

# **Clermont Fire District**

## **Policies and Suggested Operating Procedures**

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I \_\_\_\_\_ acknowledge receipt of a current

Print Name

Set of Policies and Operating Procedures of the Clermont Fire District (adopted on 5/17/10 and Amended 8/21/17.

\_\_\_\_\_  
Signature of Firefighter

\_\_\_\_\_  
Signature of Chief/Asst. Chief

\_\_\_\_\_  
Signature-Chairman- Board of Fire Commissioners

## **POLICIES AND SUGGESTED OPERATING PROCEDURES OF THE CLERMONT FIRE DISTRICT**

With the knowledge and understanding that New York State laws governing Fire Districts, and the State Department of Labor adoption of Subpart “L” for fire protection of the U.S. Department of Labor Occupational Safety and Health Administration, will be followed in the execution of these Suggested Operating Procedures.

Certain Policies and Suggested Operating Procedures are necessary for the good order and well being of all associations in order to define duty, establish discipline, and to maintain harmony. We do ordain and adopt the following Suggested Operating Procedures and do hereby pledge ourselves to submit to them legally expressed will of the majority and support our officers in the discharge of their duties.

The “Policies and Suggested Operating Procedures of the Clermont Fire District” is hereby adopted by the governing body of this Fire District on May 17<sup>th</sup>, 2010 (Amended August 21, 2017) and shall remain in effect until revoked by a majority of the governing body of this Fire district.

## **ARTICLE 1**

### **1. MEMBERSHIP CLASSIFICATION**

1. **Active Membership**—Applications for active membership will be confined to citizens at least 16 years of age. Applicants for membership will be in writing on a completed form supplied by the Clermont Fire District. Acceptance or Rejections shall be determined by a majority vote of the Board of Fire Commissioners. All new members must submit completed personnel and physical exam forms before becoming active members. Effective December 2014, new members must pass an arson and registered sex offender background check also.

## ARTICLE 2

### 1. DUTIES OF AN ACTIVE MEMBER

#### 1. Requirements

- a. All active members must obtain OSHA Certification Training each year.
- b. All active members must have an annual Hepatitis B training session.
- c. All active members must have a Hepatitis B vaccination or valid waiver on file.
- d. New members shall serve a 24 month probationary training period, after which the Board of Fire Commissioners will have a final review of each applicant as recommended by the chiefs. New members must, within 2 years of initial acceptance, enroll in and complete the New York State Firefighter 1 Course or Equivalent.
- e. Cause for expulsion from the department may result from, but is not limited to:
  1. Failure to comply with rules and regulations, or with the Policies and Suggested Operating Procedures.
  2. Incompetence or Misconduct.
  3. Unsatisfactory performance review during the probationary period.
- f. All of the above, with the exception of the Firefighter 1 Course, shall apply to Fire Police. They must, however, enroll and complete the NYS Fire Police Training class or equivalent within 2 Years of initial acceptance.

g. Any member of the Clermont Fire District who is under 18 years of age will not be allowed to enter a structure for firefighting purposes. He/She may, however, be used for cleanup or salvage after the fire is extinguished. The Officer in Charge (OIC) will be held accountable for this rule.



## **ARTICLE 3**

### **1. CHAIN OF COMMAND**

1. The following chain of command prevails at all Department functions:
  - a. Chief
  - b. First Assistant Chief
  - c. Second Assistant Chief
  - d. Captain
  - e. Lieutenant
  - f. Firefighter

The first arriving driver is in charge at a call if no officer is present, until an officer arrives and assumes command.

