actions or activities that are protected under section 7 of The National Relations Act or other applicable federal and state regulations.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted

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postings can be searched. Never post any information or rumors that you know to be false about the Orchard Park Fire District, any of its members, employees, and people working or volunteering on behalf of the Orchard Park Fire District.

When there is a request for information by the media, it shall be directed to the District Chief. Members of the District are prohibited from handling these requests.

## **SEXUAL HARASSMENT**

Orchard Park Fire District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Orchard Park Fire District commitment to a discrimination free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Orchard Park Fire District. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws.

1. Orchard Park Fire District policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Orchard Park Fire District. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Orchard Park Fire District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Orchard Park Fire District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees paid or unpaid interns or non-employees working in the workplace who believe they have been subject to such retaliation should inform a Chief, or a Commissioner. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Orchard Park Fire District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual

# Orchard Park Fire District Policies & Procedures

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harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Orchard Park Fire District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Orchard Park Fire District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Orchard Park Fire District will provide all employees a complaint form for employees to report harassment and file complaints.

## Introduction

Orchard Park Fire District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Orchard Park Fire District commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Orchard Park Fire District. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws.

## Policy:

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workplace who believe they have been subject to such retaliation should inform a Chief, or a Commissioner. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Orchard Park Fire District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Orchard Park Fire District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Orchard Park Fire District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. Orchard Park Fire District will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to a Commissioner.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment.
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

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- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which is of a sexual nature, or which is directed at an individual because of that individual's sex.

Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy. Examples of sexual harassment: The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body.
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments.
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

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- Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job.
- Sabotaging an individual's work.
- Bullying, yelling, name-calling.

## **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

## **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

## **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency.
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law.
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment.
- Reported that another employee has been sexually harassed.
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices



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were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. Orchard Park Fire District cannot prevent or remedy sexual harassment unless it knows about it. Any employee paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a Chief or a Commissioner. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a Chief or a Commissioner.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

## **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to a Commissioner.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

## **Complaint and Investigation of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Orchard Park Fire District will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:



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- Upon receipt of complaint, a Commissioner will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents.
  - A list of names of those interviewed, along with a detailed summary of their statements.
  - A timeline of events.
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Orchard Park Fire District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Orchard Park Fire District, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protection.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL) codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging

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violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Orchard Park Fire District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC.

The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling

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1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

## **Contact the Local Police Department – Orchard Park Police – Erie County Sheriffs**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Orchard Park Police Department or Sheriffs.

## **LENGTH OF SERVICE AWARD PROGRAM**

The Orchard Park Fire District has a Length of Service Award Program (LOSAP) to provide a retirement to those that serve our District. District members must earn 50 points throughout the calendar year based on the criteria below to earn a year of service to a maximum of 40 years. A minimum of 5 earned years of service must be accomplished to become vested in the plan.

Upon reaching age 65 members will begin receiving a monthly payout based on their years of service earned. If a member has not reached 40 years of service prior to age 65, they can continue to earn points and the monthly benefit will be increased the year following.

The Points Categories are:

### **1. Training (other than drills) – 25 points per year maximum**

Based on duration of training courses as follows:

1. Under 20 hours: One (1) point per hour; no more than five (5) points per course.
2. 20-45 hours: Five (5) points plus one (1) point per hour for each hour over twenty hours; no more than ten (10) points per course.

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3. 45-100 hours: Fifteen (15) points per course.
4. Over 100 hours: Twenty-five (25) points per course.

2. Attendance at Drills – 20 points per year maximum

One (1) point per drill (minimum two hours duration).

3. Participation in Sleep-in or stand-by Sessions – 20 points per year maximum.

***Sleep-in Session:*** One (1) point for each full night.

***Stand-by Session:*** One (1) point for each session (four-hour minimum duration); a “stand-by” is defined in the State Law as “a line of duty activity of the volunteer fire company, lasting for four hours, not falling under one of the other categories.”

4. Holding a Specific Elected or Appointed Position – 25 points per year maximum

- 10 points for Elected Office
- 5 points for Appointed Office
- Active volunteer firefighter elected to serve as a delegate to a firefighters’ convention shall be eligible to receive 1 point per meeting.

5. Attendance at Meetings – 20 points per year maximum

Attendance at any official meetings of the Volunteer Fire Company - one (1) point per meeting.

6. Participation in Department Responses – 25 points per year

25 Points are earned for responding to the minimum number of all calls according to the chart below:

Members can make 25 points for Fire calls and 25 points for EMS calls.

Members must make the minimum percentage to earn 25 points. If the percentage is not made zero (0) points are awarded.

<u>Total number of Fire Company Calls During the Year</u>	<u>Required Number of Calls Attended</u>
0-500 calls	10%
500-1000 calls	7.5%
1000-1500 calls	5.0%

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1500 or more calls

2.5%

## 7. Miscellaneous Activities – 15 points per year maximum

Participation in activities covered by the Volunteer Firefighters' Benefit Law and listed below for which points cannot be earned otherwise -- one point per activity including: Parades, funerals, maintenance details, Annual inspection, etc.

## 8. Line of Duty Disability – 5 points per month

## 9. Teaching Fire Prevention Classes – 5 points per year maximum – 1 point per class

## **50 POINTS ARE REQUIRED TO EARN A YEAR OF SERVICE**

### **ALCOHOL, DRUG AND TOBACCO POLICY**

The Orchard Park Fire District recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled. We further recognize that drug use by members of this organization would be a threat to the public welfare and the safety of all District members. It is the goal of this policy to eliminate illegal drug usage through education, evaluation, and rehabilitation of the affected personnel. The possession, use, being under the influence of alcoholic beverages or unauthorized drugs shall not be permitted while on duty or conducting any official business in connection with the Orchard Park Fire District.

If a firefighter has consumed any alcohol, said firefighter is forbidden to respond to any fire or EMS call or to operate or ride on any Fire District apparatus for a period of eight (8) hours after the last drink.

All Orchard Park Fire District properties inside any structure and outside within property boundaries are considered tobacco free zones. This includes smoking, vaping, snuffing, or chewing.

Violation of this policy will result in suspension until the next regular District Board meeting.

### **SUBSTANCE ABUSE POLICY**

The use, sale, consumption, possession or distribution of drugs or other controlled substances while on Orchard Park Fire District property, owned or leased, (including vehicles) or while engaged in Orchard Park Fire District business is strictly prohibited and will result in discipline up to and including termination of membership. All members shall be responsible for their guests brought onto Orchard Park Fire District premises.

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Any member who is required by his/her physician to use legal drugs, prescribed drugs, or narcotics that may impair his/her ability to safely perform his/her job, or affect the safety and well-being of others, must immediately notify his/her Company Chief of the required use of such drugs. All members must obtain a note from his/her physician stating that he/she is no longer required to use said drugs, before resuming any duties on behalf of the Orchard Park Fire District

### REASONABLE SUSPICION TESTING

An employee or member of the Orchard Park Fire District shall submit to a drug screening test when at least two Chief officers state that they have reasonable suspicion to believe alcohol, drugs and/or controlled substances are affecting the employee's or member's behavior and/or performance. Should both chief officers have reasonable suspicion that an employee or member's behavior and/or performance is affected by alcohol, drugs, or controlled substances, either chief officer shall order the employee or member to submit to a drug and/or alcohol test.

Reasonable suspicion to believe that alcohol, drugs, or controlled substances are affecting the employee's or member's behavior and/or performance shall be the only basis upon which testing may be initiated, and in all cases, justification of this reasonable suspicion shall be examined and approved by the District Chief, or his designee prior to requesting an alcohol or controlled substance test. The employee's supervisor or member's Company Chief and another individual in the chain of command higher than the employee or member must personally observe abnormal behavior by the employee or member and/or an abnormality in the employee's or member's appearance, behavior, speech or breath odor (among other things) before the employee or member is ordered to submit to a drug and/or alcohol test.

When the Company Chief or his designee determines that reasonable suspicion exists, and this reasonable suspicion is collaborated by a second supervisor or chief officer, the employee or member must submit to a drug and/or alcohol test. The employee or member must submit a sample at the required time and place, must cooperate with the collection of the sample at the required time and place, and/or sign any document required for the testing. Failure by the employee or member to cooperate in the administration of the testing shall be considered insubordination and may result in disciplinary action.

An employee or member, during the period of testing or until the test results have been analyzed and reviewed by the District, shall not be allowed to drive, and shall be transported to and from the collection site, and home, if required.

The same guidelines established for pre-employment testing by the testing laboratories shall apply to the collection of the sample and chain of custody requirements for reasonable suspicion testing.

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In the case of a positive test result, the employee or member may elect to have the same sample tested by a state-approved laboratory of his/her choice, at his/her expense within three (3) business days of notification of the initial positive test result.

To assist in meeting the goals of this policy, the Orchard Park Fire District shall take a pro-active approach to mitigate the problem of drug and alcohol addiction and abuse in the following manner:

### **EDUCATION:**

It shall be the goal of the Orchard Park Fire District to provide Information to all members regarding drug and alcohol abuse and the resulting negative effects.

### **EVALUATION:**

On-going drug and alcohol testing will be completed in a manner prescribed by the policy and procedure developed for this purpose. It is the intent of the Orchard Park Fire District to provide such testing for the benefit of all parties concerned. Such testing will not be discriminatory and will be carried out with due concern for the dignity of all members.

### **REHABILITATION:**

The Orchard Park Fire District shall provide any member who has tested positive or who comes forth on their own to advise of a problem with drugs or alcohol, with information regarding rehabilitation. The cost of such rehabilitation shall not be borne by the Orchard Park Fire District. The Orchard Park Fire District is not obligated to continue membership of any person whose performance of essential job duties is impaired because of drug or alcohol use.

Participation in rehabilitation shall not affect future service, nor will participation in such a program protect the member from disciplinary action for continued substandard job performance or rule infractions.

### **EDUCATION:**

Booklets will be provided.

### **EVALUATION:**

Testing will be done when members apply to the district for membership and after and after a motor vehicle accident.

### **REHABILITATION:**

A member may go to any of the following agencies for rehabilitation.

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Alcohol Services Foundation  
Beacon Center  
Brylin Hospitals  
Community Action Organization Erie County Community  
Prevention Network of WNY  
ECMC Chemical Dependency Outpatient Services  
Horizon Health Services  
Mid Erie Counseling & Treatment Services  
Spectrum Human Services

## **PERSONAL ALERT SYSTEM**

Due care must be taken to prevent any damage to any District issued Alert System Pager. Any unit lost or stolen must be reported to their respective fire Chief immediately.

Failure of any assigned unit shall be immediately reported to the Chief of the respective Fire Company.

Any unit may be recalled and reassigned at the discretion of the Board of Fire Commissioners or the Chief of their respective Fire Company.

Under no circumstances will a firefighter attempt to make repairs, alterations, dismantle or tamper with any home receiver without the expressed consent of the Chief of their respective Company.

Assigned units must remain in the possession of the assigned firefighter until voluntarily surrendered, recalled, and/or reassigned by the Chief of their respective Fire Company.

Periodic appraisal of pager assignments will be made by the Chief of each respective Fire Company.

Failure to comply with any regulation set forth for the Personal Pager Alert System will result in recall and/or reassignment of the unit.

## **KEY FOB ACCESS SYSTEM USAGE**

The District will support a Key FOB (Frequency Operated Button) system designed to control access to District Property and function as a recording device for attendance purposes.



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All District members and persons approved by the Board of Fire Commissioners will be issued a Key FOB. The FOB is Fire District property and is to be returned immediately at any time the relationship of the FOB holder and the District no longer exists.

All members will use the FOB on entry to all District property supporting the FOB system. When you are on District property you must have a FOB entry recorded.

## **Recording**

All members will FOB in for attendance to all company meetings or any event that a Complaint Number is assigned, including training.

Members will only take credit for calls they attend – DO NOT take credit for multiple calls that you have not responded to.

## **EMS Calls**

No FOB entry will be accepted once the Ambulance has called en-route to the receiving facility. If a member responds directly to the scene they can report to a chief officer/commander and have the officer update the FOB system for call credit.

## **Fire/Rescue Call**

No FOB entry will be accepted once the incident has been terminated by the Chief Officer or Incident Commander. If a member responds directly to the scene they can report to a chief officer/commander and have the officer update the FOB system for the call credit.

## **Drills**

Firefighters will fob for drills. In the event that there is no drill in Red Alert or kiosk available, a drill sheet will be signed by the firefighters and the Officer in Charge.

Final awarding of credit is the responsibility of the Company Chief.

Refer to individual company policy as to company restrictions on when you are clear to leave following a call.

At no time is a FOB to be used by anyone other than the individual the FOB was assigned to.

Violations of FOB policies will be considered fraudulent actions by the member and be dealt with by the Board of Fire Commissioners.

# Orchard Park Fire District Policies & Procedures

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## SECTION 2 – OFFICERS

### **OFFICER REQUIREMENTS**

All names of candidates to be considered for appointment to any Fire or EMS position shall be submitted to the Board of Fire Commissioners no later than the November board meeting. The Board of Fire Commissioners reserves the right to accept or deny ratification and/or appointment of any respective elected offices.

The following qualifications shall be required for election as an officer on the Orchard Park Fire District:

All Fire Company Chiefs of the Orchard Park Fire District must reside within their protection area. Any Chief or Fire Line Officer who is appointed by the Board of Fire Commissioners must notify the Board immediately in writing if that Chief Officer moves or transfers outside of his protection area. Any action taken will be at the discretion of the Board of Fire Commissioners.

1. The District Chief must have served as Chief of a company for a minimum of one (1) year.
2. The Chief of a company must have served as Assistant Chief of a company for minimum of one (1) year.
3. The Assistant Chief of a company must have served as a Captain for a minimum of two (2) years.
4. The Captain of a company must have served as a Lieutenant for a minimum of two (2) years.
5. Lieutenants of a company must have served as an active Firefighter for a minimum of two (2) years.

**Lieutenants, Captains, Assistant Chiefs and Chiefs must successfully complete certain training courses as outlined in the District Standard Operating Guidelines.**

**The Board of Fire Commissioners may at its discretion waive any of the above qualifications for cause.**

# Orchard Park Fire District Policies & Procedures

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## **TRAINING OFFICER:**

1. This position will be appointed by the Board of Fire Commissioners.
2. The District Training Officer shall supervise all Fire District Training and Drills.
3. The Training Officer will provide, in conjunction with all Company Chief's, a written training curriculum each year, submitted to and approved by the Board of Fire Commissioners.
4. The District Training Officer shall assist the respective Company Chief, upon request, at any fire scene.
5. The District Training Officer shall be issued a portable radio, charger, and a pager.
6. The District training Officer will have successfully held the position of Company Fire Chief within the Orchard Park Fire District for at least one (1) year or more and hold a current certificate as a N.Y.S. Certified Fire Instructor II.
7. Candidates will submit their name and resume' to the Board of Fire Commissioners by the November Board Meeting prior to appointment.

## **ASSISTANT TRAINING OFFICER**

1. The Assistant District Training Officer position will be appointed by a majority vote of the Board of Fire Commissioners, the District Chief, the Training Officer and the three Company Chiefs.
2. The Assistant Training Officer shall assist the Training Officer.
3. Assume the duties and responsibilities of the Training Officer, should that Officer be unavailable.
4. The Assistant Training Officer shall assist the respective Company Chief, upon request, at any fire scene.
5. The Assistant Training Officer shall be issued a portable radio and charger.
6. At no time will the Assistant Training Officer be responsible for any EMS Training or assistance at the scene of any EMS call.

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7. The Assistant Training Officer will have successfully held the position of Company Fire Chief within the Orchard Park Fire District for at least one (1) year or more and hold a current certificate as a N.Y.S. Certified Fire Instructor II.
8. Candidates will submit their name and resume' to the Board of Fire Commissioners by the November Board Meeting prior to appointment.

### **EMS COORDINATOR**

1. The EMS Coordinator shall be appointed by a majority vote of the Board of Fire Commissioners.
2. The EMS Coordinator will supervise all Fire District E.M.S. Drills
3. The EMS Coordinator will provide a written training curriculum each year submitted and approved by the Board of Fire Commissioners for the District.
4. The EMS Coordinator will not be issued red lights and siren but will be provided a mobile radio for his/her personal vehicle as well as a portable radio and a pager.
5. At no time will the EMS Coordinator be responsible for any fire training or suppression.
6. The EMS Coordinator will have successfully held the position of Fire Company Rescue Captain in the Orchard Park Fire District for at least one (1) year and must maintain a current valid New York State EMT Certification.

### **FIRE COMPANY OFFICER DUTIES**

1. It shall be the duty of the Fire Company Chief to respond to all emergency calls, if possible, to plan the attack, direct the action of all apparatus, equipment, firefighters, and other responding companies upon their arrival at the scene.
  - a. To see to it that each subordinate officer does their duty.
  - b. It shall be the duty of the Chief to keep accurate records of attendance at fire and rescue calls along with fire and rescue drills.
  - c. The Chief of each Fire Company shall submit to the Board of Fire Commissioners at the January meeting of each year a roster of all

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active firefighters, EMS only personnel and their current addresses and telephone numbers.

2. It shall be the duty of the Chief, respective of his/her Fire Company, to arrange for fire and rescue drills as required under Article VI, Section 2 of the Orchard Fire District By-Laws, at such time and place each month as the Chief deems desirable and shall give ample notice thereof to the Volunteer Firefighters in the Chief's Company.
3. It shall be the duty of the Chief to Command all Firefighters and equipment in the Chief's respective Fire Company at all times while on duty. All orders given by the Chief while on duty, at drills or any duty related function shall be explicitly obeyed.
  - a. The Fire Chiefs of the Orchard Park, Windom and Hillcrest Fire Company representing the Orchard Park Fire District, shall contact the appropriate investigatory authority as set forth in the County of Erie plan for Arson Investigation under General Municipal Law, 204-C and The Town of Orchard Park Municipal Law 91-A, relative to each fire or explosion which said fire department, or any company thereof has been called to suppress. The Chief shall offer such county and town agencies such information as the Chief shall possess as to probable cause of every such fire or explosion.
  - b. The Fire Chief is further ordered to properly note the time, date, and manner of such request for Arson Investigation on each report.
4. It shall be the duty of the Assistant Chief, Captains, or Lieutenants to assist the Chief in the discharge of the Chief's duties.
5. It shall be the duty of the Assistant Chief, Captains, or Lieutenants to perform the duties and responsibilities of the Chief in case of the latter's absence in accordance with the proper chain of command of their respective offices.
6. Upon an alarm of fire, the responding ranking fire officer will direct the apparatus and fire fighters via the nearest and most direct route to the fire. At the fire scene they will give orders for the apparatus to be set up in operation and to report back when ready to operate and receive commands.
7. It shall be the duty of the Assistant Chief to make certain that all apparatus is competently staffed.
8. The Chief shall be held accountable for the condition of chemicals and appliances and their availability for efficient service. The Chief shall maintain

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accurate maintenance records. The engines and apparatus shall be maintained in a clean and efficient working condition with the bright spots polished.

9. The Chief shall be responsible for the requisition of rescue supplies, related equipment and the maintenance of such supplies and equipment in a condition and quantity sufficient to insure the proper functioning of the rescue service in an efficient manner.

### **FIRE POLICE**

Fire Police jurisdiction is described under Town Law §176 (10) (13).

1. The law specifically prohibits Fire Police to carry, process, repair or dispose of a firearm, unless the appropriate license has been issued to each individual.
2. The law mandates that all Peace Officers, including Fire Police, be formally trained. A member of a Fire Police Squad shall be deemed to have satisfied the requirement for training if the person has satisfactorily completed a training course offered by the State Office of Fire Prevention and Control. This training requirement is for Fire Police appointed on or after September 1, 1980.
3. The Division of Criminal Justice Services has prepared a form for Peace Officer registration which is a four-part form which should be typed or printed. After this form is filled out, copies 2 and 3 are to be retained by the Fire District filling out the form and two copies should be forwarded to: The Division of Criminal Justice Services, 80 Swan Street, Albany, New York 12210. Copy 3 should be given to the Fire Police Officer. For further information call 518-457-4135.
4. Each Fire Company within the Orchard Park Fire District will have a unit known as Fire Police, consisting of volunteer fire fighters under the direction of a Lieutenant appointed by the Board of Fire Commissioners.
5. Fire Police Lieutenants and personnel are under the jurisdiction of the Board of Fire Commissioners and shall receive their instructions from the Chief.
6. The duties of Fire Police, under the jurisdiction of their Chief or Fire Police Lieutenant will be to assist in traffic control, protection of property and control of spectators. If at the scene of a fire, rescue call or emergency, a Fire Police is needed to assist at the fire, the Chief may so order. Fire Police duties may be performed only during a fire call, rescue call or a declared emergency.
7. The Chief may use the Fire police in their capacity at any fire related function and assign them to any duty the Chief may deem necessary.

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8. Volunteer Firefighters applying for duty as a Fire Police person must be recommended by their respective Lieutenant of Fire Police of their respective Fire Company. Recommendation shall be acted upon by the Board of Fire Commissioners and if approved, the applicant will be so assigned.
9. Each fire Police unit shall consist of a predetermined number of members so designated by the Board of Fire Commissioners and shall be under the direction and supervision of the Fire Police Lieutenant.
10. All Fire Police at the time of appointment must take an oath of office to be filed with the Town Clerk.
11. All Fire Police must have a physical examination to include hearing and vision, a minimum of every two years.
12. All Fire Police will attend one Fire Police Drill each year.

## SECTION 3 – TRAINING

### **FIRE DRILLS**

1. It shall be the duty of each Fire Company within the Orchard Park Fire District to plan and conduct at least one (1) fire drill each month in the Chief's respective Fire Company.
2. It shall be the duty of each active volunteer firefighter with Fire Only status in the Orchard Park Fire District to avail themselves for fire drill at a district fire station at least eight (8) times each year and to avail themselves for EMS drills at least two (2) times each year. EMS only personnel must attend a minimum of two (2) fire drills and eight (8) EMS drills per year. Fire and EMS status must attend a minimum of five (5) fire and five (5) EMS drills per year. The yearly accountable period will begin on January 1 and end on December 31.
3. The Chief of each Company shall submit to the Board of Fire Commissioners at their regularly scheduled January business meeting each year, a roster of active firefighters in that Chief's respective company, indicating the number of fire drills attended by each firefighter upon completion of the prior year. The Chief shall also notify the Board of Fire Commissioners at any regular meeting of the Board of the failure of any applicant to complete the prescribed course of training as set forth in Article V.
  - a. Any member who does not meet the district drill requirements for two (2) years consecutively will be reviewed by the Board of Fire Commissioners for possible removal from the roster.

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## **RAPID INTERVENTION TEAM (RIT)**

### Introduction:

Firefighter safety is and always will be the paramount concern on the fire ground. In today's ever-changing world, new advancements in building construction, fire development, and new technologies demand the need for a dedicated team for firefighter safety. The Orchard Park Fire District understands these new advancements and supports a Firefighter Assist and Search Team (FAST) or Rapid Intervention Team (RIT) and the necessity for its use by neighboring departments. We understand the limitations departments have with manpower and resources. The role of mutual aid is critical to successful fire ground operations. By this being utilized from an adjoining municipality it will allow for firefighting manpower to be directed to fire suppression activities.

### Purpose:

The purpose of this document is to give guidance and instruction but above all to establish a standard by which the Orchard Park FAST will operate. This will serve as an outline for annual training for all qualified team members and will also be used to promote effective and safe FAST techniques.

### Objectives:

The information in this document will serve as a foundation for FAST operations. It directly draws on the set standard from NFPA 1407 Standard for Training Fire Service Rapid Intervention Crews. A combination of frequent team training and knowledge of the established standard will allow for the team to be an effective cohesive unit. Members of the FAST will be able to:

1. Identify potential problem areas during a structure fire.
2. Become proactive on the fire ground and undertake actions that will prevent firefighter injuries.
3. Locate both entrances and exits for FAST search and rescue teams.
4. Safely enter an Immediate Danger Life & Health (IDLH) environment to locate a downed firefighter.
5. Once located, assess, and package a downed firefighter for removal.
6. Remove a downed firefighter from an IDLH environment.
7. Understand FAST communication and on the fire ground and during a mayday situation.
8. Understand the ICS command structure and the command and control of FAST operations.

### Training and Standards:

To be a sustainable and effective FAST, Orchard Park Fire District understands the standard for minimum team members which has been established by NFPA 1702. The outlined training



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program will not only train members of the team to use individual RIT skills but will also outline how those skills are to be used as a unit.

All team members will undergo an annual performance evaluation based on the requirements of this SOG and NFPA 1407.

To establish a standard for which team members should achieve, the following shall be considered as a minimum standard for team members:

1. Completion of NYS Firefighter 1 or equivalent
2. Completion of NYS OFPC FAST course
3. Completion of NYS OFPC Firefighter Survival
4. Completion of a NYS OFPC Truck Company course

**If a District member has some, but not all, of the required training to be a member of the FAST team, it is the decision of the FAST Team Leader if that member can respond with the team to act in a scene support function only. If they are not a member of the FAST team, they will not deploy in a firefighter down/FAST operation.**

## Command and Control

Accountability and leadership during a request for FAST/RIT resources is key to a successful operation. Those who are placed in leadership roles must understand a plethora of firefighting knowledge; building construction, engine and truck company operations, fire behavior, fire ground safety and must include knowledge of FAST/RIT operation. Attendance and frequent involvement with FAST/RIT members will lead to positive outcomes if the team is ever utilized at a fire ground.

All requests for the District FAST/RIT are done through Orchard Park Fire Control and are broadcast via the home receivers. The first qualified chief officer should respond to the scene and establish “FAST Command” at the command post of the incident.

The team leader will be responsible for the operation of the team itself once on scene. The team leader will be in direct contact FAST Command at the command post who will pass along vital information on the frequency selected. The team leader will coordinate FAST operation on the fire ground and will make frequent updates to FAST Command.

Information that should be communicated:

1. Brief size – up and Conditions, Actions, & Needs (CAN) report.
2. Accountability of crews working on the fire ground.
3. Safety concerns from the building 360.
4. Any proactive actions being undertaken by FAST.

FAST Command will notify the team leader with the FAST/RIT has been picked up by the Incident Commander (IC).

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## Deployment:

The radio call for a mayday will be the highest stressor the FAST will encounter on the fire ground. As a result of the potential disorganization and lack of focus by fire suppression activities the RIT must be disciplined and ready to respond at a moment's notice. Radio discipline, constant size up, and proactive identification of safety issues should be practiced throughout the incident.

Once a mayday is identified the FAST commander will take over the management of the MAYDAY from the command post. The following is a guide for MAYDAY management:

1. Identify the unit calling MAYDAY and request a LUNAR report.
2. Coordinate with the IC to move all fire ground traffic OFF the MAYDAY channel and request an additional alarm including another FAST.
3. Deploy the initial search team to locate the missing, disoriented, or trapped firefighter(s) given info obtained from the LUNAR report.
4. Consider air supply management to conserve air.
5. Maintain CONSTANT radio communications with the firefighter with the MAYDAY.

## **ELECTRONIC PCR POLICY:**

1. To sign online with the Electronic PCR program, EMT'S will be required to complete the following:
  - a. You must have valid credentials to sign online as an EMT in NYS. (Valid credentials means you must hold a current EMT and CPR card and complete any annual skill requirements including any necessary protocol updates)
  - b. You must watch the complete training video specifically provided for you by the Fire District and ESO (eso.com).
  - c. You must complete the five training PCR'S listed below:
    - i. Medical (Transferring Care to an ALS Agency)
    - ii. Trauma (Transferring Care to an ALS Agency)
    - iii. Cardiac Arrest (An unsuccessful code when leaving the scene in care of police)
    - iv. Refusal or Sign off.
    - v. Call Canceled Enroute or On Scene

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Members of the Orchard Park Emergency Medical Service (OPEMS) that have been cleared or signed off by ESO may have the above training waved pending approval of the District EMS Coordinator)

2. Electronic PCR'S are required to be completed within 24 hours of the completion time of the call.
3. It's recommended that EMT's be the lead technician or assistant technician on 25 patient contacts using Electronic PCR'S per year to be compliant with the Continuing Medical Education (CME) program through OPEMS. A patient contact via Electronic PCR will need to have one of the following dispositions. Medical, Trauma, Cardiac Arrest, Refusal and/or sign off.
4. The Rescue Captain or the Company Chief's designate will assist with Quality Management Documentation Reviews (QM) of Electronic PCR'S. Prior to any Electronic PCR reviews the QM video will need to be watched in its entirety (This can be found under the product training link at ESO) by the Rescue Captain or assigned designee.
5. EMS Coordinator will complete Clinical Review of Electronic PCR'S.

## SECTION 4 – VEHICLES

### **EMERGENCY LIGHTING POLICY**

Purpose:

To supply sufficient emergency warning devices for the Fire Companies and personal vehicles operated by the duly elected Chiefs of the Orchard Park Fire District.

The District will provide the emergency lighting and communication equipment for each Company Chief position (9, 9-1 & 9-2) during their elected term of office.

The District will provide the following:

Monetary amount of up to \$3,000 to include:

One Roof Light Bar or interior front visor/rear LED takedown lights  
Perimeter lighting to include one LED type in each corner.  
Grille illumination limited to two in the front grille.

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One rear light stick  
A siren and speaker  
A name brand top-quality mobile radio and antenna  
Installation must be provided by an approved installer.

Purchased equipment listed above will become the property of the Orchard Park Fire District upon its installation and an itemized invoice including part numbers, must be provided to the District within five days of completion. Equipment purchased by the District will remain in possession of the Chief if he/she remains in good standing in their elected positions. If the elected Chief desires additional lighting and/or equipment other than what is authorized above, it will be solely at the elected Chief's personal expense. Any additional equipment purchased on a personal basis will be returned to the Chief at the time of removal.

In the event that a Chief changes a personal vehicle during his/her term, that Chief will be responsible for the cost of equipment removal and transfer to the new vehicle. When the Chief leaves office, regardless if he/she completed their term, the lighting and equipment package is to be removed and returned to the District within 10 days. Any damage, other than normal wear and tear, to and District lighting or equipment will be the responsibility of the Chief while in use on said vehicle.

**Finally, before any communication or emergency lighting equipment is purchased new, a thorough check of the District's existing inventory must be performed. The District will not tolerate any unnecessary purchases of new equipment especially if any of these items are available and in good operating condition. Any variations to this policy will require approval of a majority vote of The Orchard Park Fire District Board of Fire Commissioners.**

## **VEHICLE RESPONSE AND TRAINING GUIDELINES**

### **VEHICLE POLICIES OVERVIEW**

This document provides model policies and procedures required to support the safe and effective operation of all fire and emergency vehicles; this includes fire apparatus, rescue vehicles, ambulances, command and support units, privately owned vehicles (POVs), and any other vehicles operated by fire district members in the performance of their duties.

- **Basic Driving Policies** – Driver qualifications and training, skills maintenance; duties and responsibilities; general traffic laws; reporting safety problems and violations.
- **Emergency Response Policies** – Authorized emergency response, special driver qualifications, applicable traffic laws, and fire department driving policies, use of warning devices.
- **Riding Emergency Vehicles** – Permitted vehicle occupants, passenger behavior, and safety in emergency vehicles.

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- **Special Safety Considerations** – Scene safety, backing up, parking, operation in high-risk areas.
- **Vehicle Accident Reporting and Investigation** – Accident scene procedures (information gathering, injury assessment, notification, etc.), reporting forms and documentation requirements, post-accident investigation (examination of scene, interviews with participants and witnesses, etc.), report preparation and dissemination.
- **Use of Personal Vehicles** – Authorized use and response, driver behavior, roadway operations, permitted vehicle occupants, reporting safety problems and violations.

## **SEATBELT POLICY**

### **Purpose:**

To establish appropriate and safe behavior regarding the use of safety belts when operating or riding in an emergency vehicle.

### **Scope:**

All Personnel

### **Policy:**

All persons driving or riding in Fire District vehicles shall always be seated in approved riding positions with seatbelts or safety restraints fastened when the vehicle is in motion.

The driver shall not begin to move the vehicle until all passengers are seated and properly secured. All passengers shall remain seated and secured if the vehicle is in motion. Seatbelts shall not be loosened or released while enroute to dress or don equipment.

Members shall not attempt to mount or dismount from a moving vehicle under any circumstances.

### **Exception:**

A Fire District member who is providing direct patient care inside an ambulance shall be permitted to release momentarily the seat belt while the vehicle is in motion – **IF IT IS ESSENTIAL TO PROVIDE PATIENT CARE**. When the procedure has been completed, the Fire District member shall refasten the seatbelt. Time without the protection of a seat belt shall be minimized.

*Note- NFPA 1500 allows this exception for the ambulance patient compartment; however, effective restraint systems are now available for ambulances.*

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## **EMERGENCY, NON-EMERGENCY RESPONSE POLICY**

### **Purpose:**

To prioritize the response of emergency vehicles to ensure maximum utilization of resources and that units respond in a mode that corresponds with the prioritization level of the emergency request.

### **Scope:**

All Personnel

### **Policy:**

When responding to what is believed to be a “True Emergency,” lights and siren may be operated. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. **Warning devices only request the right-of-way, they do not insure the right-of-way.**

The definition of “True Emergency” (per United States Department of Transportation and New York States Department of Health) is **“any situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation”.**

Upon arrival and size-up of an incident, a chief or commanding officer will advise all units as to the status of the incident. If no “true emergency” exists, command will advise equipment to respond in a non-emergency mode. Command may alter equipment response, as necessary.

*The determination of which types of calls justify emergency response must consider local factors and traffic conditions. In some cases, the difference between emergency response and non-emergency response could be measured in seconds, while in other cases the difference could be several minutes. In jurisdictions where traffic congestion is a major problem, a "reduced speed policy" could be implemented to reduce the risks of emergency response, while maintaining the ability to move through traffic.*

*Standardized triage protocols should be used to classify medical incidents. Policies are established and define when emergency response is authorized for the transportation of patients to medical facilities. The following recommendations apply to the classification of medical incidents for emergency or non-emergency response.*

## **REGULATORY & STATUTE COMPLIANCE**

The New York State Vehicle and Traffic laws include specific provisions for emergency vehicles, while they are engaged in emergency operations. The Orchard Park Fire District policies and procedures specify when and how these exceptions will be applied. The Fire District driving policies and standard operating procedures may be in some cases, more restrictive than state traffic laws.

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Responding to emergency incidents does not in any manner reduce the responsibility to operate vehicles safely. While prompt response to emergency incidents is an organizational priority, safety is always a higher priority. The responding units must arrive safely at the location where they are needed before they can deliver the required services. Unsafe operation of an emergency vehicle creates an unacceptable risk to Fire District members, to the public, and to the individuals who need assistance.

The motor vehicle laws of New York State grant specific allowances and exemptions to emergency vehicles, when they are responding to emergency incidents and using the required warning devices. These provisions only apply to officially recognized emergency vehicles, while they are responding to emergency incidents in compliance with all the applicable laws and regulations.

Notwithstanding such allowances and exemptions, the driver of the emergency vehicle is always required to operate responsibly. The emergency vehicle driver has a duty to drive with due regard for the safety of all other persons and property.

The New York State traffic laws require an emergency vehicle to be equipped with warning lights and audible warning devices (*refer to attachment 1.*) The traffic laws also require drivers to yield the right-of-way to an emergency vehicle when the warning lights and audible warning devices are in operation.

The use of warning lights and audible warning devices does not automatically grant the right-of-way to an emergency vehicle. These devices are intended to make other drivers aware of the presence of an emergency vehicle. Other drivers are required to yield the right-of way to an emergency vehicle; however, they cannot be expected to yield the right-of-way if they do not see or are not aware of the emergency vehicle.

The emergency vehicle driver must never assume that another vehicle will yield the right-of-way; it is always the emergency vehicle driver's responsibility to ensure that the other driver has yielded the right-of-way. The emergency vehicle driver is responsible for operating in a safe and prudent manner, recognizing that other drivers could be distracted, inattentive, or simply uncooperative. The emergency vehicle driver is not permitted to employ aggressive driving techniques to force another driver to yield the right-of-way.

While responding in an emergency mode, drivers are required to make their presence evident using audible and visual warning devices. Emergency vehicle drivers should also endeavor to make their intentions as clear as possible and their vehicles as visible as possible to other drivers.

## **TRAFFIC LAWS – EMERGENCY VEHICLES**

The Orchard Park Fire District has established the following policies that apply to all personnel who are driving Fire District vehicles in an emergency response mode. (The same policies apply to the emergency operation of any other vehicle within the scope of a driver's Fire District duties.)

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## **USE OF WARNING DEVICE POLICY**

### **Purpose:**

To establish a policy on the use of warning devices.

### **Scope:**

All Personnel

### **Policy:**

ALL Warning lights and audible warning devices shall be used when Fire District vehicles are responding in an emergency mode. Both warning lights and audible devices must be operated to meet the legal definition of an emergency vehicle.

Warning lights shall always be used when Fire District vehicles are operating in an emergency response mode. Audible warning devices (siren and/or horn) shall be used as necessary to warn other drivers and pedestrians of the approach of an emergency vehicle and request the right-of-way. Audible warning devices shall be used in moderation when they are not required to provide warning (light traffic or open road situations).

Audible warning devices shall not be used when a vehicle is operating in a non-emergency mode. Warning lights shall be used when the fire district vehicle is maneuvering or stopped in a location where it creates a traffic hazard.

## **SPEED LIMITATIONS POLICY**

**Purpose:** To establish practices that always addresses the speed of emergency vehicles to increase the ability of the driver/operator to maintain safe control of the vehicle.

### **Scope:**

All Personnel

### **Policy:**

The driver shall never exceed a speed that is safe and prudent, based on road and weather conditions and other circumstances, including the design and capabilities of the vehicle. The posted speed limit may be exceeded only when the required warning devices are in use and when weather, traffic, and road conditions are favorable. The posted speed limit shall not be exceeded under any other conditions.

## **INTERSECTION NAVIGATION POLICY**

### **Purpose:**

To establish procedures and guidelines for the safe operation of all emergency vehicles and apparatus when negotiating intersections.



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**Scope:**

All Personnel

**Policy:**

The Fire District emergency vehicle shall come to a full stop before entering a negative right-of-way intersection (red light, flashing red light, or stop sign), blind intersection, or any intersection where hazards are present and/or the driver cannot account for all oncoming traffic lanes. The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.

If necessary, due to traffic conditions or visual obstructions, the emergency vehicle driver shall cross the intersection in stages, treating each lane as a separate intersection. The driver shall stop the vehicle, as necessary, to ensure that each lane may be crossed safely.

Emergency vehicle drivers should not assume that oncoming/opposing traffic has stopped, even when facing a green signal or "clear" route; emergency vehicle drivers must visually confirm that oncoming/opposing traffic is stopped while approaching any intersection, and be prepared to stop immediately, if necessary.

## **TRAVELING IN OPPOSING TRAFFIC LANES**

**Purpose:**

To establish practices that address when an emergency vehicle must travel in an opposing lane.

**Scope:**

All Personnel

**Policy:**

Operating emergency vehicles in opposing traffic lanes is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel).

When an emergency vehicle must travel in an opposing traffic lane, or in a center turn lane to maneuver around slow moving or stopped traffic, the emergency vehicle shall proceed in cautious manner. If there is a median separating the emergency vehicle from the slow or stopped traffic, the emergency vehicle shall proceed at a speed based on the road, traffic, and weather conditions.

When approaching a controlled intersection (traffic lights or stop signs) in an opposing traffic lane or center turn lane, the emergency vehicle shall come to a full stop before entering the intersection, even if the traffic light is green in the direction of travel.

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## **TRAVEL IN AN OPPOSING DIRECTION**

**Purpose:** To establish safe practices that address when an emergency vehicle must travel against the traffic flow on a one-way street.

**Scope:**

All Personnel

**Policy:**

Operating emergency vehicles against the normal flow of traffic is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel).

Travel against the normal direction of traffic flow on a one-way street shall be limited to short distances. Emergency vehicle drivers must proceed slowly and with extreme caution in these situations.

The emergency vehicle must come to a full stop before entering an intersection while traveling in an opposing direction.

## **PASSING TRAFFIC IN AN EMERGENCY VEHICLE**

**Purpose:**

To establish safe practices that address when an emergency vehicle must pass traffic moving in the same direction.

**Scope:**

All Personnel

**Policy:**

When overtaking traffic that is moving in the same direction, the emergency vehicle driver shall give other drivers an opportunity to yield the right-of-way before passing. If it is necessary to pass a vehicle that has not yielded the right-of-way, the emergency vehicle shall provide as wide a clearance as possible.

A Fire District emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass.

A following vehicle may contact a leading vehicle by radio to request permission to pass.

## **RAILROAD CROSSING POLICY**

**Purpose:**

To establish safe practices that address when an emergency vehicle comes to an unguarded railway grade crossing.

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**Scope:**

All Personnel

**Policy:**

The emergency vehicle shall come to a full stop at unguarded railway grade crossings. Caution shall be exercised at grade crossings where warning lights and/or gates are provided.

It is not always possible to hear an approaching train, due to the Doppler Effect\* and the type of locomotives used on some rail lines (particularly electric locomotives); otherwise "normal" appearing highway vehicles, equipped with rail wheels, are also used by railroads, and may be encountered at grade crossings. Emergency vehicle drivers should become familiar with the specific characteristics of the rail lines in their area.

Warning devices and crossing gates are generally reliable but can fail due to the harsh conditions to which they are exposed – these devices are designed to fail in the "safe" mode. When approaching a grade crossing with lowered gates and/or active lights and no apparent rail traffic, the emergency vehicle shall come to a full stop prior to the crossing; before proceeding, the emergency vehicle driver shall visually confirm that no train or other rail vehicle is approaching on the tracks. Complete confirmation may require that members physically dismount the vehicle to visually check the tracks.

*The "Doppler Effect" is the perceptible change in the frequency and wavelength of a sound wave as it moves relative to an observer.*

## **STOPPED SCHOOL BUS**

**Purpose:** To establish safe practices that address when an emergency vehicle comes to a school bus that has stopped with red lights flashing.

**Scope:**

All Personnel

**Policy:**

The emergency vehicle shall not pass a school bus that has stopped with red lights flashing to load or discharge passengers.

## **PEDESTRIAN CROSSWALK**

**Purpose:**

To establish safe practices that address when an emergency vehicle comes to a pedestrian crosswalk.

**Scope:**

All Personnel.

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**Policy:**

The emergency vehicle shall not exceed the posted speed limit when approaching a pedestrian crosswalk. If the crosswalk is occupied, the emergency vehicle shall slow down and be prepared to stop if the pedestrian does not yield the right-of-way.

**LAW ENFORCEMENT DIRECTIONS****Purpose:**

To establish safe practices that address when a law enforcement officer gives directions to an emergency vehicle.

**Scope:**

All Personnel

**Policy:**

The emergency vehicle shall comply with the directions of a sworn law enforcement officer, including a signal to stop.

Law enforcement officials may also direct the specific positioning, or repositioning, of emergency vehicles on an incident scene to maintain traffic flow, reduce bottlenecks, enhance scene safety, and prevent secondary collisions. Compliance with such direction is generally required of emergency vehicle drivers and their supervisors or chiefs; if a difference of opinion regarding scene safety arises, it should be raised in a cooperative fashion with the ranking law enforcement officer on the scene.

**AGGRESSIVE DRIVING****Purpose:**

To establish safe practices that address when an emergency vehicle driver employs aggressive driving techniques.

**Scope:**

All Personnel.

**Policy:**

Emergency vehicle drivers shall not employ aggressive driving techniques to force other drivers to yield the right-of-way.

Emergency vehicles must always be operated with due regard for the safety of civilian traffic, and under all circumstances; the elimination of aggressive driving techniques is also critical for protecting the safety of other crew members assigned to the vehicle.

Emergency vehicle drivers have been cited, fined, and sentenced to imprisonment for causing harm

# Orchard Park Fire District Policies & Procedures

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through aggressive driving.

## **SPECIAL DRIVING PROCEDURES POLICY**

### **VEHICLE BACKING**

#### **Purpose:**

To establish safe practices to ensure emergency vehicles are safely moved when operating in reverse mode.

#### **Scope:**

All Personnel

#### **Policy:**

Before backing a fire department vehicle, the driver shall ensure that the intended path is clear of hazards or obstructions.

One or more spotters shall be employed as guides in all situations, especially where the driver does not have a clear vision of the path of travel. Two spotters should be assigned when backing large or heavy apparatus – one covering each side of the vehicle. When available, a third spotter can be used to monitor traffic or, especially in the case of aerial apparatus, watch the front of the vehicle for overhead obstructions.

A spotter is responsible for guiding the driver and ensuring that any potential hazards are avoided. Standard signals shall be used to communicate with the driver during the backing maneuver; hand signals or voice signals transmitted over a portable radio can be employed for this purpose. The spotter shall direct the driver to stop at any time the backing maneuver cannot be completed safely.

The spotter(s) shall be on the ground, to the rear of the vehicle, and shall always remain visible to the driver. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle. Portable radios or tethered vehicle-mounted intercom systems are recommended for spotters' safety. In no case are cameras or safety devices a substitute for a spotter. (NFPA 1500 requires at least one spotter to have contact with the driver.)

If it is essential to back a vehicle with limited rearward visibility and no spotter is available, the driver shall stop, dismount, and visually perform a 360-degree check around the vehicle before backing, with emphasis on the area behind and to both sides. After checking the area, the driver shall back the vehicle at slow speed and with extreme caution, prepared to stop immediately if necessary.

## **SIGNALS**

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- **Straight Back:** One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional)
- **Turn:** Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter.)
- **Stop:** Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

## Night Backing

Signals will be the same. The spotter will ensure that the spotlights on rear of apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror.

## MANEUVERING AT AN INCIDENT SCENE

### **Purpose:**

To establish safe practices that address when maneuvering an emergency vehicle at an incident scene.