### **2. QUALIFICATIONS FOR CHIEF**

**Must live in the Fire District. Any exceptions must be approved by the Board of Fire Commissioners.**

1. Must hold a valid N.Y. S. Driver's License
2. At the time of election, must have completed the following:
  - a. Essentials of Firemanship or Fire Fighting 1
  - b. Pump Operators
  - c. Initial Fire Attack
  - d. General Arson Awareness Training
  - e. Basic Hazmat
  - f. Extrication Training
  - g. EVOC Training

### **3. QUALIFICATIONS FOR ASSISTANT CHIEF**

**Must live in the Fire District. Any exceptions must be approved by the Board of Fire Commissioners.**

1. Must know all equipment within the Department.
2. Must hold a valid N.Y.S. Driver's License
3. At the time of election, must have completed the following:
  - a. Essentials of Firemanship or Fire Fighting 1
  - b. Pump Operators
  - c. Initial Fire Attack
  - d. General Arson Awareness Training
  - e. Extrication Training
  - f. Hazmat Basic
  - g. EVOG Training

#### **4. QUALIFICATIONS FOR CAPTAIN**

**Must live in the Fire District. Any exceptions must be approved by the Board of Fire Commissioners.**

1. Must be qualified on all district apparatus
2. Must hold a valid N.Y.S. Driver's License
3. At the time of election, must have completed the following:
  - a. Essentials of Firemanship or Fire Fighting 1
  - b. Pump Operators
  - c. Initial Fire Attack
  - d. Extrication Training
  - e. EVOG Training

#### **5. QUALIFICATIONS FOR 1<sup>ST</sup> AND 2<sup>ND</sup> LIEUTENANTS**

**Must live in the Fire District. Any exceptions must be approved by the Board of Fire Commissioners.**

1. Must have been an active member for the preceding two (2) years.
2. Must be qualified on the apparatus that he/she will command.
3. Must hold a valid N.Y.S. Driver's License
4. At the time of election, must have completed the following:
  - a. Essentials of Firemanship or Fire Fighting 1
  - b. EVOG Training

## **6. QUALIFICATIONS FOR FIRE POLICE CAPTAIN**

**Must live in the Fire District. Any exceptions must be approved by the Board of Fire Commissioners.**

1. Essentials of Firemanship or Fire Fighting 1
2. Fire Police School

## **7. TERMS OF OFFICE**

### **1. CHIEF**

- a. The term of office for Chief will be one (1) year with the approval of the Board of Fire Commissioners each year.

### **2. ASSISTANT CHIEF**

- a. The term of office for Assistant Chief will be one (1) year with the approval of the Board of Fire Commissioners each year.

### **3. CAPTAIN AND LIEUTENANT**

- a. The term of Captain and Lieutenant will be one (1) year with the approval of the Board of Fire Commissioners each year.

### **4. FIRE POLICE CAPTAIN**

- a. The Fire Police Captain will be appointed by the Chief.

## **ARTICLE 4**

### **1. RESPONSIBILITIES OF FIREMATIC LINE OFFICERS**

#### **1. CHIEF**

a. Such duties as prescribed by the Board of Fire Commissioners, including but not limited to exclusive control of the members of the fire department of the fire district at all fires, inspections, reviews and other occasions when the fire department is on duty or parade. He/She shall also have supervision of the engines, fire trucks, pumpers, hose wagons and other apparatus for the prevention or extinguishment of fire and of all officers and employees of the fire department. He/She shall see that the rules and regulations of the Board of Fire Commissioners are observed and that the orders of the Board of Fire Commissioners are duly executed.

b. He/she shall hold the members, officers and employees of the fire district strictly to account for neglect of duty and suspend them for improper conduct, subject to the action of the Board of Fire Commissioners at their next meeting. In the absence or disability of the Chief, the Assistant Chief's, in numerical order, shall perform the duties and exercise the powers of the Chief, when the fire department or any company or squad thereof is on duty.

c. Hold quarterly department meetings, separate from drills.

#### **2. ASSISTANT CHIEF**

a. Assistant Chiefs will share the duties and responsibilities as directed by the Chief and any duties as prescribed by the Board of Fire Commissioners. In the absence or disability of the Chief, the Assistant Chiefs, in numerical order, shall perform the duties and exercise the powers of the Chief.

b. Assistant Chiefs shall be required to attend quarterly department meetings, as called for by the Chief, separate from drills.

### **3. CAPTAIN**

a. The Captain will be responsible for the station, equipment and apparatus at all times.

b. Training of department firefighters.

c. Perform the duties as directed by the Chief or the Assistant Chief of his/her station.

d. Captain shall be required to attend quarterly departmental meetings, as called for by the Chief, separate from drills.