### **Scope:**

All Personnel

### **Policy:**

Drivers shall exercise extreme caution while maneuvering emergency vehicles at an incident scene; other drivers and pedestrians may be distracted or preoccupied by events and a variety of hazards (e.g., downed, or low-hanging wires, limited visibility, hazardous materials, etc.) may be encountered. Vehicles shall be moved slowly and cautiously, with spotters assigned to guide the driver in tight situations.

When streets have been closed to regular traffic, the emergency vehicle driver always remains fully responsible for the safe and prudent operation of the vehicle.

When operating at an incident scene where the streets have not been closed to regular traffic, Fire District vehicles shall be positioned, parked, or staged in a manner that considers safety as a primary factor.

**Check for Unsecured Personnel:** Before moving an emergency vehicle in any location, the driver shall ensure that all occupants are seated and properly secured in approved riding positions. The driver shall also ensure that no one is in the process of mounting, dismounting, standing on top of, or on the outside of, the vehicle.

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Under no circumstances shall members be allowed to ride on the outside of a moving apparatus, including the tailboard, roof, aerial platform/bucket, or a top-mounted pump panel.

## **RETURN TO ROADWAY**

### **Purpose:**

To establish safe practices that address when an emergency vehicle needs to return to the roadway when the wheels leave the paved surface of the roadway.

### **Scope:**

All Personnel

### **Policy:**

Fire District vehicle operators shall be aware of the actions to be taken if the wheels of the vehicle leave the paved surface of the roadway. In these situations, the vehicle shall be slowed to a speed below 20 miles-per-hour before any attempt is made to return it to the roadway.

Depending on road conditions and the condition of the off-road surface on which the vehicle is moving, it may be necessary to carefully bring the vehicle to a complete stop before attempting a return to the roadway; under many circumstances, particularly involving heavy apparatus, this may be the safest course of action.

## **EMERGENCY VEHICLE DRIVERS POLICIES**

### **BASIC DRIVER TRAINING**

#### **Purpose:**

To establish a comprehensive basic driver training and education program that must be successfully completed by all drivers of the Fire District.

#### **Scope:**

All personnel who drive Fire District vehicles; Operators of District ATV/UTV's or towing of trailers for the Fire District, shall take that training as prescribed in this policy.

#### **Policy:**

Basic driver training shall be completed before a member is authorized to drive any Fire District vehicle or to drive a privately owned vehicle on Fire District business. The Fire District shall ensure that the individual is properly licensed and insured and has the necessary knowledge, skills, and abilities to operate a vehicle safely. The initial driver training program shall include the following as established by OSHA Law of NYSPESH of 2015 as specified by NYSOFFPC Best Practices, Section

4.3 Apparatus Operators.

#### **4.3 Apparatus Operators:**

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In addition to core competencies for exterior firefighters, apparatus operators should complete a training program addressing the following core competencies:

- 1) Performing routine preventive maintenance, inspection and being capable of initiating the service of vehicle systems, components, equipment, tools, and appliances assigned to the vehicle and be capable of initiating correction of any deficiencies noted.
- 2) Be capable of documenting routine maintenance, inspection and service of the vehicle's systems, components, equipment, tools, and appliances mounted on or assigned to vehicle.
- 3) Be capable of initiating correction of any deficiencies noted during this process or any corrective actions required to address deficiencies Be capable of demonstrating safe operation of the vehicle in compliance with applicable laws, regulations and standards during routine driving and emergency responses.
- 4) Be capable of demonstrating defensive driving practices.
- 5) Be capable of demonstrating safe maneuvering of the vehicle around obstructions and in restricted spaces both forward and reverse.
- 6) Be able to demonstrate safe backing procedures and the use of a spotter.
- 7) Be knowledgeable of operational capabilities and limitations of the vehicle, its systems and components, equipment, tools, and appliances mounted on or assigned to that vehicle.
- 8) Understand the operation of the functional systems, tools, equipment, and appliances mounted on or assigned to the vehicle; and
- 9) Be capable of demonstrating the ability to operate the pump or other functional systems on the apparatus.

Related training programs which may address some or all the specific core competencies, stated above, for apparatus operators include:

- (a) NYS Office of Fire Prevention and Control
  - a. Apparatus Operator-Emergency Vehicle Operator's Course (EVOC), (Competencies 1 -9, in addition to local training specific to the fire department's vehicles)
- (b) Insurance Company sponsored EVOC programs with a practical skill driving course component, in addition to local training specific to the fire department's vehicles.
- (c) Suffolk County Fire Academy
  - a. Emergency Vehicle Operations (EVOC), in addition to local training specific to the fire department's vehicles
- (d) National Certification for any of the Apparatus Operator series, in addition to local



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training specific to the fire department's vehicles

Upon completion of the basic driver program, a member is authorized to drive vehicles in a non-emergency mode. This classification includes passenger vehicles, SUVs, vans, and pick-up trucks. Additional training shall be required before the member is qualified to drive larger vehicles or to operate any vehicle in the emergency response mode.

The District shall periodically review the performance of each member who is authorized to drive Fire District vehicles. The authorization to drive may be suspended or revoked because of such reviews and/or additional training may be required to maintain driving status. Members, who repeatedly fail to comply with Fire District driving policies and procedures or violate traffic laws while driving Fire District vehicles, should be re-evaluated, or disciplined, if necessary.

## **DRIVER TRAINING PROGRAM**

### **Purpose:**

To offer a comprehensive and advanced driver training program to provide members with the skills and knowledge necessary to reduce vehicle accidents and limit injuries to themselves and the public.

### **Scope:**

All personnel who drive District vehicles in emergency mode

### **Policy:**

District vehicles shall only be driven/operated by individuals who comply with the applicable state driver's license requirements and have been trained and certified to operate the particular vehicle or type/class of vehicle through the Fire District Vehicle Training and Response Driver Training Program.

The District will train drivers on all apparatus used by the Orchard Park Fire District, including, but not limited to pumps, ladders, off-road vehicles, command vehicles, and specialty units.

The Driver Training Program will meet or exceed the guidelines set forth by the Volunteer Firemen's Insurance Service (VFIS) Driver Training Program and will prepare drivers to meet the requirements of OSHA Law of NYSPESH of 2015 as specified by NYSOFPD Best Practices, Section 4.3 Apparatus Operators:

The OSHA Laws requires:

The District shall periodically review the performance of each member who is authorized to drive Fire District vehicles. The authorization to drive may be suspended or revoked because of such reviews and/or additional training may be required to maintain driving status. Members, who repeatedly fail to comply with Fire District driving policies and procedures or violate traffic laws while driving Fire District vehicles, should be re-evaluated, or disciplined, if necessary.

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## **EMERGENCY VEHICLE OPERATOR'S COURSE**

### **Purpose:**

To set forth requirements to be a driver for emergency vehicles for the Orchard Park Fire District.

### **Scope:**

All personnel who drive emergency vehicles for the Fire District

### **Policy:**

Before being authorized to operate any Fire District vehicle in an emergency response mode, the member shall successfully complete an Emergency Vehicle Operator's Course (EVOC). Following completion of the EVOC program, the individual must demonstrate an appropriate understanding of the specific policies, procedures, and considerations that apply to emergency response, before being authorized to operate vehicles in an emergency response mode. A refresher EVOC training class is required at intervals of not more than three (3) years to maintain emergency vehicle operator status. The Orchard Park Fire District uses the Volunteer Firemen's Insurance Services (VFIS) Driver Training Program.

Instructors Authorized to Run, Oversee and Administer the Training Course and this Policy, shall have attended and passed, the Volunteer Firemen's Insurance Services (VFIS) Driver Training Instructor Training Program. Further, the Board of Commissioners shall Appoint Driver Trainers for each Station within the District.

## **DRIVING RECORD REVIEW**

### **Purpose:**

To set forth qualifications and requirements to be a driver for emergency vehicles for the Orchard Park Fire District.

### **Scope:**

All personnel who drive emergency vehicles for the Fire District

### **Policy:**

The Fire District shall obtain and review a copy of the member's motor vehicle record from the New York State Department of Motor Vehicles prior to allowing an individual to begin driver training. Each authorized driver shall be entered into the NYS Department of Motor Vehicle's LENS Program to ensure that the individual maintains safe driving habits.

An individual who has been charged with an offense that could result in a suspension or revocation of his or her driver's license SHALL notify his or her supervisor or chief within 48 hours. The individual may be suspended from driving emergency vehicles pending judgment, depending on the circumstances, and existing District policy. Such charges would include:

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- Driving while impaired/intoxicated or under the influence of drugs.
- Negligent homicide or gross negligence
- Aggravated assault with a motor vehicle
- Reckless driving
- Leaving the scene of an accident

## **USE OF PERSONAL ELECTRONIC DEVICES**

### **Purpose:**

To define the restrictions on vehicle operators in the use of personal electronic devices while operating emergency vehicles.

### **Scope:**

All Personnel

### **Policy:**

**The use of Portable Electronic Devices is prohibited while driving Fire District Apparatus while in emergency mode.**

Portable Electronic Devices may be utilized only in vehicles that are equipped with hands free devices in accordance with NYS Law when the vehicle is in motion.

## **MOBILE DATA TERMINAL (MDT) USAGE**

### **Purpose:**

To define the usage of District owned MDTs.

### **Scope:**

All Personnel

### **Policy:**

- All MDTs are to be used for District business only.
- Any MDT that is in a vehicle that are not in a District building must be brought in when temperatures are below 32 degrees and above 80 degrees.
- MDTs in apparatus are not to be removed from that vehicle.
- Adding additional computer programs to the MDTs is prohibited.
- Failure to comply with this policy is subject to disciplinary action up to and including removal from the District.

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## **PRIVATELY OWNED VEHICLE RESPONSE POLICY**

### **Purpose:**

To establish guidelines governing the response to district events/incidents in privately owned vehicles (POVs).

### **Scope:**

All Personnel

### **Policy:**

Personnel must follow all laws and regulations for the State of New York that apply to non-emergency vehicles, unless the state statute allows POVs to operate as an authorized emergency vehicle.

Reference state regulation in Attachment 2.

## **AUTHORIZATION TO OPERATE A POV AS AN EMERGENCY VEHICLE**

### **Purpose:**

To establish guidelines governing the official authorization allowing personnel to respond to District events/incidents in privately owned vehicles (POVs).

### **Scope:**

All Personnel

### **Policy:**

- Driver must own and operate a vehicle that complies with all state and local regulations, including, but not limited to, valid insurance & inspection.
- Driver must read and demonstrate an understanding of the District's policies regarding use of "lights & sirens."
- The POV must be in proper mechanical condition and the warning devices in compliance with the applicable laws.
- Driver must always wear a seatbelt while operating the vehicle.
- Driver must complete an Emergency Vehicle Operator Course (EVOC).
- Driver must submit to a medical examination, skills evaluation, and driving record check.

## **COURTESY/WARNING "BLUE LIGHT" POLICY**

### **Purpose:**

To establish guidelines governing the use of a "Courtesy/Warning Light" in privately owned vehicles (POVs) responding to an incident.

### **Scope:**

All personnel who are authorized to respond to an incident in a POV.

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**Policy:**

To ensure the safety of its members, the authorization for use of a "Courtesy/Warning Light" must be approved by the District.

Installation and use of warning lights on privately owned vehicles must be in accordance with state laws and regulations.

An authorized driver may use colored warning lights on privately owned vehicles to request the right-of-way when responding to emergency incidents. The use of a courtesy/warning light does not provide any special privileges or exemptions to traffic laws. Other drivers are not required to yield the right-of-way to a vehicle that has a courtesy light in operation. The only purpose of the warning light is to request that other drivers yield the right-of-way; the POV driver is required to comply with all traffic laws.

The District will revoke the authorization to use a warning/courtesy light if a member fails to comply with all the requirements and legal limitations.

Reference state regulation in Attachment 2

## **ACCIDENT REPORTING & INVESTIGATION**

**Purpose:**

To provide a standard system to report and investigate all District vehicular accidents and near misses (District or personal). (A near miss incident is defined as an incident in which no property damage and no personal injury occurred, but where, given a slight shift in time, position, or other circumstances, damage or injury would or may have occurred.)

**Scope:**

All Personnel

**Policy:**

All District vehicular accidents will be reported to the communications center immediately. District vehicles will STOP, regardless of the driver's belief of minor damage, and:

Report the following:

- Unit ID or Apparatus Number
- Exact accident location
- An indication for need for medical assistance (e.g., BLS, ALS, etc. ...), victims or firefighters.
- An estimate of the extent and nature of the injuries and vehicle damage Indication on whether the vehicle is drivable.

While at the accident scene:

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- Initiate appropriate medical care.
- Do not discuss the incident with anyone other than fire and police representatives.
- Do not move your vehicle unless it is creating a traffic hazard.
- If you must move your vehicle, take photos prior to moving.
- Obtain witness names and contact information.
- Remain at the scene until the police and fire representatives have completed their investigation.

Based on the reported information, the Communications Center will:

- Dispatch any needed medical assistance.
- Notify the Police Dispatcher of the incident.
- Notify Department Chief Officers

All District vehicle accidents will be investigated. The process will include the following:

- Fact Finding Review
  - Separate interviews with the driver, all crew members, accident witnesses
  - Notes recorded at each interview.
  - Contact Information recorded at each interview.
- Notification of any applicable Agencies (e.g., Insurance Adjuster, etc.)
- District firefighters / employees involved in the incident should be isolated from the public, the other parties involved in the incident, and the media.
- Members may be placed on Administrative Leave or directed to take a leave of absence during the initial investigative process.

The investigating officer should attempt to collect the following:

- Photographs/Video of the incident
- Police Report
- Name and badge of investigating Police Officer.
- Names and contact information for all parties involved (including witnesses)
- Applicable Accident Reports/Forms

### **ROADWAY AND ROADSIDE SCENE SAFETY POLICY**

#### **Purpose:**

To establish guidelines for protection of personnel and incident victims at all roadway or roadside incident scenes.

#### **Scope:**

All Personnel

This procedure identifies parking practices for Fire District apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while

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exposed to the hazardous environment created by moving traffic.

It shall be the policy of the Orchard Park Fire District to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, highway, or expressway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire district personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic.

All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident.

Always consider moving vehicles as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. At any time, a motorist may be driving without a legal driver's license.

Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them. Assume that all approaching traffic is out to get you until proven otherwise.

Nighttime incidents requiring personnel to work in or near moving near traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

## **Terminology**

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.

- *Advance Warning*-notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
- *Block*-positioning a fire district apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.
- *Buffer Zone*-the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
- *Downstream*-the direction that traffic is moving as it travels away from the incident scene.
- *Flagman or Fire Police* -a Fire District member assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
- *Shadow*-the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
- *Taper*-the action of merging several lanes of moving traffic into fewer moving lanes.

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- *Temporary Work Zone*-the physical area of a roadway within which emergency personnel perform their fire, EMS, and rescue tasks at a vehicle-related incident.
- *Transition Zone*-the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
- *Upstream*-the direction that traffic is traveling from as the vehicles approach the incident scene.

## **Safety Benchmarks**

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all crew members and emergency service personnel at the incident scene including:

- Never trust approaching traffic
- Avoid turning your back to approaching traffic.
- Establish an initial "block" with the first arriving emergency vehicle or fire apparatus.
- Always wear structural firefighting helmet
- Always wear the Class II or Public Safety highway safety vest at all vehicle-related emergencies or when working in or near a roadway
- Turn off all sources of vision impairment to approaching motorists at nighttime incidents including vehicle headlights, spotlights, and non-essential Emergency Lighting on Apparatus.
- Use fire apparatus and police vehicles to initially redirect the flow of moving traffic.
- Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.
- Use traffic cones and/or cones illuminated by flares where appropriate for sustained highway incident traffic control and direction.
- Establish a Fire District member assigned to the "Flagman, Fire Police" function to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.

## **Apparatus and Emergency Vehicle Benchmarks**

Listed below are benchmarks for Safe Parking of apparatus and emergency vehicles when operating in or near moving traffic.

- Always position first-arriving apparatus to protect the scene, patients, and emergency personnel.
- Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
- Angle apparatus on the roadway with a "block to the left" or a "block to the right" to create a physical barrier between the crash scene and approaching traffic.
- Allow apparatus placement to slow approaching motorists and redirect them around the scene.
- Use fire apparatus to block at least one additional traffic lane more than that already



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obstructed by the crashed vehicle(s).

- When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
- Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment, and patients should be kept within the "shadow" created by the blocking apparatus at all times.
- When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area, and the ambulance loading zone.
- Ambulances should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.
- Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.

At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected.

Law enforcement vehicles must be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.

For first arriving engine or truck companies where a charged hose line may be needed, block so that the pump panel is "downstream," on the opposite side of on-coming traffic. This will protect the pump operator.

At intersection incidents, consider requesting law enforcement response. Provide specific directions to law enforcement officers as to exactly what your traffic control needs are. Ensure that law enforcement vehicles are parked in a position and location that provides additional protection of the scene.

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

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

Traffic cones shall be deployed at 15-foot intervals upstream of the blocking apparatus with the furthest traffic cone approximately 75 feet upstream to allow adequate advance warning to drivers.

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

## **Incident Command Benchmarks**

The initial-arriving company officer and/or the Incident Commander must complete critical

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benchmarks to ensure that a safe and protected work environment for emergency scene personnel is established and maintained including:

- Ensure that the first-arriving apparatus establishes an initial block to create an initial safe work area.
- Assign a parking location for all ambulances as well as later-arriving apparatus.
- Lanes of traffic shall be identified numerically as "Lane 1", "Lane 2", etc., beginning from the right to the left when right and left are considered from the approaching motorist's point of view. Typically, vehicles travel a lower speed in the lower number lanes.
- Directions "Right" and "Left" shall be as identified as from the approaching motorist's point of view left or right.
- Instruct the driver of the ambulance to "block to the right" or "block to the left" as it is parked at the scene to position the rear patient loading area away from the closest lane of moving traffic.
- Ensure that all ambulances on-scene are placed within the protected work area (shadow) of the larger apparatus.
- Ensure that all patient loading into ambulances is done from within a protected work zone.
- The initial company officer and/or Incident Commander must operate as the Scene Safety Officer until this assignment is delegated.
- Command shall ensure that traffic signal preemption strobe systems (if so equipped) are turned OFF and that other emergency lighting remains ON.
- At residential medical emergencies, Command shall direct ambulances to park at the nearest curb to the residence for safe patient loading whenever possible.

## **Emergency Crew Personnel Benchmarks**

Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic.

- Always maintain an acute awareness of the high risk of working in or near moving traffic. Act as if they are out to get you!
- Never trust moving traffic
- Always look before you move.
- Always keep an eye on the moving traffic
- Avoid turning your back to moving traffic.
- Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected 'shadow' side, away from moving traffic.
- Officers, apparatus operators, crew members in apparatus with individual jump seat configurations and all ambulance personnel must always exit and enter their units with

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extreme caution remaining alert to moving traffic.

- Class II or Public Safety vest and helmet must be donned prior to exiting the emergency vehicle.
- Always look before opening doors and stepping out of apparatus or emergency vehicle into any moving traffic areas. When walking around fire apparatus or emergency vehicle, be alert to your proximity to moving traffic.
  - Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.
  - Maintain a 'reduced profile' when moving through any area where a minimum 'buffer zone' condition exists.
- Law enforcement personnel may place traffic cones or flares at the scene to direct traffic. This action builds upon initial fire department cone deployment and can be expanded, if needed, as later arriving law enforcement officers arrive. Always place and retrieve cones while facing oncoming traffic.
- Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Where safe and appropriate to do so, place warning flares to slow and direct approaching traffic.

## **High-Volume, Limited Access, Highway Operations**

High-volume limited access highways include the expressways, toll ways, freeways, and multi-lane roadways within Fire District response area. Typically, law enforcement and Department of Transportation (DOT) agencies have a desire to keep the traffic moving on these high-volume thoroughfares. When in the judgment of fire department command, it becomes essential for the safety of operating personnel and the patients involved, any or all lanes, shoulders, and entry/exit ramps of these limited access highways can be completely shut down. This, however, should rarely occur and should be for as short a period as practical.

Unique Safe Parking procedures at expressway, toll way, freeway, and limited-access, high-volume multi-lane roadway incidents:

- First-arriving engine company apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane.
- A Blocker apparatus shall be automatically dispatched to all vehicle-related incidents on all limited-access, high-volume roadways, expressways, freeway, and highways.
- The primary assignment of this Blocker apparatus and crew shall be to:
  - Establish an upstream block occupying a minimum of two lanes plus the paved shoulder of the highway or blockage of three driving lanes of traffic upstream of the initial block provided by the first-due apparatus.

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- The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, design curves, bridges, hills and over-or underpasses.
  - Traffic cones and/or cones illuminated by flares should be placed upstream of the ladder truck apparatus by the Blocker apparatus crew at the direction of the company officer.
  - Traffic cones on limited-access, high-volume roadways shall be placed farther apart, with the last cone approximately 150 feet "upstream", to allow adequate warning to drivers. Personnel shall place cones and flares and retrieve cones while facing the traffic.
  - Assign a Flag Men and Fire Police person to monitor the response of approaching motorists as they are directed to transition to a slower speed and taper into merged lanes of traffic.
  - Notify Command on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.
  - Flag Men and Fire Police shall activate a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.
  - Driver operator of Blocker apparatus shall sound a series of long blasts on the apparatus air horn to audibly warn all operating personnel of the concern for the actions of an approaching motorist.
- Law enforcement vehicles will be used to provide additional blocking of additional traffic lanes as needed. Ambulances shall always be positioned within the safe work zone.
  - Staging of additional companies off the highway may be required. Ambulances may be brought onto the highway scene one or two at a time. An adequate size multi-patient loading area must be established.
  - Command should establish a liaison with law enforcement as soon as possible to jointly coordinate a safe work zone and to determine how to resolve the incident and establish normal traffic flows most efficiently.
  - The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion.

### **Officer's Safe Parking "Cue Card"**

- "Block" with first-arriving apparatus to protect the scene, patients, and emergency personnel.
- Block at least one additional lane.
- Block so pump panel is "downstream."
- Block most critical or highest traffic volume direction first.
- Consider requesting additional law enforcement assistance.
- Crews wear proper PPE w/Helmet.

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- Wear helmet at all times
- Always wear Class II or Public Safety vest when operating in or near a roadway
- Establish more than adequate advance warning.
- Traffic cones at 15' intervals
- Deploy minimum 5 cones upstream.
- Cones only "Suggest" they do not Block!
- Expand initial safe work zone.
- Direct placement of ambulances
- Ensure ambulances park within shadow of larger apparatus as directed Lane 1 is furthest right lane, next is Lane 2, then Lane 3, etc. from approaching motorist's point of view
- Direct ambulance to "block to the right" or "block to the left" to protect loading doors.
- Place ambulance patient loading area facing away from closest lane of moving traffic.
- All patient loading into ambulances is done from within a protected work zone.
- You are the Scene Safety Officer
- Consider assigning firefighter as upstream "Spotter" as necessary for approaching traffic.

## Night or Reduced Light Conditions

- Turn OFF vehicle headlights.
- Turn OFF traffic signal preemption strobes (if so equipped)
- Provide overall scene lighting.
- All personnel in PPE with helmets
- Illuminate cones with flares if possible.
- Consider additional Truck company for additional upstream "Block."
- Limited access, high-volume highway incidents
- Establish initial block: minimum two lanes.
- Ladder truck establishes upstream block.
- Two lanes plus paved shoulder or three driving lanes
- Place cones and/or cones illuminated by flares upstream of ladder truck apparatus, last cone approximately 150 feet "upstream" of apparatus.
- Establish Flagger position, monitor approaching traffic sound emergency signal, as necessary.
- Driver operator of ladder truck apparatus sound a series of long blasts on apparatus air horn as necessary.
- Use law enforcement vehicles for additional blocking.
- Stage additional companies off highway
- Establish liaison with law enforcement.
- Terminate incident aggressively.

For more information regarding safety for responders working in or near a roadway, refer to the following website: <http://www.respondersafety.com>. The Responder Safety Learning Network provides Online training for all aspects of Roadway Incident Safety. These courses are authorized by the Orchard Park Fire District for In Service Trainings.

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*Note-Public Safety reflective vests are issued by the Orchard Park Fire District for all members.*

## **VEHICLE INSPECTION POLICY**

### **Purpose:**

To ensure vehicle and equipment are in working order and that the vehicle is safe and ready to respond.

### **Scope:**

All Personnel

### **Policy:**

Fire apparatus shall only be operated when their mechanical condition makes it safe to do so.

The following list of vehicle defects has been developed to guide apparatus operators in making decisions related to the operational safety of a Fire District vehicle. If an "out-of-service" condition is discovered, the vehicle shall be placed out of service and the condition of the vehicle shall be reported to the responsible officer. The vehicle shall not be returned to service until the problem condition is resolved by a qualified individual.

The following defects and deficiencies of the driving and crew areas, the apparatus body, and the equipment compartments reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Body mounting that is defective.
- Cab mounting that is defective.
- Seat belts that are torn or have melted webbing, missing or broken buckles, or loose mountings. Due to the extreme safety-related consequences of a defective seat belt, and the fact that one defective seat belt (unless it is the driver's seat belt) does not render a piece of apparatus unusable, the authority having jurisdiction shall take any seating position with a defective seat belt out of service.
- Cracked or broken windshield that obstructs the driver's/operator's view.
- Missing or broken rear-view mirrors that obstruct the driver's/operator's view.
- Windshield wipers that are missing or inoperable
- Steering wheel that has a deficiency
- Oil pressure gauge or engine or transmission temperature gauges that have failed Air gauge or audio low air warning device that has failed.
- Door latches that are defective
- Defrosters that are defective
- Foot throttle that is defective

The following defects and deficiencies of the chassis, axles, steering and suspension systems, driveline, wheels, and tires reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Tires that have cuts in the sidewall that penetrate to the cord.

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- Tires that are defective
- Tires that have a tread depth of 4/32 in. (3.2 mm) or less on any steering axle or 2/32 in. (1.6 mm) or less on any non-steering axle at any two adjacent major tread grooves anywhere on the tire
- Suspension components that are defective
- Wheel fasteners that are missing or broken
- Wheels that are defective
- Axle flanges that have Class 3 leakage (Class 3-leak of fluid great enough to form drops that then fall from the item being checked/inspection)
- An axle that has any Class 3 leakage
- Steering components that are defective
- A steering component that has Class 3 leakage
- Driveline components that are defective

The following defects and deficiencies of the *engine systems* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Air filter restriction indicator that shows maximum restriction
- Engine that will not crank or start.
- Engine system that has Class 3 leakage of oil
- Engine that is overheating
- Oil that contains coolant
- Oil that is diluted with fuel.
- A fuel system component that has Class 2 leakage (Class 2-leak of fuel great enough to form a drop, but not enough to cause the drop to fall from the item being checked/inspected)
- Fuel tank, mountings, or straps that are defective.
- Stop-engine light that fails to turn off after engine is started.

The following defects and deficiencies of the *engine cooling* system reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Cooling system component that has leakage
- Coolant that contains oil
- Radiator that is defective
- Water pump bearing that is Class 3 defective.
  - Cooling fan that is defective.
  - Coolant system components that are defective.

The following defects and deficiencies of the *transmission and clutch* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Clutch components that are defective
- Transmission components that are defective
- Shift linkages that are defective.



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- Automatic transmission that overheats in any range
- Automatic transmission that has a "Do not shift" light on
- Transmission components that have Class 3 leakage of transmission oil

The following defects and deficiencies of the low *voltage electrical* system *and the line voltage electrical* system reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Federal Department of Transportation lighting that is defective.
- Ignition system that is defective
- Charging system that is defective.
- Grounding and bonding of the line voltage electrical system that is defective.

The following defects and deficiencies of the *air brake* system reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Service brakes that have an air pressure drop of more than 2 psi (13.8 kPa) in 1 minute for single fire apparatus or more than 3 psi (20.7 kPa) in 1 minute for combination fire apparatus, with the engine stopped and the service brakes released.
- Leak-down rate (time) of the applied side of the air brake that is more than 3 psi (20.7 kPa) in 1 minute for single fire apparatus or more than 4 psi (27.6 kPa) in 1 minute for combination fire apparatus, with the engine stopped and the service brakes applied.
- Brakes that are out of adjustment
- Braking system components that are defective.
- Braking operation that is ineffective.
- Parking brake operation that is ineffective
- Air compressor that fails to build air pressure.
- Air compressor that fails to maintain 80-90 psi (552-621 kPa) pressure in the system with the service brakes applied and the engine at idle, or air compressor that fails to fill the air system to the air compressor governor cutout pressure with the service and parking brakes released.
- Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them.
- Brake lining or pads that are worn beyond the brake system manufacturer's minimum specifications.
- Rotors and drums that are worn beyond the brake system manufacturer's minimum specifications.
- Antilock braking system (ABS) warning indicator that is activated.

The following defects and deficiencies of the *hydraulic brake* system reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Brake system components that have Class 2 leakage of brake fluid
- Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them.
- Braking system components that are defective.
- Braking operation that is ineffective.



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- Parking brake operation that is ineffective
- Brake warning light that is activated or brake pedal that falls away or drifts toward the flooring when brake pressure is applied.
- Brake lining or pads that are worn beyond the brake system manufacturer's minimum specifications Rotors and drums that are worn beyond the brake system manufacturer's minimum specifications.
- ABS warning indicator that is activated.

The following defects and deficiencies of the *fire pump system* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Pump test results that fall below 90 percent of the original rating of the pump when tested in accordance with NFPA 1911, *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*
- Pump that will not engage
- Water tank that will not hold water.
- Pressure control system that is not operational
- Pump transmission components that have Class 3 leakage of fluid
- Pump transmission lubricant that is contaminated
- Pump panel throttle that is defective

The following defects and deficiencies of the *aerial device and its systems* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Power takeoff (PTO) that will not engage.
- Stabilizer system that is defective
- Aerial device that is defective
- Hydraulic system components that are defective
- Cable sheaves that are defective
- Cables that are defective or frayed
- Base and section rails that show ironing beyond the manufacturer's recommendations.
- Aerial device that is structurally deformed
- Torque box structure or fasteners that are defective.
- Turntable fasteners that are defective or missing

The visual inspections, operational tests, and load tests defined in NFPA 1914, *Standard for Testing Fire Department Aerial Devices*, shall be conducted at the following times:

- At least annually
- After major repairs or overhaul
- Following the use of the aerial device when the aerial device could have been subjected to unusual operating conditions of stress or load.
- When there is reason to believe that usage has exceeded the manufacturer's recommended aerial device operating procedures

The complete inspections and tests including the non-destructive testing (NDT) defined in NFPA

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1914, *Standard for Testing Fire Department Aerial Devices*, shall be conducted at least every 5 years. NDT shall be conducted whenever visual inspection or load testing indicates a potential problem or when there is a desire to further confirm continued operational safety.

If the fire apparatus is equipped with a *fire pump*, the pump shall be service tested in accordance with NFPA 1911, *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*, at least annually and whenever major repairs or modifications to the pump or to any component of the apparatus that is used in pump operations have been made.

Testing of the braking system, including antilock brake systems and auxiliary brake systems, shall be conducted at a prescribed interval, not to exceed the manufacturer's recommendations, at least annually, or whenever adjustments, repairs, or modifications have been performed on any component that can affect the proper operation of the braking system or systems. All testing shall be conducted at a location and in a manner that does not violate local, state, or federal traffic laws.

## **VEHICLE DESIGN & CONSTRUCTION CONSIDERATIONS**

### **Purpose:**

The purpose of this procedure is to ensure that fire district vehicles incorporate safety features that will protect firefighters.

### **Scope:**

This procedure is intended to govern the purchase of all fire district vehicles.

### **Policy:**

Firefighter safety shall be a primary consideration in the specification and purchase of Fire District vehicles.

Vehicles purchased by the Fire District shall comply with applicable emergency service minimum standards. Fire apparatus shall comply with the latest edition of NFPA 1901, *Standard for Automotive Fire Apparatus*. Ambulances shall comply with General Services Administration standard Triple K-A-1822(E). These standards have numerous safety-related requirements.

When possible, supplemental safety systems such as air bags, stability systems, and antilock braking systems shall be incorporated into Fire District vehicles.

Fire District vehicles shall be designed to limit the opportunity for firefighters to ride in unauthorized or unsafe positions on the vehicle.

Large vehicles that are likely to be operated by one person should be equipped with devices to aid the driver while in reverse. These devices may include cameras, sonic sensors, and other devices designed to minimize or eliminate backing crashes.

Fire apparatus with a Gross Vehicle Weight Rating (GVWR) of 32,000 pounds or greater should

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be equipped with an auxiliary braking device such as a transmission retarder, exhaust retarder, or driveline retarder.

Fire apparatus and fire district vehicles shall be designed to allow the driver to concentrate on the task of driving with both hands on the steering wheel. The operational controls for emergency warning devices shall be oriented to allow operation by the officer in vehicles that will normally accommodate more than one firefighter. For vehicles that normally respond with one firefighter, the controls for emergency warning devices shall be designed to require minimal attention on the part of the driver to operate.

A speedometer shall be supplied and installed to be in the full view on the right side of all fire apparatus to allow the officer to effectively monitor the speed of the vehicle.

For vehicles with high centers of gravity, such as aerial ladders apparatus, Rescues and Tankers, a rollover warning system should be provided to give the driver feedback on the stability of the vehicle, especially in turns.

For fire apparatus, an emergency brake activation switch shall be mounted within the reach of the officer to allow the vehicle to be stopped in the event that the driver becomes incapacitated.

Seat belt extensions shall be provided on the female end of seat belts in fire apparatus to allow firefighters to connect seat belts while wearing protective clothing more easily.

Provisions shall be made to carry equipment normally contained within the passenger compartment of fire apparatus and ambulances in brackets or compartments, which will limit damage and injury in the event of a collision.

When specifying and purchasing fire apparatus, attention shall be paid to the ability of firefighters to mount and dismount fire apparatus. Step heights and step depths shall be managed to provide for safety.

A placard with the height and loaded weight of fire apparatus shall be displayed in plain view of the driver of the vehicle. The weight of the loaded apparatus shall be expressed in pounds and in tons.

A small convex mirror shall be provided which permits the officer to view the firefighters riding in the rear of any fire apparatus cab with rear seats.

## **VEHICLE SAFETY PROGRAM IMPLEMENTATION**

### **Purpose**

To establish guidelines for the organization and operation of a vehicle safety program.

### **Scope**

All Personnel

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## **Policy:**

The vehicle safety program will handle the following responsibilities:

- Establish Vehicle Safety Procedures
- Provide safety input on the design of apparatus.
- Assist Driver Training Officer with driver safety education/training.
- Review vehicle accident/injury reports
- Develop intervention methods.

## **ATTACHMENT 1**

§ 1144. Operation of vehicles on approach of authorized emergency vehicles. (a) Upon the immediate approach of an authorized emergency vehicle equipped with at least one lighted lamp exhibiting red light visible under normal atmospheric conditions from a distance of five hundred feet to the front of such vehicle other than a police vehicle or bicycle when operated as an authorized emergency vehicle, and when audible signals are sounded from any said vehicle by siren, exhaust whistle, bell, air-horn or electronic equivalent; the driver of every other vehicle shall yield the right of way and shall immediately drive to a position parallel to, and as close as possible to the right-hand edge or curb of the roadway, or to either edge of a one-way roadway three or more lanes in width, clear of any intersection, and shall stop and remain in such position until the authorized emergency vehicle has passed, unless otherwise directed by a police officer. (b) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with reasonable care for all persons using the highway.

§ 1144-a. Operation of vehicles when approaching a parked, stopped or standing authorized emergency vehicle or hazard vehicle. (a) Every operator of a motor vehicle shall exercise due care to avoid colliding with an authorized emergency vehicle which is parked, stopped or standing on the shoulder or any portion of such highway and such authorized emergency vehicle is displaying one or more red or combination red and white lights pursuant to the provisions of paragraph two of subdivision forty-one of section three hundred seventy-five of this chapter or is displaying one or more blue, combination blue and red or combination blue, red and white lights pursuant to the provisions of subparagraph b of paragraph four of subdivision forty-one of section three hundred seventy-five of this chapter. For operators of motor vehicles on parkways or controlled access highways, such due care shall include, but not be limited to, moving from a lane which contains or is immediately adjacent to the shoulder where such authorized emergency vehicle displaying one or more red, blue or white or any combination of red and white lights or blue or combination blue and red or combination blue, red and white lights pursuant to the provisions of paragraph two or subparagraph b of paragraph four, as applicable of subdivision forty-one of section three hundred seventy-five of this chapter is parked, stopped or standing to another lane, provided that such movement otherwise complies with the requirements of this chapter including, but not limited to, the provisions of sections eleven hundred ten of this title and eleven hundred twenty-eight of this title.

(b) Every operator of a motor vehicle shall exercise due care to avoid colliding with a hazard vehicle which is parked, stopped, or standing on the shoulder or on any portion of such highway

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and such hazard vehicle is displaying one or more amber lights pursuant to the provisions of paragraph three of subdivision forty-one of section three hundred seventy-five of this chapter. For operators of motor vehicles on parkways or controlled access highways, such due care shall include, but not be limited to, moving from a lane which contains or is immediately adjacent to the shoulder where such hazard vehicle displaying one or more amber lights pursuant to the provisions of paragraph three of subdivision forty-one of section three hundred seventy-five of this chapter is parked, stopped or standing to another lane, provided that such movement otherwise complies with the requirements of this chapter including, but not limited to, the provisions of sections eleven hundred ten and eleven hundred twenty-eight of this title.

§ 1180. (a) No person shall drive a vehicle at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. (b) Except as provided in subdivision (g) of this section and except when a special hazard exists that requires lower speed for compliance with subdivision (a) of this section or when maximum speed limits have been established as hereinafter authorized, no person shall drive a vehicle at a speed in excess of fifty-five miles per hour. (c) Except as provided in subdivision (g) of this section, whenever maximum school speed limits have been established on a highway adjacent to a school as authorized in section sixteen hundred twenty, sixteen hundred twenty-two, sixteen hundred thirty, sixteen hundred forty-three or sixteen hundred sixty-two-a, no person shall drive in excess of such maximum school speed limits during: (1) school days at times indicated on the school zone speed limit sign, provided, however, that such times shall be between the hours of seven o'clock A.M. and six o'clock P.M. or alternative times within such hours; or (2) a period when the beacons attached to the school zone speed limit sign are flashing and such sign is equipped with a notice that indicates that the school zone speed limit is in effect when such beacons are flashing, provided, however, that such beacons shall only flash during student activities at the school and up to thirty minutes immediately before and up to thirty minutes immediately after such student activities. (d) 1. Except as provided in subdivision (g) of this section, whenever maximum speed limits, other than school speed limits, have been established as authorized in sections sixteen hundred twenty, sixteen hundred twenty-two, sixteen hundred twenty-three, sixteen hundred twenty-seven, sixteen hundred thirty, sixteen hundred forty-three, sixteen hundred forty-four, sixteen hundred fifty-two, sixteen hundred sixty-two-a, sixteen hundred sixty-three, and sixteen hundred seventy, no person shall drive in excess of such maximum speed limits at any time. 2. Except as provided in subdivision (g) of this section, whenever maximum speed limits, other than school speed limits, have been established with respect to any restricted highway as authorized in section sixteen hundred twenty-five, no person shall drive in excess of such maximum speed limits at any time. (e) The driver of every vehicle shall, consistent with the requirements of subdivision (a) of this section, drive at an appropriate reduced speed when approaching and crossing an intersection or railway grade crossing, when approaching and going around a curve, when approaching a hill crest, when approaching and passing by an emergency situation involving any authorized emergency vehicle which is parked, stopped or standing on a highway and which is displaying one or more red or combination red and white lights pursuant to the provisions of paragraph two of subdivision forty-one of section three hundred seventy-five of this chapter, when traveling upon any narrow or winding roadway, and when any special hazard exists with respect to pedestrians, or other traffic by reason of weather or highway conditions, including, but not limited to a highway construction or maintenance work area. (f) Except as

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provided in subdivision (g) of this section and except when a special hazard exists that requires lower speed for compliance with subdivision (a) or (e) of this section or when a lower maximum speed limit has been established, no person shall drive a vehicle through a highway construction or maintenance work area at a speed in excess of the posted work area speed limit. The agency having jurisdiction over the affected street or highway may establish work area speed limits which are less than the normally posted speed limits; provided, however, that such normally posted speed limit may exceed the work area speed limit by no more than twenty miles per hour; and provided further that no such work area speed limit may be established at less than twenty-five miles per hour.

## **SECTION FIVE – DISTRICT**

### **PROCUREMENT POLICY:**

Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid and

WHEREAS, comments have been solicited from the officers and officials of the Orchard Park Fire District involved in the procurement process,

RESOLVED, that the Orchard Park Fire District does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

Every purchase of goods and services to be made by the Orchard Park Fire District which are not required by law to be publicly bid must comply with the following procurement policy:

- A. Every purchase must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is no or can reasonably be expected that the total amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following items are not subject to competitive bidding pursuant to §103 of the General Municipal Law:

- Purchase contracts under \$20,000 and Public Works contracts under \$35,000;
- emergency purchases;
- certain municipal hospital purchases;
- acquisition of emergency services;

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- goods purchased from agencies for the blind or severely handicapped;
- goods purchased from correctional institutions;
- purchases under State and County contracts;
- and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the decision. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

- B. All goods and services will be secured by use of written requests for proposals, written quotations, or any other method that ensures that goods will be purchased at the lowest price and that *favoritism will be avoided*.
- C. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

For purchase contracts below \$20,000.00:

1. Under \$2,500, no specific procedure.
2. \$2,501 – \$10,000, a minimum of 2 verbal quotes;
3. \$10,001 to \$19,999, a minimum of 2 written quotes.

In all instances, references to catalogues and price lists may be substituted for obtaining verbal or written quotes.

For Public Works contracts below \$35,000.00:

1. Under \$5,000.00, no specific procedure;
2. \$5,001 to \$20,000 minimum of 2 verbal quotes;
3. \$20,001 to \$34,999, minimum of 2 written quotes.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempts made to obtain the proposals or quotes. In no event shall the failure to obtain the proposals be a bar to the procurement. Documentation is required of each action taken with each procurement.

- D. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible quote or proposal. This documentation will include an explanation of how the award will achieve savings or how the quote or proposal was not responsible. A determination that the quote or proposal is not responsible shall be made by the purchaser and may not be challenged under any circumstances.



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E. Pursuant to General Municipal Law §104-b (2) (f), in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interests of the Fire District to solicit quotations or document this basis for not accepting the lowest bid:

- i. Professional service or services required special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgement, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price. Additionally, the nature of the services may be such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Fire Commissioners shall take into consideration the following guidelines:

- (a) Whether the services are subject to State licensing or testing requirements;
- (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services;
- (c) Whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services are defined as services of an attorney, services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

- ii. Emergency purchases pursuant to §103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately because seeking alternative proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternative proposals if time permits.
- iii. Purchases of surplus and second-hand goods from any source. If alternative proposals were required, the Fire District could be prevented from purchasing surplus and second-hand goods at auctions through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods since a lower price may indicate an older product.



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- iv. Goods or services under \$100.00. The time and documentation required to purchase such goods or services would likely be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contract would be awarded based on favoritism.
- v. General Municipal Law §103(16) authorizes a Fire District to purchase apparatus and equipment through the use of contracts (Contracts) let by the United States or any agency thereof, any state or any other political subdivision or district therein.

Accordingly, to take advantage of this exemption:

- 1) The Fire District must document that the apparatus and equipment purchase was made through the use of contracts let by the United States or any agency thereof, any state, or any other political subdivision or district therein, and
- 2) The contracts must be let in a manner that constitutes competitive bidding “consistent with New York State Law,” which means there must be a
  - a. Public solicitation of bids, and
  - b. Submission of sealed bids or analogous procedures to secure and preserve the integrity of the process and confidentiality of the bids submitted, and
  - c. Preparation of bid specifications, or a similar document that provides a common standard for bidders to compete fairly, and
  - d. Award to the lowest bidder who materially or substantially meets the bid specifications and is determined to be a responsible bidder or award on the basis of best value provided the Fire District has passed a resolution adopting such a standard.
- 3) The contracts must be made available for use by other governmental entities, and
- 4) The acquisition should demonstrate a reduction in administrative and product cost and increase efficiencies. Furthermore, the Board has performed a cost-benefit analysis before utilizing this exception.

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- 5) The Board of Fire Commissioners is to have reviewed each proposed procurement to determine, on advice of the Fire District Counsel as appropriate, whether the procurements falls within the exception.
- 6) There is careful review of the contract before the purchase is made.
- 7) Any payment to the contract vendor would be subject to standard procedures for claims processing, including audit of claims procedures.
- 8) The Board has maintained appropriate documentation to allow for a thorough review of the decision to use this exception to competitive bidding by local government officials, external auditors, and taxpayers.

### **MODEL CODE OF ETHICS FOR FIRE DISTRICTS:**

WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a fire district from having certain conflicts of interest;

WHEREAS, section 806 of the General Municipal Law, as amended by chapter 238 of the Laws of 2006, requires the governing body of each fire district to adopt a code of ethics that applies to the officers and employees of the fire district, and to the volunteer members of the fire district fire department;

WHEREAS, a code of ethics adopted by the board of fire commissioners of a fire district must set forth standards of conduct for the guidance of the officers and employees of the fire district, and the volunteer members of the fire district fire department, with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable,

NOW, THEREFORE, be it resolved that the board of fire commissioners of the Orchard Park Fire District hereby adopts a code of ethics to read as follows:

### **CODE OF ETHICS OF THE ORCHARD PARK FIRE DISTRICT:**

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## **Section 1. Purpose:**

Officers and employees of the Orchard Park Fire District, and the members of the fire district fire department, hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The board of fire commissioners recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

## **Section 2. Definitions:**

- (a) "Employee" means a paid employee of the fire district including, but not limited to, paid firefighters.
- (b) "Family member" means a parent, sibling, spouse, child, uncle, aunt, first cousin, or household member.
- (c) "Fire district" means the Orchard Park Fire District.
- (d) "Interest" means a direct or indirect monetary, financial, or other material benefit, but does not include any benefit arising from the provision or receipt of fire protection or other emergency services generally available to the residents of the fire district. A person is deemed to have an interest in the contracts of any firm, partnership, or corporation of which he or she is an owner, partner, director, officer, employee, or stockholder.
- (e) "Member of the fire district fire department" or "fire department member" means a volunteer member of the fire district fire department. The official powers and duties of a fire department member refers to the individual's powers and duties under laws, under rules or regulations adopted by the board of fire commissioners, or under policies or procedures of the board of fire commissioners or the chief of the fire district fire department.
- (f) "Officer" means a person serving as a paid or volunteer officer of the fire district including, but not limited to, the members of the board of fire commissioners, treasurer, deputy treasurer, secretary, director of purchasing, and the chief and assistant chiefs of the fire district fire department.

## **Section 3. Applicability:**

This code of ethics applies to the officers and employees of the fire district, and to the members of the fire district fire department. The provisions of this code of ethics shall apply in addition to all laws, including article 18 of the General Municipal Law, all rules, or regulations of the board of fire commissioners, and all policies and procedures of the board of fire commissioners and the chief of the fire district fire department.

## **Section 4. Appearance of impropriety:**

No officer or employee of the fire district, and no member of the fire district fire department shall create an appearance of impropriety, by giving the impression that he or she will exercise or perform his or her official duties on the basis of family, private business or social relationships, or any consideration other than the welfare of the fire district.

## **Section 5. Use of position for personal or private gain:**

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- (a) No officer or employee of the fire district, and no member of the fire district fire department, may use his or her position to secure unwarranted personal or private gain for himself or herself, or for any other person or any organization. Unwarranted personal or private gain does not include any payment, benefit or opportunity that is available to any of the following groups of people:
  - 1) all of the officers, employees or members of the fire district fire department;
  - 2) all of the members of a fire district fire company;
  - 3) all of the eligible residents of the fire district or a duly established zone of the fire district; or
  - 4) the general public.
- (b) No officer or employee of the fire district, and no member of the fire district fire department, may use or permit the use of fire district resources for personal or private purposes. Fire district resources include, but are not limited to, use of fire district personnel, or use of the fire district's money, vehicles, equipment, materials, supplies or other property.
- (c) No officer or employee of the fire district, and no member of the fire district fire department, shall cause the fire district to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) This section does not prohibit an officer, employee, or fire department member from:
  - 1) responding to a fire or other emergency;
  - 2) voting to approve the fire district's annual budget;
  - 3) authorizing or receiving lawful compensation for services as an officer or employee of the fire district;
  - 4) authorizing or receiving lawful payment or reimbursement for actual and reasonably necessary expenses incurred by an officer, employee or fire department member in the performance of his or her official duty;
  - 5) authorizing or receiving lawful benefits as a fire department member including, but not limited to, service awards, group life insurance, and benefits under the Volunteer Firefighters Benefit Law;
  - 6) authorizing or receiving payments under a lawful fire district contract;
  - 7) using fire district personnel, vehicles, equipment, materials, supplies or property for any purpose pursuant to law; or
  - 8) performing a mandatory function that does not require the exercise of discretion.

### **Section 6. Disclosure of interest in legislation:**

- (a) Every officer and employee of the fire district, and every member of the fire district fire department, must disclose the nature of any interest, in any matter coming before the board of fire commissioners for action, which any of the following people have:

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- 1) the officer, employee, or fire department member;
  - 2) a family member of the officer, employee, or fire department member; or
  - 3) a family member of the spouse of the officer, employee, or fire department member.
- (b) For purposes of this section, a "matter coming before the board of fire commissioners for action" means a motion, resolution or any other issue or question requiring a vote of the board.
- (c) The disclosure required by this section must be in writing and must be made publicly to the board of fire commissioners. The board of fire commissioners must cause the disclosure to be included in the minutes of the meeting at which the disclosure is made.
- (d) Disclosure is not required with respect to interests in the following actions by the board of fire commissioners:
- 1) adoption of the fire district's annual budget;
  - 2) authorization of lawful compensation for services as an officer or employee of the fire district;
  - 3) authorization of lawful payment or reimbursement for actual and necessary expenses incurred by an officer, employee, or fire department member in the performance of his or her official duty; or
  - 4) authorization of lawful benefits to the members of the fire department including, but not limited to, service awards, group life insurance, and benefits under the Volunteer Firefighters Benefit Law.

### **Section 7. Recusal and abstention:**

- (a) Except as otherwise required by law, no officer or employee of the fire district, and no member of the fire district fire department, may participate in the discussion, or vote on any matter, or exercise or perform any other official powers or duties in connection with, any matter, when any of the following people have an interest in the matter:
- 1) the officer, employee, or fire department member;
  - 2) a family member of the officer, employee, or fire department member; or
  - 3) a family member of the spouse of the officer, employee, or fire department member.
- (b) In the event that subdivision (a) of this section prohibits an officer, employee or fire department member from exercising or performing his or her official powers or duties:
- 1) if the officer has a deputy who is not prohibited by subdivision (a) from exercising or performing the power or duty, the deputy shall exercise or perform the power or duty; or
  - 2) in all other cases, the officer, employee, or fire department member must refer the matter to his or her immediate supervisor or, if the person does not have an

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immediate supervisor, the officer, employee, or fire department member must refer the matter to the board of fire commissioners.

- (c) When a matter is referred to a person's immediate supervisor or to the board of fire commissioners pursuant to subdivision (b) of this section, the power or duty shall be exercised or performed by the immediate supervisor or the board of fire commissioners, or the immediate supervisor or board of fire commissioners may delegate the power or duty to one or more persons who are authorized to perform the function and not prohibited from doing so by subdivision (a) of this section.
- (d) This section does not prohibit an officer, employee, or fire department member from performing a mandatory function that does not require the exercise of discretion.

## **Section 8. Holding of investments in conflict with official duties:**

- (a) No officer or employee of the fire district, and no member of the fire district fire department, may hold the following investments:
  - 1) personal investments that will be directly affected by the exercise or performance of the person's official powers and duties; or
  - 2) personal investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit an officer, employee, or fire department member from owning any of the following assets:
  - 1) real property located within the fire district or any other area served by the fire district fire department and used as his or her personal residence;
  - 2) less than five percent of the stock of a publicly traded corporation; or
  - 3) bonds or notes issued by the fire district and acquired more than one year after the date on which the bonds or notes were originally issued.

## **Section 9. Private employment in conflict with official duties:**

- (a) No officer or employee of the fire district, and no member of the fire district fire department, may accept employment or engage in any business or professional activity which:
  - 1) impairs the person's independence of judgment in the exercise or performance of his or her official powers and duties;
  - 2) is likely to require disclosure of confidential information gained by reason of serving as an officer, employee, or fire department member; or
  - 3) requires representation of a person or organization other than the fire district in connection with litigation, negotiations, or any other matter to which the fire district is a party.

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(b) No officer or employee of the fire district, and no member of the fire district fire department, may:

- 1) represent another person or organization before the board of fire commissioners or any other body or officer of the fire district;
- 2) render services to another person or organization in relation to any matter which must come before the board of fire commissioners or any other body or officer of the fire district; or
- 3) render services to another person or organization in relation to any matter which is pending before the board of fire commissioners or any other body or officer of the fire district.

(c) This section does not prohibit an officer, employee, or fire department member from:

- 1) representing him or herself, or his or her spouse or minor children before the board of fire commissioners or any other body or officer of the fire district;
- 2) asserting a claim against the fire district on his or her own behalf, or on behalf of his or her spouse or minor children; or
- 3) performing services pursuant to a lawful and duly authorized contract with the fire district, provided, that if the consideration payable under the contract exceeds \$1,000, the contract was awarded through competitive bidding or some other competitive process.

### **Section 10. Future employment:**

(a) No officer or employee of the fire district, and no member of the fire district fire department, for the two-year period after serving as such officer, employee, or department member, may:

- 1) represent another person or organization before the board of fire commissioners or any other body or officer of the fire district;
- 2) render services to another person or organization in connection with any matter which must come before the board of fire commissioners or any other body or officer of the fire district; or
- 3) render services to another person or organization in connection with any matter which is pending before the board of fire commissioners or any other body or officer of the fire district.

(b) No officer or employee of the fire district, and no member of the fire district fire department, at any time after serving as such officer, employee or fire department member, may appear, practice or render services to another person or organization in connection with any particular matter in which he or she personally participated while serving as an officer, employee or fire department member.

(c) This section does not prohibit an officer, employee, or fire department member from:

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- 1) representing him or herself, or his or her spouse or minor children before the board of fire commissioners or any other body or officer of the fire district;
- 2) asserting a claim against the fire district on his or her own behalf, or on behalf of his or her spouse or minor children; or
- 3) performing services pursuant to a lawful and duly authorized contract with the fire district, provided, that if the consideration payable under the contract exceeds \$1,000, the contract was awarded through competitive bidding or some other competitive process.

### **Section 11. Confidential Information:**

No officer or employee of the fire district, and no member of the fire district fire department, who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose such information unless the disclosure is required in the course of exercising or performing his or her official powers and duties.

### **Section 12. Gifts:**

- (a) No officer or employee of the fire district, and no member of the fire district fire department, may directly or indirectly solicit any gift.
- (b) No officer or employee of the fire district, and no member of the fire district fire department, may accept or receive any gift, or multiple gifts from the same donor, having an aggregate value of seventy-five dollars or more when:
  - 1) it appears that the gift is intended to influence the officer, employee or fire department member in the exercise or performance of his or her official powers or duties;
  - 2) the gift could reasonably be expected to influence the officer, employee or fire department member in the exercise or performance of his or her official powers or duties; or
  - 3) the gift is intended as a reward for any official action on the part of the officer, employee, or fire department member.
- (c) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer, employee or member during the twelve-month period preceding the receipt of the most recent gift.
- (d)



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- 1) A gift from a person or organization that seeks to contract with the fire district is presumed to be a gift that is intended to influence an officer, employee or fire department member in the exercise or performance of his or her official powers or duties.
- 2) A gift from a person or organization that has a contract with the fire district or has had a contract with the fire district during the preceding twelve months, is presumed to be a gift intended as a reward for official action.

(e) This section does not prohibit:

- 1) gifts made to the fire district;
- 2) fund raising activities authorized by and pursuant to section 204-a of the General Municipal Law;
- 3) gifts from a person with a family or personal relationship with the officer, employee, or fire department member when the circumstances make it clear that it is that personal relationship, rather than the recipient's status as an officer, employee or fire department member, that is the primary motivating factor for the gift;
- 4) gifts which are modest, reasonable, and customary, given on special occasions, such as marriage, illness, or retirement;
- 5) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
- 6) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as an officer, employee or fire department member, or other service to the community; or
- 7) payments of rewards authorized by law.

### **Section 13. Board of Ethics:**

- (a) There is hereby established a board of ethics for the fire district. The board of ethics shall consist of three members, a majority of whom shall not be officers or employees of the fire district, or members of the fire district fire department, but at least one of whom must be an officer, employee, or fire department member. The members of such board of ethics shall be appointed by the board of fire commissioners, serve at the pleasure of the board of fire commissioners, and receive no salary or compensation for their services as members of the board of ethics.
- (b) The board of ethics shall render advisory opinions to officers, employees, and fire department members with respect to article 18 of the General Municipal Law and this code of ethics. Such advisory opinions must be rendered pursuant to the written request of any such officer, employee or fire department member under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the fire district's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the board of fire commissioners.

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## **Section 14. Posting and distribution:**

- (a) The board of fire commissioners must promptly cause a copy of this code of ethics, and a copy of any amendment to this code of ethics, to be posted publicly and conspicuously in each building under the fire district's control. The code of ethics must be posted within ten days following the date on which the code takes effect. An amendment to the code of ethics must be posted within ten days following the date on which the amendment takes effect.
- (b) The chairman of the board of fire commissioners must promptly cause a copy of this code of ethics, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the fire district, or a member of the fire district fire department.
- (c) Every officer, employee and fire department member who receives a copy of this code of ethics or an amendment to the code must acknowledge such receipt in writing. Such receipts must be filed with the secretary of the fire district who must maintain such receipts as a public record.
- (d) The failure to post this code of ethics or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of an officer, employee, or fire department member to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

## **Section 15. Enforcement:**

Any officer, employee or member who violates this code of ethics may be fined, suspended, or removed from office, employment, or membership in the fire department in the manner provided by law. A violation of this code is deemed "misconduct" within the meaning of section 209-1 of the General Municipal Law.

## **Section 16. Effective date:**

This code of ethics takes effect on the first day of June, two thousand seven.

## **DISTRICT GUIDELINES FOR REPAIRS AND MAINTENANCE FOR APPLIANCES:**

### **FIRE COMPANY RESPONSIBILITIES:**

- Ice Machines
- Walk In Coolers
- Refrigerators
- Stove/Ovens
- Dishwashers

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- Cleaning of Kitchens
- Everything Day Rooms

## **BOARD OF FIRE COMMISSIONER RESPONSIBILITIES:**

- HVAC Systems
- Phone bills and equipment
- Utilities
- Apparatus, firematic & EMS equipment
- District owned office equipment.

All three companies will pay for maintenance and repair of appliances. The Fire District will consider the replacement of appliances when said appliance repairs is considered excessive.

## **CREDIT CARD POLICY:**

### **1. PURPOSE**

The purpose of this document is to define and regulate credit card purchases. Credit Cards will be used at the discretion of the cardholders in accordance with Section 4a. The Credit Cards will have monthly spending limits as determined by the Fiscal Officer.

### **2. SCOPE**

The policy applies to those who use and process payments of Credit Cards.

### **3. USERS**

The following members/employees of the District may be issued a Credit Card:

- a. Chief
- b. Commissioners
- c. Directors/Managers
- d. Fiscal Officer

### **4. PROCESS STEPS**

- a. Credit Cards shall only be used when the issuance of a check or electronic payment is not feasible. This includes, but is not limited to, booking travel, travel expenses, and unusual online purchases. At no time shall any person use a Credit Card that is not issued to them without the explicit permission of the cardholder. The cardholder will be responsible for procuring all receipts for purchases made on their card.
- b. Statements shall be made available to cardholders on the 1st of the month.
- c. Receipt(s) shall be submitted via the Purchase Order Submission Form, accessible at [https://form.jotform.com/OPFD/PO\\_Submission](https://form.jotform.com/OPFD/PO_Submission) no later than the 5th of the month for

## Orchard Park Fire District Policies & Procedures

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review and approval. Any charges deemed inappropriate or personal will result in the cardholder being held liable for payment.

- d. If any receipt(s) are not turned in, an explanation of why the receipt(s) are missing will need to be provided by the 5th of the month to the Fiscal Officer.
- e. Usage of the card without permission of the cardholder, failure to retain receipts, and submitting receipts in an untimely fashion may result in the cardholder losing access to their card either temporarily or permanently as determined by the Fiscal Officer.

### **PARKING ON DISTRICT PROPERTY:**

**This policy applies to all District property including property sub leased.**

District Members:

Members of the Orchard Park Fire District may only park licensed and registered vehicles on District property while on District business. District business includes responding to calls, drills, attending events and utilizing the District facilities.

District Members/Guests:

- District members may allow their guests to park on District property while the District member is in attendance.
- District members may wash their or immediate family members vehicles.
- No one may park on District property for extended periods (greater than 24 hours).
- Repairs, maintenance and modifications of vehicles are not allowed on District property.
- Parking on District property cannot exceed 24 hours
- Trailers, recreational vehicles (boats, snowmobiles, ATVs & UTVs), mobile homes or motorcycles may not be left or stored on District property.

Organizations:

Nonmembers may park on District property when attending District pre-approved meetings, gatherings and training. Any nonmember must be accompanied with a member in attendance throughout the time non members are on District property.

Maintenance/Construction Vehicles:

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Maintenance/construction vehicles may be approved by the Board of Fire Commissioners for the time needed to complete Board approved work.

Unauthorized Vehicles:

Will be towed at the owner's expense.

## **FLAGS:**

All flags flown on District property will follow the following procedures.

The American Flag will be always flown at full staff except when ordered to half-staff by the President of the United States or the Governor of New York State.

## **SECTION 6 – JUNIOR FIREFIGHTER PROGRAM**

### **PURPOSE:**

The purpose of the Orchard Park Fire District Junior Firefighter Program is to provide a safe environment for youth in our community between the ages of 16 -18, that enables them an opportunity to learn the principles of Fire Prevention and Control, Basic Emergency Medical Care, Rescue Operations, Scene Support Operations and to monitor behaviors to help ensure Junior Firefighters are developing into model citizens.

The purpose of this manual is to establish guidelines for organization, training, equipment, and operations of the Orchard Park Fire District Junior Firefighter Program.

### **Authority:**

The Orchard Park Fire District Junior Firefighter Program along with this manual, have the approval and have the authority of the Orchard Park Fire District Board of Fire Commissioners at, 4222 South Taylor Road, Orchard Park, New York, 14127.

### **Objectives:**

The objectives of this manual are to provide Junior Firefighters, Parents / Guardians and Advisors with a comprehensive reference document which establishes *operational guidelines*, based on *safety considerations* and *individual* and *functional* responsibilities.

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- a. Junior Firefighters must be in at least 16 years of age to join and can participate until 18 where they may join the parent company as an active member. (Provided they are found favorable by the membership)
- b. Junior Firefighters must maintain a minimum of a “C” average in their schoolwork and provide documentation of such as requested.
- c. If a parent or guardian asks to limit participation for their child at a higher average, their word will always be the last.
- d. In the event a Junior Firefighter member has lower than a “C” average, he or she will be placed on probation until the grade returns to a minimum “C” average.
- e. Junior Firefighter members must obtain full written permission from the parent or legal guardian to participate in the program.
- f. Junior Firefighter members report directly to the Junior Firefighter Advisor Staff for all assignments and activities.
- g. Junior Firefighters will need to utilize the I Am Responding App for all communication with advisors (Understanding texting fees may apply).
- h. Junior Firefighters will have an opportunity to gain knowledge and experience in the Principles of Fire Prevention and Control, Basic Emergency Medical Care, Rescue Operations, Scene Support Operations.
- i. Junior Firefighters may participate in the following activities:
  - Parades or Special events
  - Fundraising events
  - Training opportunities
  - General Standby
  - Fire prevention and life safety education activities
  - Junior Firefighter Business Meetings
  - Schools provided by the State of New York or similar pertaining to Emergency Services
  - Junior Firefighters may perform support or auxiliary work at an emergency incident on a limited basis provided they have completed the prescribed training and have achieved completion of skills set forth within the Fire, EMS, and Rescue Branches.
- j. Junior Firefighters may not work in a “hot zone” i.e., Interior Fire Fighting, Ice Water Operations or within fifteen feet of the edge of an embankment.
- k. Junior Firefighters may not drive any Orchard Park Fire District or Fire Company vehicles.
- l. Junior Firefighters applicant and their parent or guardian must sign all waivers that are set forth in the Orchard Park Fire District Junior Firefighter Program Application packet.

### Recruitment Officer Guide

#### Application

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- Have applicant fill out application (3 pages) ☐
- Type Of Membership
- Fire Only ☐ EMS Only ☐ Fire & EMS ☐
- Completed Emergency contact information form ☐
- Received a copy of the Standard Operating Guidelines ☐

### Physical & Insurance:

1. Brown & Stromecki Insurance Agency ☐  
(716) 662-4461  
4313 South Buffalo St., Orchard Park, NY 14127
2. Niagara Medical Management (Physical) ☐  
227 Highland Pkwy., Buffalo, NY 14223
3. Give applicant Physical paperwork ☐  
As members of the Orchard Park Fire District Junior Firefighter Program, Juniors are considered active duty volunteer firefighters of the Orchard Park Fire District.

### Approval Process:

Investigating Committee & Interview \_\_\_\_\_ Favorable ☐ Unfavorable ☐

Approval of the application at the Board of Fire Commissioners Meeting on the Second Tuesday of the month. Paperwork must arrive to the Board at least five (5) days prior to the Meeting. Date filed \_\_\_\_\_

### Recruitment Officer Contact Information:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Junior Firefighter Recruit Contact Information:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

### Junior Firefighter Application:

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Fire Only ☐ EMS Only ☐ Fire & EMS ☐

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Email Address \_\_\_\_\_

Birthdate \_\_\_\_\_

Age \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

What interests you the most about becoming involved with the Orchard Park Fire District Junior Firefighter program?

\_\_\_\_\_  
\_\_\_\_\_

Please list other activities, in detail, that you are involved in (sports, volunteer work, church, etc.)

\_\_\_\_\_  
\_\_\_\_\_

### Parental Consent

My son/daughter \_\_\_\_\_ has my permission to be a Junior Firefighter with the Orchard Park Fire District.

The Orchard Park Fire District does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information (including family medical history) it is illegal and will not be tolerated. The Orchard Park Fire District does reserve the right to find a Junior Firefighter Applicant favorable or unfavorable for approval of membership and retention of membership.

Junior Firefighter *Signature and Date* \_\_\_\_\_



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Parent/Guardian *Signature and Date* \_\_\_\_\_

I give my consent to allow \_\_\_\_\_ to be a Junior Firefighter and do not hold the Orchard Park Fire District and First Responders of the Orchard Park Fire District responsible for any actions caused by my child that is not under the direction of the Orchard Park Fire District.

## **Contract of Understanding**

I and my child have read ALL of the Junior Firefighter Guidelines and understand the guidelines set up to outline the purpose of the Junior Firefighters. I and my child understand that Junior Firefighters serve as supporters of the Orchard Park Fire District. My child will actively participate in the process of learning the principles of Fire Prevention and Control, Basic Emergency Medical Care, Rescue Operations, Scene Support Operations and to prepare to become a full member of the District at the age of 18. I and my child understand that the Junior Firefighters are to follow all instructions from members of the Orchard Park Fire District and that the general standard of conduct is to act in the manner of a professional. I and my child understand that he/she are expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are representing the Orchard Park Fire District. I and my child understand there is a “zero tolerance” policy regarding drug and alcohol use. I and my child understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal.

Junior Firefighter *Signature and Date* \_\_\_\_\_

Parent/Guardian *Signature and Date* \_\_\_\_\_

## **Photo/Information Release**

I \_\_\_\_\_ give my consent to allow my child, \_\_\_\_\_ to have their photo taken/released by multiple media avenues as Junior Firefighters with the Orchard Park Fire District. I also understand their name may be released to media outlets regarding Junior Firefighter activities.

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I \_\_\_\_\_ will not hold the Orchard Park Fire District and First Responders of the Orchard Park Fire District responsible for any actions caused by the release of any media outlets.

Parent/Guardian *Signature and Date* \_\_\_\_\_

### **Maintaining School Grades**

The Junior Firefighter \_\_\_\_\_ has a “C” or above average. I \_\_\_\_\_ will monitor his or her grades and will notify the Recruitment Officer \_\_\_\_\_ should his/her grade point average drop below a “C” at which point the Junior Firefighter will be placed on probation. Once the grade point average has improved to a “C” or above, the Junior Firefighter will be taken off probation and allowed to participate in the program again.

Parent/Guardian *Signature and Date* \_\_\_\_\_

### **Emergency Contact Information**

*This information will be extremely important in the event of an accident or medical emergency.*

Full Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Email Address \_\_\_\_\_

#### **Primary Emergency Contact:**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_

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Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Preferred Local Hospital \_\_\_\_\_

Comments (include any special medical or personal information you would want an emergency care provider to know – or special contact information):

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## **SEXUAL ABUSE & MOLESTATION POLICY**

### **I. GENERAL DEFINITIONS**

#### **A. Types of abuse**

1. Physical abuse is injury that is intentionally inflicted upon a consumer.
2. Sexual abuse is any contact of a sexual nature that occurs between a consumer and an adult or between two consumers. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other consumer.
3. Emotional abuse is mental or emotional injury to a consumer that results in an observable and material impairment in the consumer's growth, development, or psychological functioning.
4. Neglect is the failure to provide for a consumer's basic needs or the failure to protect a consumer from harm.

### **II. Code of Conduct with Consumer**

The following policies are intended to assist staff and volunteers in making decisions about interactions with consumers. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

Our organization provides our consumers with the highest quality services available. We are committed to creating an environment for consumers that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with consumers or allegation of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct with Consumer outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

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1. Consumers will be treated with respect at all times.
2. Consumers will be treated fairly regardless of race, sex, sexual orientation, gender identification, age, or religion.
3. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
4. Staff and volunteers will avoid affection with consumers that cannot be observed by others.
5. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
6. Staff and volunteers will not stare at or comment on consumers' bodies.
7. Staff and volunteers will not date or become romantically involved with consumers.
8. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of consumers.
9. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
10. Staff and volunteers will not have secrets with consumers and will only give gifts with prior permission.
11. Staff and volunteers will comply with our organization's policies regarding interactions with consumers outside of our programs.
12. Staff and volunteers will not engage in inappropriate electronic communication with consumers.
13. Staff and volunteers are prohibited from working one-on-one with consumers in a private setting. Staff and volunteers will use common areas when working with individual consumers.
14. Staff and volunteers will not abuse consumers in anyway including (but not limited to) the following:

*Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints

*Verbal abuse:* degrading, threatening, cursing

*Sexual abuse:* inappropriate touching, exposing oneself, sexually oriented conversations

*Mental abuse:* shaming, humiliation, cruelty

*Neglect:* withholding food, water, shelter

15. Our organization will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

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- a. *Physical bullying*- when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying* - when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. *Nonverbal or relational bullying* - when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. *Cyberbullying* - the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - Sending mean, vulgar, or threatening messages or images.
  - Posting sensitive, private information about another person.
  - Pretending to be someone else in order to make that person look bad.
  - Intentionally excluding someone from an online group.
  - Hazing - an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
  - Sexualized bullying - when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all consumers, staff and volunteers.

16. All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:
  - a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
  - b. Know and follow organization policies and procedures that protect consumers against abuse.
  - c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
  - d. Follow up to ensure that appropriate action has been taken.
17. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or consumers to our organization's supervisor.
18. Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in

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any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

19. Staff and volunteers may not have engaged in or been accused or convicted of consumer abuse, indecency with a consumer, or injury to a consumer.

### III. Policies

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to consumers, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

#### A. Physical Contact

Our organization's physical contact policy promotes a positive, nurturing environment while protecting consumers and staff. Our organization encourages appropriate physical contact with consumers and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards consumers in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"><li>• Side Hugs</li><li>• Shoulder-to-shoulder or “temple” hugs</li><li>• Pats on the shoulder or back</li><li>• Handshakes</li><li>• High-fives and hand slapping</li><li>• Verbal praise</li><li>• Pats on the head when culturally appropriate</li><li>• Touching hands, shoulders, and arms</li><li>• Arms around shoulders</li><li>• Holding hands (with young children in escorting situations)</li></ul>	<ul style="list-style-type: none"><li>• Full-frontal hugs</li><li>• Kisses</li><li>• Showing affection in isolated areas</li><li>• Lap sitting</li><li>• Wrestling</li><li>• Piggyback rides</li><li>• Tickling</li><li>• Allowing a consumer to cling to an employee’s or volunteer’s leg</li><li>• Any type of massage given by or to a consumer</li><li>• Any form of affection that is unwanted by the consumer or the staff or volunteer</li><li>• Compliments relating to physique or body development</li></ul>

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	<ul style="list-style-type: none"><li>• Touching bottom, chest or genital areas</li></ul>
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### B. Interaction

Staff and volunteers are prohibited from speaking to consumers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate sexually oriented conversations with consumers. Staff and volunteers are not permitted to discuss their own sexual activities with consumers.

Our organization's policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"><li>• Positive reinforcement</li><li>• Appropriate jokes</li><li>• Encouragement</li><li>• Praise</li></ul>	<ul style="list-style-type: none"><li>• Name-calling</li><li>• Discussing sexual encounters or in any way involving consumers in the personal problems or issues of staff and volunteers</li><li>• Secrets</li><li>• Cursing</li><li>• Off-color or sexual jokes</li><li>• Shaming</li><li>• Belittling</li><li>• Derogatory remarks</li><li>• Harsh language that may frighten, threaten or humiliate consumers</li><li>• Derogatory remarks about the consumer or his/her family</li></ul>

### C. One-on-One Interaction

Most abuse occurs when an adult is alone with a consumer. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

<i>Additional Guidelines for One-on-One Interactions</i>
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- When meeting one-on-one with a consumer, always do so in a public place where you are in full view of others
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a consumer and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

## **1. Tutoring/ Private Coaching:**

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of our policies regarding tutoring and private coaching:

- a. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
- b. Tutoring and coaching sessions with our organization's consumers may not occur outside of the organization.
- c. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, consumers involved, and location of sessions.

## **D. Off-site Contact**

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our organization at increased risk.

### **1. Preferred Option One:**

Our organization prohibits interactions outside of regularly scheduled program activities unless approved by the organization's Administration.

### **2. Option Two:**

Our organization strongly recommends that staff do not have outside contact with consumers from the organization. However, if off-site contacts are unavoidable (such as during mentoring programs), our organization has determined that the following forms of outside contact are appropriate and inappropriate:

<i>Appropriate Outside Contact</i>	<i>Inappropriate Outside Contact</i>
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<ul style="list-style-type: none"><li>• Taking groups of consumers on an outing</li><li>• Attending sporting activities with groups of consumers</li><li>• Attending functions at a consumer's home, with parents/guardians present</li></ul>	<ul style="list-style-type: none"><li>• Taking one consumer on an outing without the parents'/guardians' written permission</li><li>• Visiting one consumer in the consumer's home, without a parent/guardian present</li><li>• Entertaining one consumer in the home of staff or volunteers</li><li>• A lone consumer spending the night with staff or volunteers</li></ul>
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In addition, when outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that staff or volunteers have the parents' /guardians' permission to engage in outside contact with the consumer. Consider requiring the parents/guardians to sign a release-of-liability statement.

### E. Electronic Communication

Any private electronic communication between staff and consumers, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. – is prohibited. All communication between staff and consumers must be transparent.

The following are examples of appropriate and inappropriate electronic communication.

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"><li>• Sending and replying on emails and text messages from consumers ONLY when copying in a supervisor or the consumer's parent/guardian</li><li>• Communicating through "organization group pages" on Facebook or other approved public forums</li><li>• "Private" profiles for staff and volunteers which consumers cannot access</li></ul>	<ul style="list-style-type: none"><li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments</li><li>• Sexually oriented conversations</li><li>• Private messages between staff and volunteers with consumers</li><li>• Posting pictures of organization participants on social media sites</li><li>• Posting inappropriate comments on pictures</li><li>• "Friending" participants on social networking sites</li></ul>

In addition, provide this information to your participant's parents/guardians so that they know what is appropriate and inappropriate from your staff.

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## 1. Cell Phone Use:

While assigned to work with consumers, staff are not permitted to use electronic communications device except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with consumers is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/or program participants for personal and/or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

## 2. Acceptable Use of Cell Phones during Program Hours:

There are occasions in which staff will need to use personal or organization issued electronic communication devices. In these cases, staff will have explicit direction from supervisors governing use. Situations which may require use of organization issued or personal electronic communication devices include:

- a. Field Trips
- b. Off-site Programs
- c. Emergencies

## F. Gift Giving

Molesters routinely groom consumers by giving gifts, thereby endearing themselves to the consumer. They might instruct the consumer to keep the gifts a secret, which then starts teaching the consumer to keep secrets from parents/guardians. For this reason, staff and volunteers should only give gifts to groups of consumers, and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents/guardians must be notified.

## IV. Training Requirements

### A. General Training Requirements

<i><b>Audience</b></i>	<i><b>Content</b></i>	<i><b>Timetable</b></i>	<i><b>Delivery Method</b></i>
All employees and volunteers with access to consumer	Abuse Risk Management	Within 30 days of selection or prior to placement	VFIS U online training

## **V. Monitoring and Supervision**

When staff are adequately supervised, potential offenders are less likely to act on their impulses because they face detection. When consumers are adequately supervised, they too are less likely to engage in inappropriate interactions with others. Similarly, the firehouses must be monitored, particularly out- of-the-way locations or locations that might permit an offender undue access to or privacy with a consumer. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

### **A. Facility Monitoring**

Building architecture can increase or mitigate the risk of an incident or accident. Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed. In order to ensure that all of the locations are properly and consistently monitored, designate a staff member who must complete a site inspection checklist.

### **B. Checking Members into a Facility:**

1. When anyone (members, guests, residents, construction workers, maintenance, cleaning crews, etc.) enters the facility during operational hours, they must check in with the front desk.
2. When possible, create a single point of entry and exit in the facility.
3. If there is more than one entrance or exit, ensure these other points of access are consistently monitored.

### **C. General Supervision**

General supervision procedures:

1. **Administrative and Supervisory Visits to Consumer Programs-** consumer supervisors and administrators will regularly visit all consumer programs to ensure that all activities are well- managed and that consumer policies are observed by all in attendance.
2. **Ratios-** Each program will follow the ratio requirements that are directly to the goals of the program and the design of the program area. The staff or volunteer-to-consumer ratio should be adjusted for programs that serve consumers with special needs. Refer to local licensing requirements and general best practice guidelines for establishing adult-to-consumer ratios.

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3. **Mixed Age Groups-** In most incidents involving one consumer abusing another consumer, the consumers are from different age groups. Each program is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve consumers from different age groups. Staff and volunteers must be aware that close line of sight supervision is required when monitoring programs that mix age groups.

### **B. Monitoring Consumer in Facilities**

That said, because the program is responsible for all consumers in the facility, we recommend implementing the following practices:

1. Require a parent or legal guardian to complete program registration form which includes identifying information, any special medical or behavioral circumstances, any legal indemnifications, the consumer's date of birth, and emergency contact information. In addition, require all consumers to sign-in AND to sign-out of the facilities so that the program has a record of the consumer who are in the facility at all times.
2. Require consumers to sign a Code of Conduct that outlines the program's behavioral expectations and policies regarding appropriate and inappropriate interactions. This Code of Conduct should also include a systematic disciplinary policy which explains that consumers will be suspended or dismissed from the program for policy violations. Require parents/guardians to sign this Code of Conduct as well, so that they are aware of the programs polices and progressive disciplinary procedures. If the consumer is a guest of a program member, the visiting consumer must sign the Code of Conduct.
3. While the District understands that a parent/guardian orientation may not be feasible in all circumstances, we recommend encouraging parents/guardians to attend an information session with a program representative. This meeting will provide an opportunity to review expectations and requirements, and the chance to establish a relationship with the parents/guardians. This can be helpful if any problems arise in the future.
4. While in the facility, consumers can be supervised directly, indirectly, or with a combination of the two techniques.
  - a. For direct supervision, the program may offer structured, scheduled activities like basketball tournaments, swimming activities, arts and crafts, etc. These activities should have one or more staff assigned to lead and supervise.
  - b. For indirect supervision, the program must designate certain building areas as authorized areas. Authorized areas could include a gymnasium, a game area, or a classroom for doing homework and so on. Authorized areas must

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be easily visible and routinely and systematically checked by staff.  
consumers should know that they will be supervised by staff at all times, and  
all staff should know which areas are authorized and which are not.

5. Develop supervision standards for the authorized areas. For example:
  - a. Determine how frequently authorized areas should be monitored by staff.
  - b. Assign staff specific supervision responsibilities over authorized areas.
  - c. Require staff to record when they monitor authorized areas: this may be accomplished by using checklists.
6. All program staff should wear nametags or identifying clothing so that the consumer can easily recognize them as staff.
7. Train all staff:
  - a. To greet consumers that enter the facility; to direct consumers to the structured activities or authorized areas; and, to redirect consumers who are not in an authorized area or who are not participating in a structured activity.
  - b. To be aware of the risks involved with mixing age group and how to monitor activities involving mixed age groups.
  - c. To routinely monitor high risk areas (such as bathrooms, locker rooms, and unused rooms). rooms). Praesidium recommends designating specific staff to supervise these areas (i.e., Managers on Duty). This staff should document the scheduled and periodic sweeps of high risk locations.

Ultimately, all consumers must be supervised at all times, regardless of age. The key to remember is that they can be supervised directly in structured activities and indirectly when they are in authorized areas.

## **E. Monitoring High Risk Activities**

### **1. Transition Times and Free Times**

Transition times and free-choice times (or free times) pose a high risk for incidents because during these times, staff and volunteers may not be assigned a particular group of consumers to supervise. To decrease the risk of incidents, implement the following procedures:

- a. Require consumers to remain in line-of-site of staff at all times.
- b. Specify the staff-to-consumer ratio.
- c. Specify narrow geographic boundaries in the program areas.
- d. Ensure that all staff are assigned specific areas to supervise ("zone monitoring").
- e. Include bathroom procedures.

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- f. Require periodic roll calls for each age group.
- g. Require supervisors to conduct periodic check-ins and sweeps of the entire activity area.

## **2. Transportation Activities**

Transporting consumers may increase the risk of abuse or false allegations of abuse because staff and volunteers may be alone with a consumer or may make unauthorized stops with consumers. In addition, transportation activities may provide a time for unsupervised consumers to engage in consumer-to-consumer sexual activity.

The transportation guidelines:

- a. Require written parent/guardian permission from all consumers on the trip. Staff take these permission forms and medical releases with them on the trip.
- b. Require staff to have a list of the consumers on the trip. The staff take roll when boarding the bus, when leaving the bus, periodically throughout the trip, and then again when boarding the bus.
- c. Specify staff-to-consumer ratios. When possible, do not count the driver in the supervision ratio.
- d. Require staff to sit in seats that permit maximum supervision.
- e. Discourage mixed age groups from sitting together. When possible, high-risk consumers are seated by themselves or with a staff member.
- f. Prohibit drivers from making unauthorized stops.
- g. Where applicable (such as in mentoring programs), require staff to document the beginning and ending time of the trip and the mileage, names of the consumers being transported, and the destination.
- h. Require documentation of any unusual occurrences.

## **3. Off-Site Activities**

The off-site procedures include:

- a. Requiring supervisor approval for all off-site activities.
- b. Requiring parent/guardian approval.
- c. Specifying staff-to-consumer ratios for the activity.
- d. Requiring staff and consumers to be easily identifiable.
- e. Including specific bathroom and locker room procedures as applicable to outing.
- f. Including transportation procedures.
- g. Including instructions for a supervisor to observe the off-site activities at scheduled times and random intervals.

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- h. Considering specific recommendations based on the location and type of activity (for example, Amusement parks, Water Parks, Arcades, etc.).

## 4. Overnight Activities

Overnight stays present unique risks to consumers and staff. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff.

### Supervision Guidelines:

- a. All overnight activities must be documented and approved in writing by the Program Director.
- b. Administrators are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
- c. The Director should appoint a "lead" staff to supervise the overnight. A meeting with all staff is conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip and to review the specific policies and procedures.
- d. Provide parents/guardians with written information about the overnight activity. All parents/guardians must sign a permission slip for their consumers to attend the overnight.
- e. Determine the appropriate staff-to-consumer ratios before the event and schedule staff accordingly.
- f. Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in staff or consumer rooms.

### Overnights at the Facility:

- a. Physical boundaries within the organization must be clearly defined and explained to the consumers.
- b. Assign each staff to a specific group of consumers to supervise. Each staff should then maintain a role sheet that lists all of the consumers in his or her group. Head counts and roll checks should be conducted routinely throughout the evening.
- c. Assign staff to high-risk areas in your organization's facility, such as the bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific staff to these areas, assign specific staff to conduct periodic facility "walk-throughs".
- d. With regards to sleeping arrangements, separate the male and female consumers into separate rooms and post staff at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- e. When performing room checks, staff should always go in pairs.

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- f. At least one staff must stay awake overnight.

## Overnights Away from the Facility:

- a. Overnight stays at private homes are prohibited unless approved by the administration.
- b. Physical boundaries at the off-site location must be clearly defined and explained to the consumers.
- c. Assign each staff to a specific group of consumers to supervise. Each staff should then maintain a role sheet that lists all of the consumers in his or her group. Head counts and roll checks should be conducted routinely throughout the event.
- d. If in a cabin type setting, the staff should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of consumers sneaking out (such as by the door).
- e. In hotel rooms, assign consumers to rooms based on sex and age. Staff should have their own rooms. If staff must share rooms with consumers, they must have their own beds and never change in front of consumers.
- f. All staff are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.

## 5. Teen Leadership Program

Older consumers who participate in teen leadership programs are still consumer participants and not staff or volunteers. Therefore, even though they are often given more responsibility, teens in the leadership programs must be provided with guidelines regarding appropriate behavior, and then supervised accordingly. In addition, staff and volunteers must understand and recognize that these teens are still consumers and not their peers. Therefore, the following guidelines are recommended for teen leadership programs:

- a. Create a screening process for teen leaders which includes.
  - A standard application
  - An interview with behaviorally based interview questions
  - References (from teachers, counselors, family friends, etc.)
- b. Train teen leaders in their role in programs and on program policies about appropriate and inappropriate interactions. This training should include the following information:
  - Appropriate and inappropriate physical and verbal interactions and the importance of maintaining behavioral boundaries between teen leaders and younger consumers and between teen leaders and staff and volunteers.
  - Prohibiting teen leaders from being one-on-one with consumers.
  - Prohibiting teen leaders from escorting consumers to the bathrooms.



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- Prohibiting teen leaders from assisting consumers with changing their clothes.
- c. Create a system to monitor the teen leaders.
  - Designate a specific employee or volunteer who is in charge of the teen leadership program and its participants.
  - Require teen leaders to wear clothing or lanyards that identify them as leaders-in- training and differentiate them from both staff and volunteers and from younger consumers.
  - Require a supervisor to conduct daily check-ins with teen leaders and their program supervisors.
  - Consider requiring teen leaders to keep a log documenting their daily activities and any problems they encounter. The program supervisor should review these logs daily.

### **F. Supervisors and Administrators Monitoring On-Site and Off-Site Programs**

**Keep a record.** Document your supervision visits. Include information like your arrival and departure times, which consumers and parents/guardians were present, and a summary of the information collected. Provide staff with feedback about visits.

**Vary your observation times.** Do not develop a predictable pattern of observation. Drop in at different times each day. Occasionally leave and come back immediately.

**Arrive before staff.** Check punctuality and the routine that staff follow to prepare for the consumers to arrive.

**Survey the physical environment.** Is this a suitable location for the activity (e.g. size of area for number of consumers, ability to supervise all areas used by consumers, landscaping that may inhibit supervision)?

**Watch activities.** Are they planned and organized? Are the staff actively involved? Ask to see the schedule of activities and compare with what is actually going on at a given time.

**Observe bathroom and locker room activities.** Observe bathroom and locker room activities to ensure that the staff are complying with the established policies and procedures.

## **VI. Responding**

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How an organization responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, consumer, or parent/guardian has expressed a concern or made an allegation about the treatment of a consumer, swift and determined action must be taken to reduce any subsequent risk to the consumer, to the accused staff member or volunteer, and to the organization. Organizations must establish precise, unequivocal requirements for reporting to the authorities and for adhering to a serious-incident response plan.

## **A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations**

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of consumer. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our organization, the policies apply to everyone.

<i>Examples of Suspicious or Inappropriate Behaviors Between Staff/Volunteers and Consumer</i>
<ul style="list-style-type: none"><li>• Violation of the abuse prevention policies described above</li><li>• Seeking private time or one-on-one time with consumers</li><li>• Buying gifts for individual consumers</li><li>• Making suggestive comments to consumers</li><li>• Picking favorites</li></ul>

All reports of suspicious or inappropriate behavior with consumers will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

### **1. Staff and Volunteer Response:**

If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

<i>Guidelines for Staff/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations</i>
<ul style="list-style-type: none"><li>• Interrupt the behavior.</li><li>• Report the behavior to a supervisor, director, or other authority.</li></ul>

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- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

## 2. Supervisor and Administrator Response:

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor is instructed to do the following:

### ***Guidelines for Supervisors and Administrators Response to Suspicious or Inappropriate Behaviors and/or Policy Violations***

- Report to the next level of administration and determine the appropriate administrator to respond to the concern.
- Determine the appropriate response based on the report. Speak with the staff or volunteer who has been reported.
- Review the file of the staff or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form. If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- a. Increase monitoring or supervision of the staff, volunteer, or program.
- b. If policy violations with consumers are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined in this manual.

If more information is needed, interview and/or survey other staff and volunteers or consumers.

## 3. Organizational Response:

### ***Guidelines for Organizational Response***

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- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

## B. Responding to Suspected Abuse by an Adult

### 1. Staff or Volunteer Response to Abuse:

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of a consumer-whether on or off organization property or whether perpetrated by staff, volunteers, or others-to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. \* *Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information.*

In addition to reporting to state authorities, staff and volunteers are required to report any suspected or known abuse of consumers perpetrated by staff or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- a. Immediate supervisor
- b. Directors
- c. Administrators

#### ***Additional Guidelines for Staff/Volunteer Response to Incidents or Allegations of Abuse***

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- It is not your job to investigate the incident, but it IS your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

### 2. Supervisors and Administrators Response to Abuse:

In addition to the above response procedures, supervisors and administrators should ensure the following:

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Guidelines for Supervisor and Administrators Responding to Allegations or Incidents of Abuse
<ul style="list-style-type: none"><li>• First, determine if the consumer is still in danger and if so, take immediate steps to prevent any further harm.</li><li>• Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.</li><li>• Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.</li><li>• Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.</li><li>• If the alleged abuse involves a staff member or volunteer, notify your crisis management team and follow your crisis management plan.</li><li>• Suspend the accused staff or volunteer until the investigation is completed.</li></ul>

## **C. Responding to Consumer-to-Consumer Sexual Abuse and Sexualized Behaviors**

The thought that one consumer may sexually abuse another consumer does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Consumer-to-Consumer sexual activity and sexualized behaviors often remain unreported in organizations because staff and volunteers are not comfortable documenting these situations or may not know how.

### **1. Consumer -to- Consumer Interactions:**

Most serious incidents of consumer -to- consumer abuse is preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. Our organization recognizes that the following interactions are high risk and should be prohibited:

<i>Prohibited Consume -to-Consumer Interactions</i>
<ul style="list-style-type: none"><li>• Hazing</li><li>• Bullying</li><li>• Derogatory name-calling</li><li>• Games of Truth or Dare</li><li>• Singling out one child for different treatment</li><li>• Ridicule or humiliation</li></ul>

In order to adequately respond to and track incidents within the organization, all sexual activity between consumers and sexualized behaviors of consumers must be consistently documented.

### **2. Staff and Volunteer Response:**

## Orchard Park Fire District Policies & Procedures

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Consumer -to- Consumer sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness consumer -to- consumer sexual behaviors, they are instructed to follow these guidelines:

<b><i>Guidelines for Staff and Volunteers Responding to Consumer-to-Consumer Sexual Activity</i></b>
--

- |  |
|--|
| <ul style="list-style-type: none"><li>• If you observe sexual activity between consumers, you should immediately separate them.</li><li>• Calmly explain that such interactions are not permitted and separate the consumers.</li><li>• Notify your supervisor.</li><li>• Complete the necessary paperwork including what you observed and how you responded.</li><li>• Follow your supervisor's instructions regarding notifying the authorities and informing the parents/guardians of the consumer involved.</li><li>• In some cases, if the problem is recurring discipline may be required including not allowing one or both consumers to return to the program.</li></ul> |
|--|

### 3. Supervisors and Administrators Response:

In the event that a supervisor or administrator receives a report of a consumer's sexualized behavior or consumer -to- consumer sexual activity, the supervisor should do the following:

<b><i>Guidelines for Supervisors and Administrators Responding to Consumer-to-Consumer Sexual Activity</i></b>
--

- |  |
|--|
| <ul style="list-style-type: none"><li>• Meet with the staff who reported the sexual activity to gather information.</li><li>• Confirm that the consumers involved have been separated or placed under increased supervision.</li><li>• Review the steps taken by the staff on duty.</li><li>• Review the incident report to confirm it is accurately and thoroughly completed.</li><li>• Meet with parents/guardians of the consumers involved.</li><li>• Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.</li><li>• Notify the proper authorities.</li><li>• Develop a written corrective action or follow-up plan in response to the incident</li></ul> |
|--|

Based on the information gathered, the following may be required:

- f. Review the need for additional supervision
- g. Review the need for revised policies or procedures
- h. Review the need for additional training
- i. Alert others in the organization

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# Orchard Park Fire District Policies & Procedures

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## 4. Organizational Response:

After the internal review of the sexualized behavior or consumer -to- consumer sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

<i>Guidelines for Organizational Response</i>
<ul style="list-style-type: none"><li>• Review the need for additional supervision.</li><li>• Review the need for revised policies or procedures.</li><li>• Review the need for additional training.</li><li>• Alert others in the organization.</li></ul>

## VII. Sample Critical Incident Management Plan

### Prior to Allegation/Incident

- Determine who from your Organization will be on the Critical Incident Management Team.
- Educate all employees and volunteers on what to do if someone alleges current or historical abuse involving an Organization member, employee or volunteer.
- All employees and volunteers should know how to fulfill their duties as mandated reporters (if they are mandated reporters according to state law).
- All employees and volunteers should be trained on how to complete the appropriate critical incident forms for your Organization.

### Immediate Safety

- Follow all mandated reporting requirements and contact the authorities as appropriate.
- Where applicable, prevent the accused from having further access to children until a thorough incident review is completed. Before beginning an internal incident review, verify with local authorities that this will not interfere with their investigation.
- If the accused person is an employee, follow progressive discipline procedures accordingly. This may involve suspending the accused during the investigation.
- When applicable, notify other employees.

### Initial Communication Plan

- Designate a point person to respond to all inquiries from parents, the media, and other stakeholders.
  - Prepare a short media statement in advance of getting a media inquiry.
  - All oral and written communication should speak with a voice of compassion and confidence.
  - All employees and volunteers should know how to refer media inquiries to the appropriate person.
- As soon as possible, meet in person (not over the phone) with identified victims and their parents/guardians.

## Orchard Park Fire District Policies & Procedures

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- Reassure them that you are taking this seriously.
  - Find out what response they expect and be prepared to explain support you will offer, such as counseling.
- Consider reaching out in writing to parents/guardians of all children currently attending your Organization as well as those with past contact with the accused offender.
  - The message should communicate:
    - **Empathy:** Begin by stating that such incidents run counter to your Organization's values.
    - **Facts:** Include a summary of the incident, including information about the arrest, suspension, investigation, etc.
    - **Contact Request.** Ask parents to contact you or the specified authorities if they suspect their child may have been abused.
    - **Your Response:** Explain that you are fully cooperating with the authorities. Describe proactive steps you are taking such as offering resources to parents, hosting a parent meeting, training staff, and conducting an independent investigation to learn from this incident so you can prevent it from happening again.
- Host a parent/guardian meeting to speak directly with concerned families and directly answer any questions before rumors or misinformation is spread.
  - Communicate as much information as you can about the incident.
  - Provide information regarding the proactive steps leadership is taking in response to the incident.
  - Describe resources you are providing families and give parents a chance to ask questions.
  - Provide parents with information about how to talk to their children about abuse.

### **Ongoing Communication and Response**

- Determine how to manage ongoing relations with authorities, parents, the community, and media.
  - Consider adding a page to your website with updated details about the incident.
  - Designate specific individuals in your organization to handle various communications and outreach efforts.

### **Promote Prevention at All Levels of the Organization**

- Educate parents on abuse prevention. Offer a workshop during which parents can learn how to protect their children from abuse. This is an educational session that is different from the parent meeting described above.
- Provide a youth education program to all youths involved with your Organization on how to protect themselves from abuse and how to express concerns.

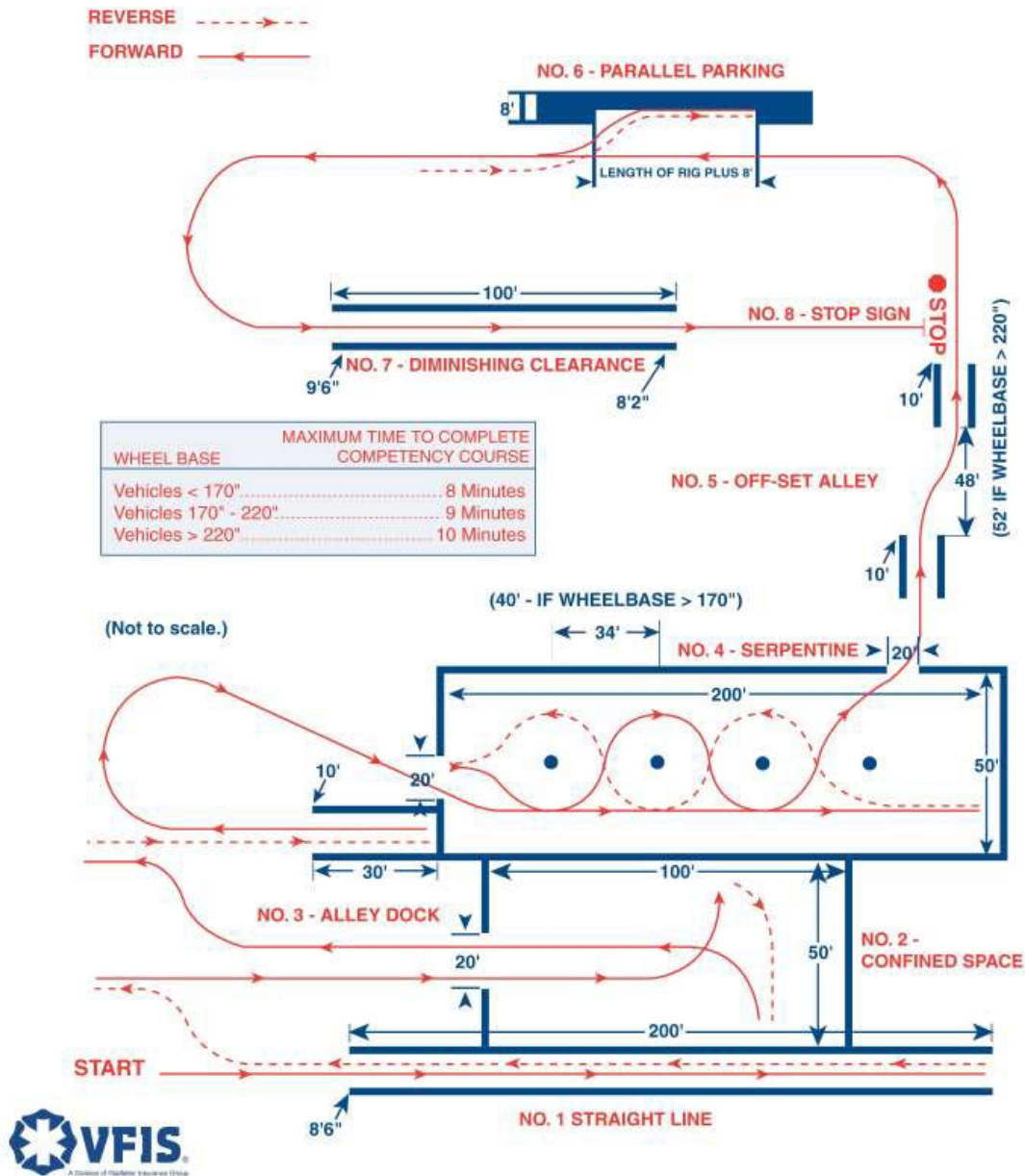
Train (or-re-train) all employees and volunteers on how to identify and report "red-flag" behaviors that do not rise to the level of suspected abuse. This is an important part of the overall response and ongoing prevention effort.



### **PRINTABLE PAGES:**

COMPETENCY COURSE

# COMPETENCY COURSE



For more information, see instructor's guide and videotape.

© 1978, VFIS, C10:011 (Rev. 1/08)

# Orchard Park Fire District Policies & Procedures

## EMERGENCY VEHICLE OPERATOR EXAM

### EMERGENCY VEHICLE OPERATOR BEHIND-THE -WHEEL EXAM

NAME \_\_\_\_\_

DATE \_\_\_\_\_

VEHICLE NUMBER \_\_\_\_\_

EVALUATOR \_\_\_\_\_

EVALUATOR TITLE \_\_\_\_\_

DRIVER SIGNATURE \_\_\_\_\_

EVALUATOR WILL MARK WITH AN (X) THOSE  
SKILLS WHICH THE DRIVER DOES NOT  
PERFORM SATISFACTORILY

MORE THAN (10) ITEMS MARKED BELOW  
CONSTITUTE A FAILURE\*

NUMBER OF ITEMS CHECKED \_\_\_\_\_

PASS          FAIL          (CIRCLE ONE)

#### 1) VEHICLE INSPECTION (10 minute max)

- ☐ Failed to check wheels/tires
- ☐ Failed to check lights
- ☐ Failed to check horn/siren
- ☐ Failed to check wipers
- ☐ Failed to check all gauges
- ☐ Failed to check compartment doors
- ☐ Failed to check external tools and equipment

#### 2) LEAVING STATION/CUR

- ☐ Failed to signal
- ☐ Failed to observe
- ☐ Failed to allow passengers to complete boarding/seating
- ☐ Failed to use caution
- ☐ Failed to check foot brake

#### 3) TURNING – INTERSECTIONS

- ☐ Failed to signal turns
- ☐ Improper signal
- ☐ Fails to observe (left/right/left)
- ☐ Swings to short
- ☐ Swings wide

- ☐ Poor judgment approaching or at intersections: speed, Observing brake cover, stale green
- ☐ Approaches from improper lane

#### 4) PARKING & BACKING

- ☐ Fails to check rear of vehicle before backing
- ☐ Fails to request spotter when available
- ☐ Fails to use mirrors when backing
- ☐ Fixed vision on 1 mirror when backing
- ☐ Excessive maneuvers in backing/parking

#### 5) GENERAL SKILLS

- ☐ Poor clutch control
- ☐ Poor judgment in traffic
- ☐ Follows too close
- ☐ Fails to leave an out Slow impedes traffic
- ☐ Poor steering technique, one hand/palm
- ☐ Delayed braking
- ☐ Speed excessive for conditions, weath road
- ☐ Speeding
- ☐ Fails to anticipate potential hazards
- ☐ Fails to yield right-of-way, Inattentive to traffic signs/signals
- ☐ Fails to signal lane changes
- ☐ Fails to use caution when changing lanes

#### 6) PUMPERS

- ☐ Cannot engage pump system
- ☐ Cannot engage foam system
- ☐ Excessive attempts to position Engine at hydrant
- ☐ Failed to obtain tank water to pump
- ☐ Unable to deliver water to pre-connect handline
- ☐ Unable to deliver water to deck gun (if equipped)

#### 7) AERIAL APPARATUS

- ☐ Unable to position aerial in preplan/S
- ☐ Unfamiliar with safe use and deployment
- ☐ Sets up near wires/low clearance/other
- ☐ Unable to stabilize
- ☐ Unable to transfer power (PTO)
- ☐ Unable to operate communication system
- ☐ Unable to operate breathing air system
- ☐ Unable to operate emergency controls
- ☐ Unable to deliver water to master stream device

## DISABILITY POLICY

It has been brought to our attention that because of sickness or injury you are unable to perform your duties, as an active member of the Fire District. The Board of Fire Commissioners has directed me as Chief, pursuant to the Rules and Regulations of the Orchard Park Fire District, to advise you that you are not to participate in any activities until further notice.

All District employees who are unable to perform their normal duties while employed or unemployed or are on Workers' Compensation; New York State Disability; VFBL are not to attend any calls, training or perform any other activities related to the Orchard Park Fire District.

To allow your restoration to the active roles of the Orchard Park Fire District you must submit to your respective Chief a doctor's release stating that you can perform your normal duties as a firefighter or an EMS Personnel. You will then be required to submit to a physical examination performed by a doctor duly licensed by the State of New York at a facility designated by the Board of Fire Commissioners.

Upon receipt of the doctor's report regarding your condition I, as your Chief, will tender the report to the Board of Fire Commissioners for review with the request to reinstate you to active service.

Sincerely yours,

Chief Name: \_\_\_\_\_

Chief Signature \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Cc: Firefighter  
Fire Company  
Board of Fire Commissioners

I hereby acknowledge receipt of this letter and notice to not participate in any calls or perform any other activities within the Fire District properties. I also acknowledge that I must provide medical documentation of continuing disability every six (6) months and that failure to do so will result in removal as an employee of the Orchard Park Fire District.

Firefighter Name: \_\_\_\_\_

Firefighter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## POLICY & PROCEDURES ACKNOWLEDGEMENT

I have received a copy of the Orchard Park Fire District Policies & Procedures which includes the Sensitive Information, Social Media, Code of Ethics, Sexual Harassment & Sexual Abuse and Molestation Policies.

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Firefighter Name

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Firefighter Signature

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Date

## JUNIOR FIREFIGHTER OFFICER GUIDE

### Recruitment Officer Guide

#### Application

Have applicant fill out application (3 pages) ☐

Type Of Membership

Fire Only ☐ EMS Only ☐ Fire & EMS ☐

Completed Emergency contact information form ☐

Received a copy of the Standard Operating Guidelines ☐

#### Physical & Insurance:

1. Brown & Stromecki Insurance Agency ☐

(716) 662-4461

4313 South Buffalo St., Orchard Park, NY 14127

2. Niagara Medical Management (Physical) ☐

227 Highland Pkwy., Buffalo, NY 14223

3. Give applicant Physical paperwork ☐

As members of the Orchard Park Fire District Junior Firefighter

Program, Juniors are considered active-duty volunteer firefighters of the

Orchard Park Fire District.

#### Approval Process:

Investigating Committee & Interview \_\_\_\_\_ Favorable ☐ Unfavorable ☐

Approval of the application at the Board of Fire Commissioners Meeting on the Second Tuesday of the month. Paperwork must arrive to the Board at least five (5) days prior to the Meeting. Date filed \_\_\_\_\_

#### Recruitment Officer Contact Information:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

#### Junior Firefighter Recruit Contact Information:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

## JUNIOR FIREFIGHTER APPLICATION

### **Junior Firefighter Application:**

Fire Only ☐ EMS Only ☐ Fire & EMS ☐

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Email Address \_\_\_\_\_

Birthdate \_\_\_\_\_

Age \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

What interests you the most about becoming involved with the Orchard Park Fire District Junior Firefighter program?

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Please list other activities, in detail, that you are involved in (sports, volunteer work, church, etc.)

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# JUNIOR FIREFIGHTER PARENTAL CONSENT

## Parental Consent

My son/daughter \_\_\_\_\_ has my permission to be a Junior Firefighter with the Orchard Park Fire District.

The Orchard Park Fire District does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information (including family medical history) it is illegal and will not be tolerated. The Orchard Park Fire District does reserve the right to find a Junior Firefighter Applicant favorable or unfavorable for approval of membership and retention of membership.

Junior Firefighter *Signature and Date* \_\_\_\_\_

Parent/Guardian *Signature and Date* \_\_\_\_\_

I give my consent to allow \_\_\_\_\_ to be a Junior Firefighter and do not hold the Orchard Park Fire District and First Responders of the Orchard Park Fire District responsible for any actions caused by my child that is not under the direction of the Orchard Park Fire District.

## Contract of Understanding

I and my child have read ALL of the Junior Firefighter Guidelines and understand the guidelines set up to outline the purpose of the Junior Firefighters. I and my child understand that Junior Firefighters serve as supporters of the Orchard Park Fire District. My child will actively participate in the process of learning the principles of Fire Prevention and Control, Basic Emergency Medical Care, Rescue Operations, Scene Support Operations and to prepare to become a full member of the District at the age of 18. I and my child understand that the Junior Firefighters are to follow all instructions from members of the Orchard Park Fire District and that the general standard of conduct is to act in the manner of a professional. I and my child understand that he/she are expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are representing the Orchard Park Fire District. I and my child understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my child understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal.

Junior Firefighter *Signature and Date* \_\_\_\_\_

Parent/Guardian *Signature and Date* \_\_\_\_\_



### **Photo/Information Release**

I \_\_\_\_\_ give my consent to allow my child, \_\_\_\_\_ to have their photo taken/released by multiple media avenues as Junior Firefighters with the Orchard Park Fire District. I also understand their name may be released to media outlets regarding Junior Firefighter activities.

I \_\_\_\_\_ will not hold the Orchard Park Fire District and First Responders of the Orchard Park Fire District responsible for any actions caused by the release of any media outlets.

Parent/Guardian *Signature and Date* \_\_\_\_\_

### **Maintaining School Grades**

The Junior Firefighter \_\_\_\_\_ has a “C” or above average. I \_\_\_\_\_ will monitor his or her grades and will notify the Recruitment Officer \_\_\_\_\_ should his/her grade point average drop below a “C” at which point the Junior Firefighter will be placed on probation. Once the grade point average has improved to a “C” or above, the Junior Firefighter will be taken off probation and allowed to participate in the program again.

Parent/Guardian *Signature and Date* \_\_\_\_\_

## Emergency Contact Information

*This information will be extremely important in the event of an accident or medical emergency.*

Full Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Email Address \_\_\_\_\_

### Primary Emergency Contact:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Preferred Local Hospital \_\_\_\_\_

Comments (include any special medical or personal information you would want an emergency care provider to know – or special contact information):

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**Application Checklist:**

**Applicant Name:** \_\_\_\_\_

**Hillcrest Fire Company** ☐

**Orchard Park Fire Company** ☐

**Windom Fire Company** ☐

**Fire Only** ☐

**EMS Only** ☐

**Fire & EMS** ☐

**Duty Shift** ☐

**Membership Application** ☐

**Physical** ☐

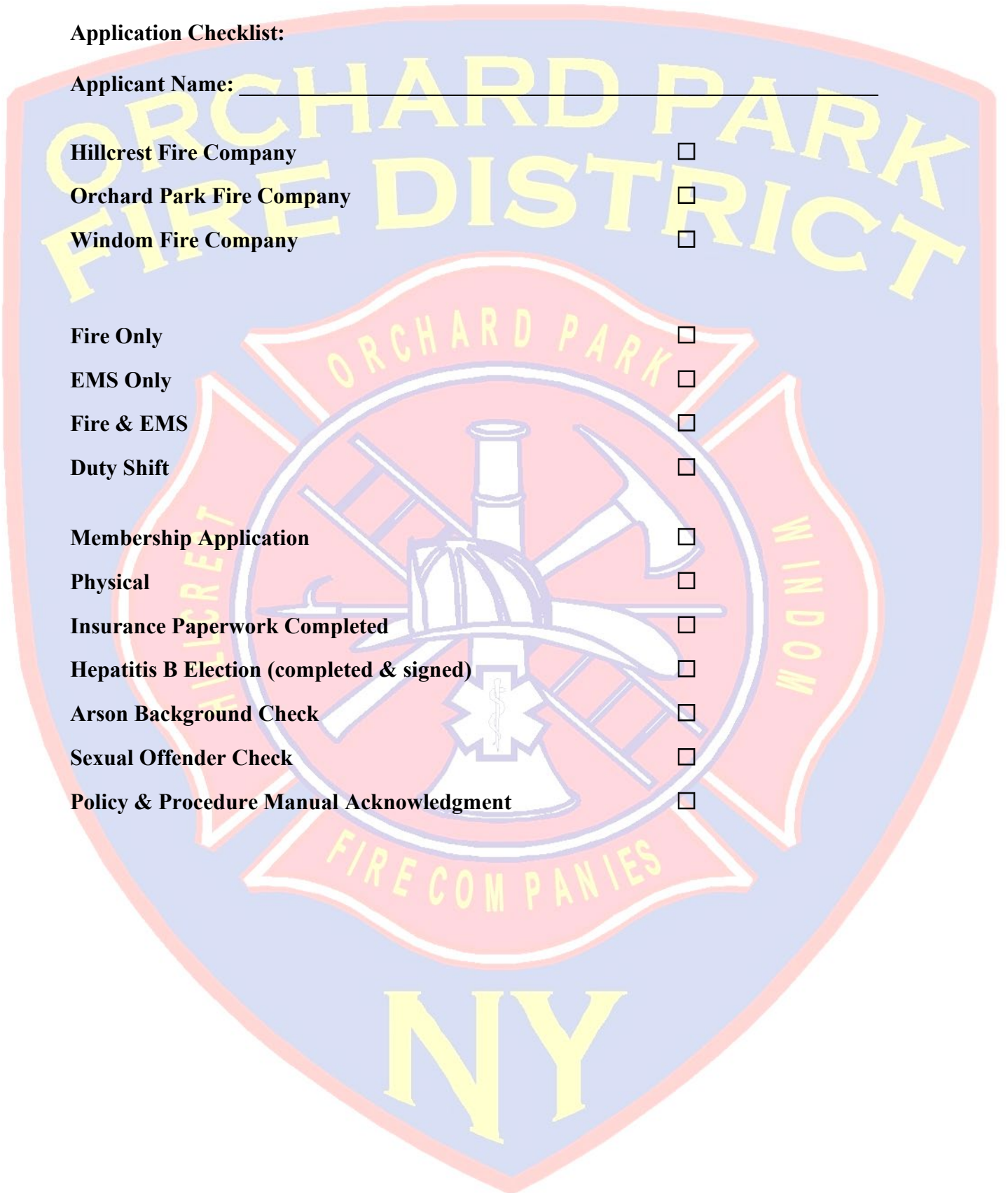
**Insurance Paperwork Completed** ☐

**Hepatitis B Election (completed & signed)** ☐

**Arson Background Check** ☐

**Sexual Offender Check** ☐

**Policy & Procedure Manual Acknowledgment** ☐



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Resident of Orchard Park Yes ☐ No ☐ If yes, how long \_\_\_\_\_

Previous Experience: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Have you ever been arrested? Yes ☐ No ☐ If yes, please give infraction, disposition & Court

\_\_\_\_\_  
\_\_\_\_\_

References:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name: \_\_\_\_\_

I hereby submit this application for membership and agree to comply with the By-Laws, Policies and Procedures of the Orchard Park Fire District and the Laws of the State of New York.

I authorize the Board or its representatives to obtain and have the following records released to it to become part of this application:

1. New York State Department of Motor Vehicles Operator's and Vehicle record abstract.
2. New York State Division of Criminal Justice Services Records
3. Physician and hospital records if needed to determine the applicant's state of health.
4. I will agree to testing for controlled substances.

**KNOWINGLY MAKING A FALSE WRITTEN STATEMENT IS A CRIME (§210.45 PENAL LAW)**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Executive Board: \_\_\_\_\_ Officer: \_\_\_\_\_

Approved by Fire Company: \_\_\_\_\_ Officer: \_\_\_\_\_

Approved by District: \_\_\_\_\_ Officer: \_\_\_\_\_

Out of Jurisdiction Chief Signature (if within District) \_\_\_\_\_

Removed from District Rolls: \_\_\_\_\_ Officer: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Name: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

**Primary Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

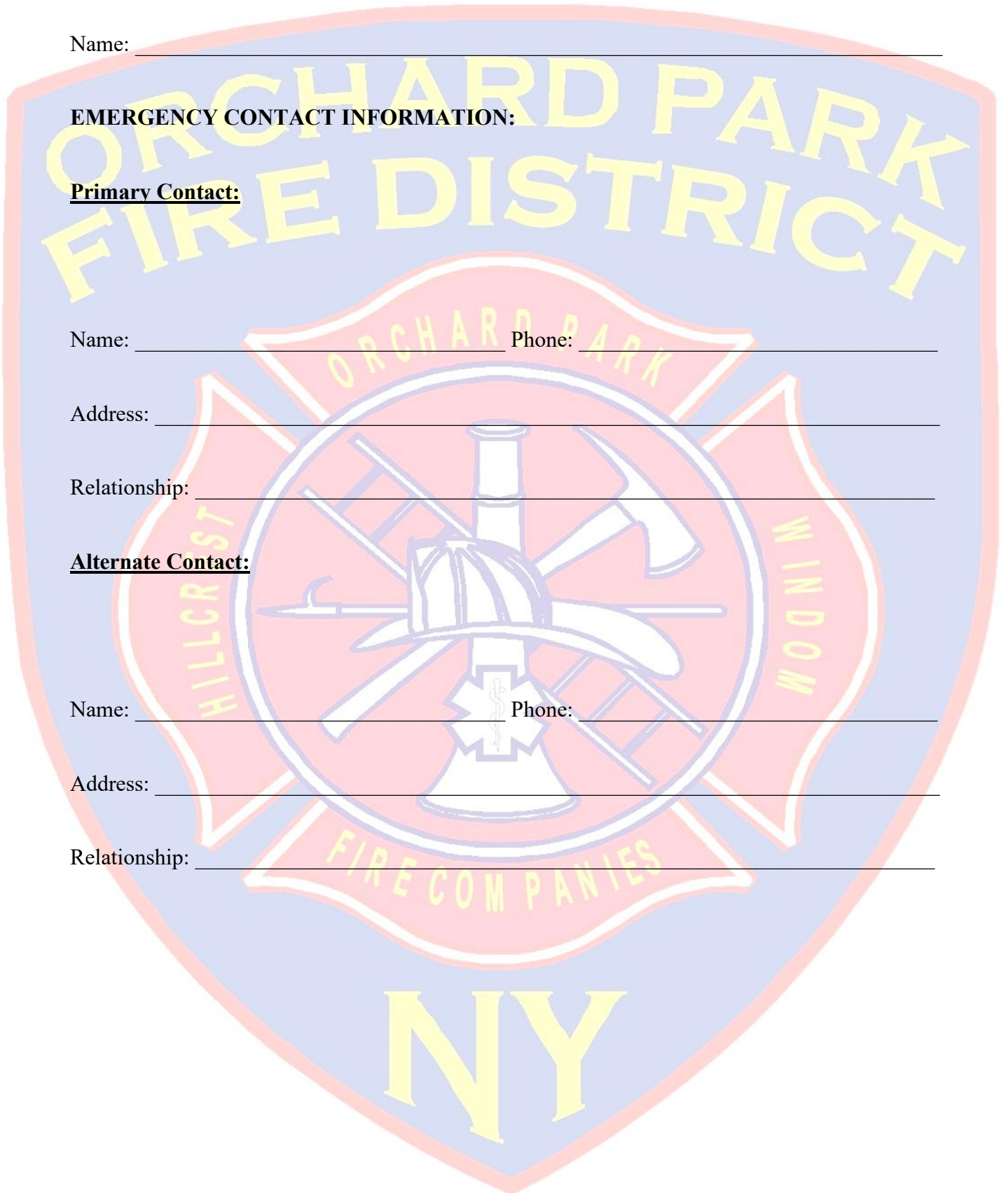
Relationship: \_\_\_\_\_

**Alternate Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_



Name: \_\_\_\_\_

**Hepatitis B Vaccine:**

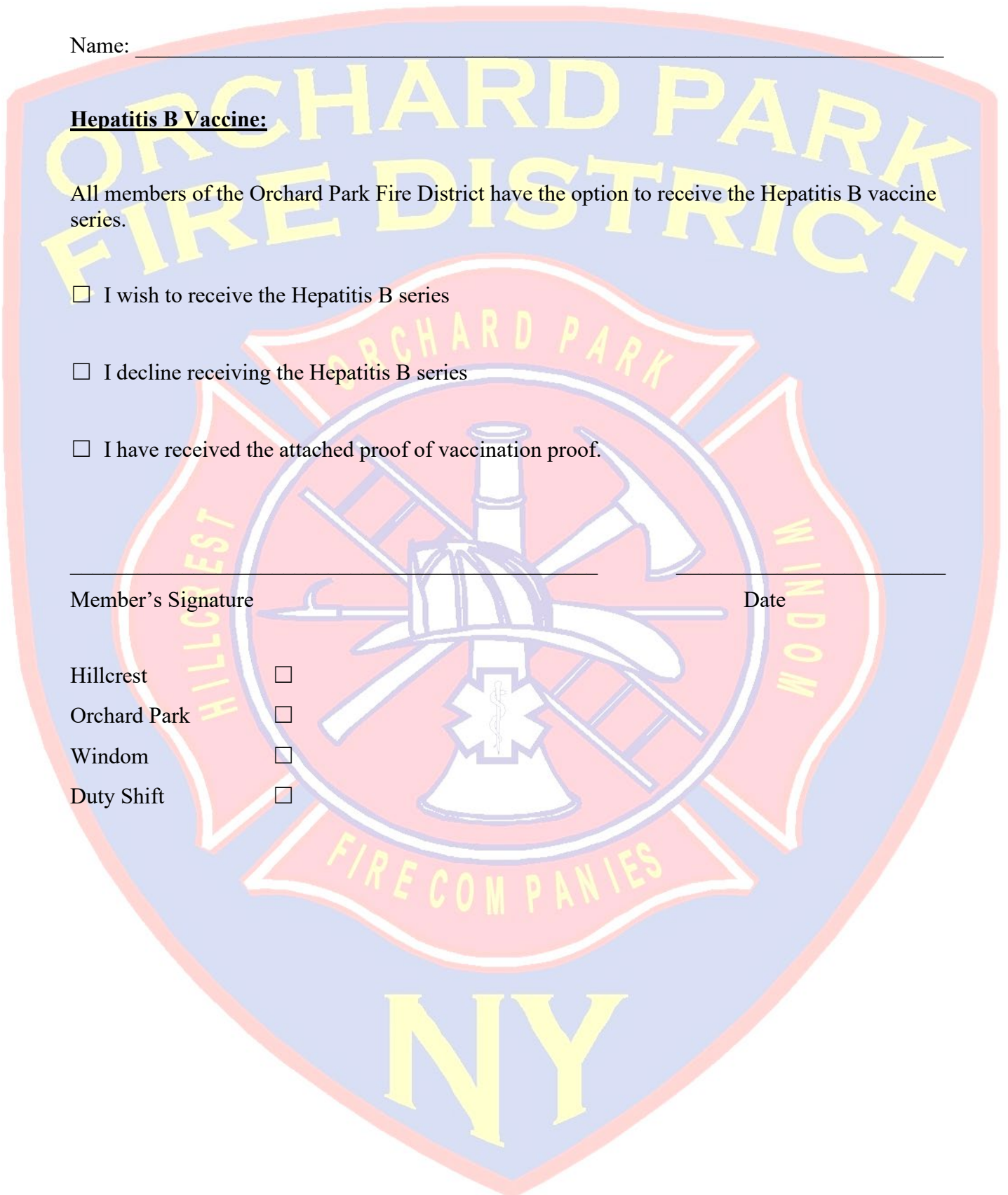
All members of the Orchard Park Fire District have the option to receive the Hepatitis B vaccine series.

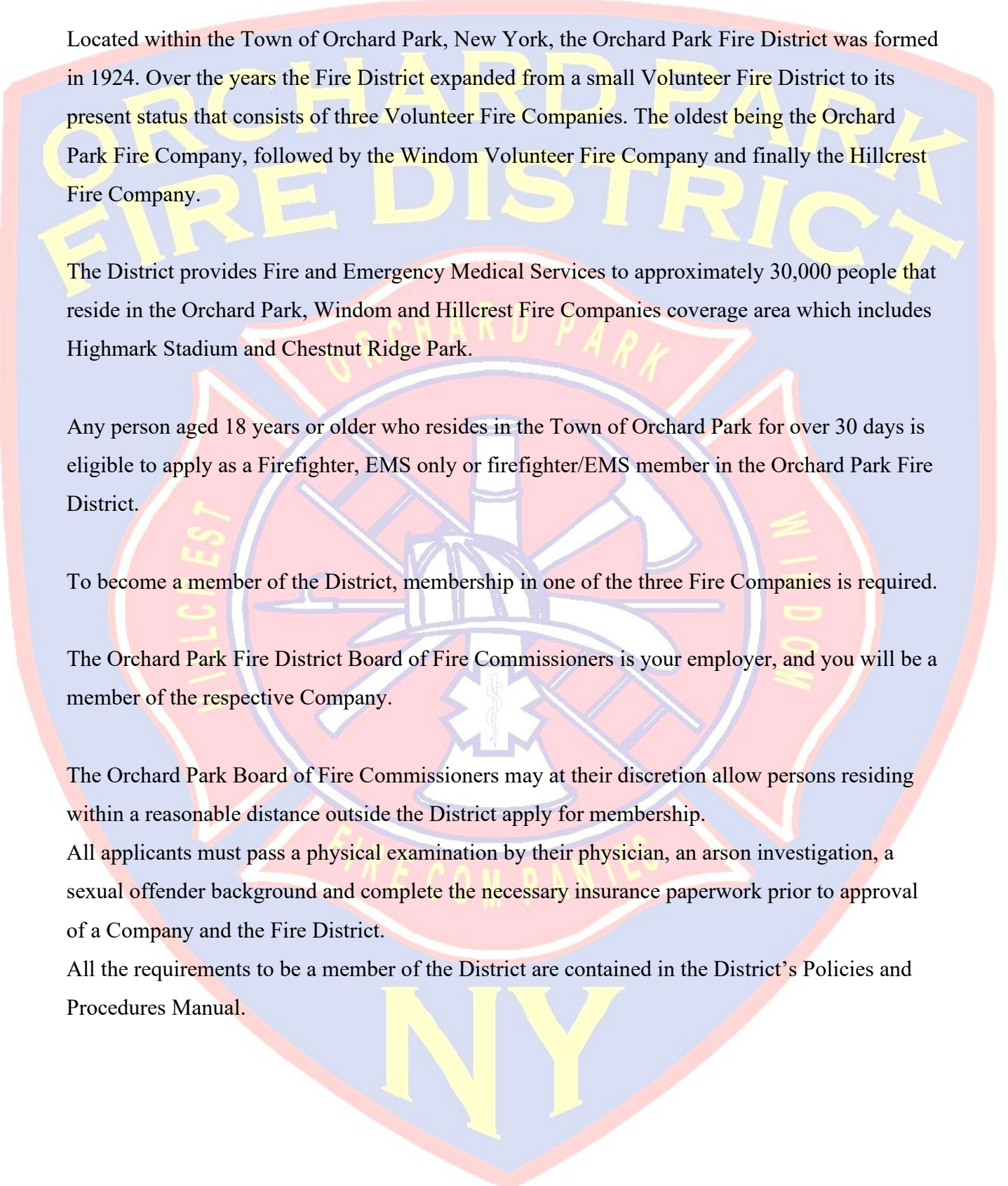
- ☐ I wish to receive the Hepatitis B series
- ☐ I decline receiving the Hepatitis B series
- ☐ I have received the attached proof of vaccination proof.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

- Hillcrest ☐
- Orchard Park ☐
- Windom ☐
- Duty Shift ☐



The logo of the Orchard Park Fire District, New York, is a large Maltese cross. The top arm of the cross contains the text "ORCHARD PARK" and the bottom arm contains "FIRE DISTRICT". The left arm contains "HILLCREST" and the right arm contains "WINDOM". In the center of the cross is a fire helmet with a caduceus (a staff with two snakes entwined and wings at the top) on its front. Below the cross, the letters "NY" are prominently displayed. The entire logo is rendered in a light blue and yellow color scheme.

Located within the Town of Orchard Park, New York, the Orchard Park Fire District was formed in 1924. Over the years the Fire District expanded from a small Volunteer Fire District to its present status that consists of three Volunteer Fire Companies. The oldest being the Orchard Park Fire Company, followed by the Windom Volunteer Fire Company and finally the Hillcrest Fire Company.

The District provides Fire and Emergency Medical Services to approximately 30,000 people that reside in the Orchard Park, Windom and Hillcrest Fire Companies coverage area which includes Highmark Stadium and Chestnut Ridge Park.

Any person aged 18 years or older who resides in the Town of Orchard Park for over 30 days is eligible to apply as a Firefighter, EMS only or firefighter/EMS member in the Orchard Park Fire District.

To become a member of the District, membership in one of the three Fire Companies is required.

The Orchard Park Fire District Board of Fire Commissioners is your employer, and you will be a member of the respective Company.

The Orchard Park Board of Fire Commissioners may at their discretion allow persons residing within a reasonable distance outside the District apply for membership.

All applicants must pass a physical examination by their physician, an arson investigation, a sexual offender background and complete the necessary insurance paperwork prior to approval of a Company and the Fire District.

All the requirements to be a member of the District are contained in the District's Policies and Procedures Manual.



**Physical/Insurance Information:**

**Physical:**

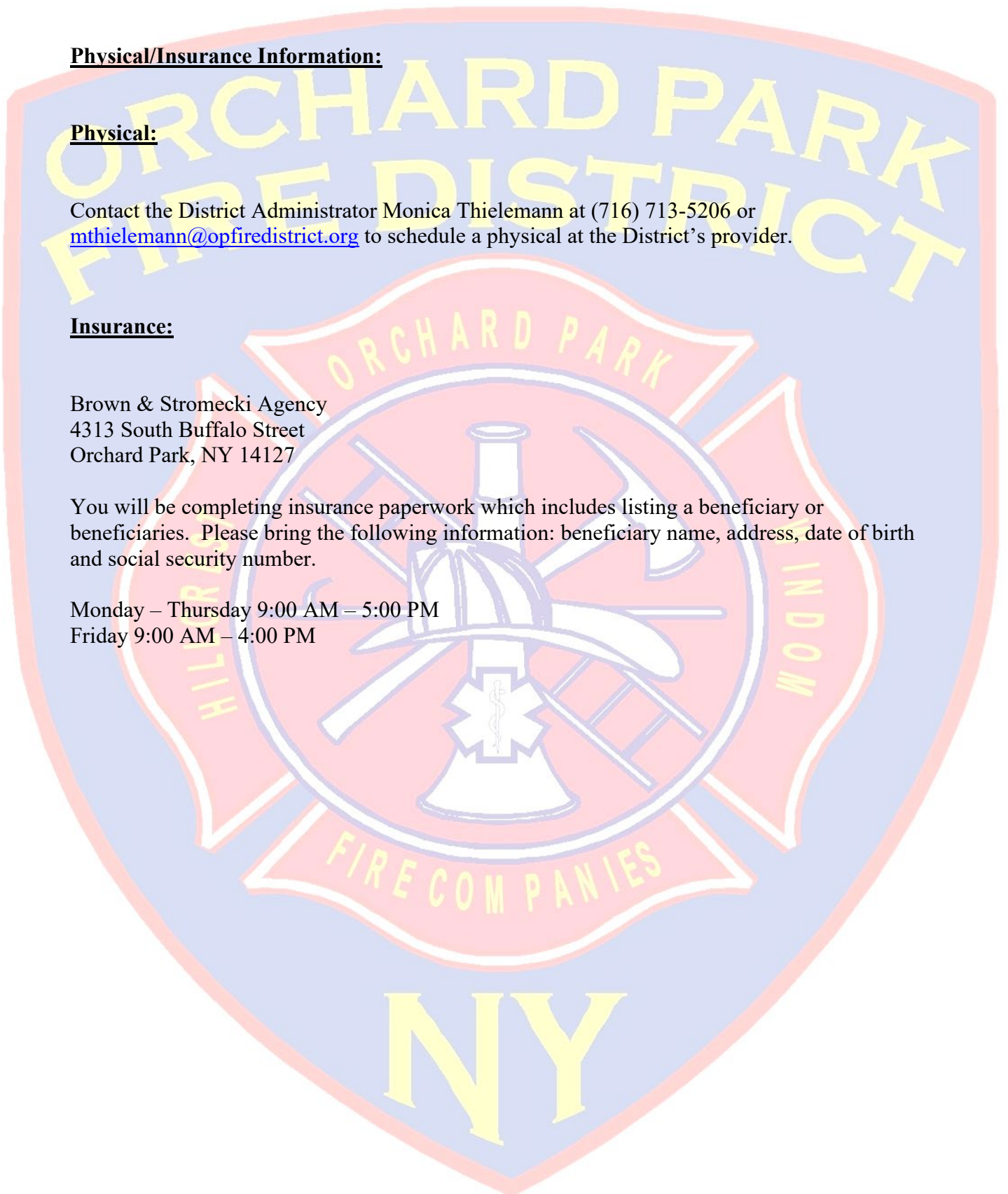
Contact the District Administrator Monica Thielemann at (716) 713-5206 or [mthielemann@opfiredistrict.org](mailto:mthielemann@opfiredistrict.org) to schedule a physical at the District's provider.

**Insurance:**

Brown & Stromecki Agency  
4313 South Buffalo Street  
Orchard Park, NY 14127

You will be completing insurance paperwork which includes listing a beneficiary or beneficiaries. Please bring the following information: beneficiary name, address, date of birth and social security number.

Monday – Thursday 9:00 AM – 5:00 PM  
Friday 9:00 AM – 4:00 PM



# Orchard Park Fire District Policies & Procedures

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## **UPDATES:**

February 9, 2021:

4. Revised “Physicals,” page 11.
5. Added Procurement Policy, page 72.

June 8, 2021:

1. Added #6 under membership, page 5.
2. Updated Membership Requirements, page 6.
3. Updated Alcohol policy, page 25.
4. Added Section 5 – District, page 73
5. Added Ethics Policy, page 77.
6. Added District Guidelines for Repairs and Maintenance for Appliances, page 85.

December 14, 2021:

1. Page 30, under #2, removed “or as a Captain or Lieutenant of a company for a minimum of three (3) years.”
2. Page 30, under #3, removed “or Lieutenant”
3. Page 38, added Electronic PCR Policy

February 08, 2022:

1. Added New Member section – Page 7
2. Added Line of Duty Injures – Page 10

March 08, 2022:

1. Added Credit Card Policy – Page 87

April 12, 2022:

1. Added Junior Firefighter Program – Page 90
2. Added Sexual Abuse Policy – Page 95

November 9, 2022

1. Added Parking on District Property Policy – Page 88

January 10, 2023

1. Added membership application – Page 126

# Orchard Park Fire District Policies & Procedures

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January 15, 2023

1. Added Firefighter name & Chief Name to Disability Policy

February 14, 2023

1. Added Mobile Data Terminal Policy – Page 56.

November 14, 2023

1. Membership Process – Page 5 – Valid Driver's License – Added Pending NYS DMV Lens Approval
2. Membership Requirements – Page 6 – Firefighter/Scene Support – Removed 5 fire and 5 EMS Drills
3. Modified Requirement for Member in Good Standing Policy – Page 8
  - a. Removed 5 fire and 5 EMS Drills
  - b. After two (2) consecutive years or three (3) years in a rolling ten (10) years of a "not in good standing" status the member will be dropped from the District rolls(added) **at the Board's discretion.**
  - c. Added: ***The Board, at its discretion, may allow an exemption for call and drill requirements for those that are/were enrolled in a NYS firematic or EMS course that is required for membership and exceeds 100 hours in length.***
4. Modified Suspension Policy – Page 9
  - a. Any member of the Orchard Park Fire District that does not fulfill their required yearly training courses (Sexual Harassment, HIPAA, Blood Borne Pathogens & Abuse & Molestation) by the date set by the Board of Fire Commissioners will automatically be suspended until such courses are completed (added) *and, the Board reserves the right to remove the firefighter from the active roles of the Fire District.*
  - b. Any member of the Orchard Park Fire District that does not fulfill their required yearly physical by the date set by the Board of Fire Commissioners will automatically be suspended until the physical is completed (added) *and, the Board reserves the right to remove the firefighter from the active roles of the Fire District.*
5. Updated contacts in Line of Duty Policy – Page 11 – Updated - Completed forms must be delivered to the Administrator [districtadministrator@opfiredistrict.org](mailto:districtadministrator@opfiredistrict.org)
6. Updated District Procurement Policy – Page 76
7. Added Flag Policy – Page 90

December 10, 2024

1. Added Duty Shift – Page 8

January 19, 2025

1. Updated District Credit Card Policy