### **4. LIEUTENANTS**

a. Shall assist the Captain in the performance of his/her duties, and in his/her absence, fulfill the duties and responsibilities of the Captain.

b. Perform the duties as directed by the Chief, Assistants Chiefs or Captain.

c. Lieutenants shall be required to attend quarterly departmental meetings, as called for by the Chief, separate from drills.

## **ARTICLE 5**

### **1. RESPONSIBILITIES OF FIRE POLICE**

#### **1. FIRE POLICE CAPTAIN**

- a. Shall be required to attend quarterly department meetings, as called by the Chief, separate from drills.
- b. Shall include, but not be limited to, crowd and traffic control at an alarm of fire, drill, parade or any other function that they may be called upon or assigned by the Chief, Assistant Chief or Officer in Charge.
- c. Will not respond on calls at which the department or any company or squad is not engaged in the prevention or extinguishment of fire, excluding mutual aid calls from other departments or districts whose members are engaged in the prevention or extinguishment of fire.

#### **2. FIRE POLICE**

- a. Shall include, but not limited to, crowd and traffic control at an alarm or fire, drill, parade or any other function that they may be called upon or assigned duties by the Chief, Assistant Chief, Office in Charge or Fire Police Captain.
- b. Will not respond on calls at which the department or any company or squad is not engaged in the prevention or extinguishment of fire, excluding mutual aid calls from other departments or districts whose members are engaged in the prevention or extinguishment of fire.

## ARTICLE 6

### 1. DRIVERS/OPERATORS- REQUIREMENTS FOR THE APPARATUS OF THE CLERMONT FIRE DISTRICT.

1. Drivers shall be physically able to operate the apparatus and properly trained to operate said apparatus.
2. Fire District apparatus shall be operated only by members who have successfully completed EVOC training and Pump Operators Training or equivalent or by trainee drivers who are under supervision of a Chief or Asst. Chief or designee. (See In-house Apparatus Driver and Pump Operator Policy – Appendix F)
3. Drivers of the Fire District shall have a valid NYS Driver's license.
4. Drivers must be at least 21 years of age.
5. Drivers must receive Fire District's insurance approval.
6. Must have served 1 Year of active service.
7. Must have completed Firefighter 1 or equivalent training.
8. Must have final authorization from the Chief or Asst. Chief.
9. Authorization must be annually reviewed by the Chief or Asst. Chief

10. Apparatus shall be operated in compliance with all traffic laws, including section NYS VTL 1104 pertaining to emergency vehicles.
11. Drivers of Fire District Apparatus shall be directly responsible for the safe and prudent operation of the apparatus under all conditions.
12. When the driver is under the direct supervision of a chief, that chief shall assume responsibility for the driver's actions.
13. Drivers shall not move any Fire District apparatus until all persons on said vehicle are seated and secured with seat belts in approved riding positions.
14. The riding on tail steps, side steps, running boards, or any other exposed position is specifically prohibited.
15. All other persons in the vehicle shall be seated and belted in approved riding positions at any time vehicle is in motion.
16. Standing while riding is specifically prohibited.
17. If there are not enough seats alternative vehicle usage must be sought.
18. No unauthorized persons shall ride in Fire District apparatus, unless approved by a Line Officer.
19. Hose loading or any other equipment removal or return will be done while vehicle is NOT in motion.
20. Drivers of Fire District apparatus shall obey all traffic control signs and signals and all laws and rules of the road of the jurisdiction for the operation of motor vehicles.
21. These procedures for emergency response emphasize the safe arrival of Fire District apparatus at the emergency scene as the FIRST PRIORITY.



22. When any Fire District vehicle is responding to a TRUE emergency, lights and sirens must be used.

23. Emergency response is defined as a “True Emergency” 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.

a. The following are examples of true emergency alarms:

1. Confirmed Injury accidents
2. Confirmed structure fires
3. Vehicle Fires
4. CO2 Alarms with medical emergency
5. Water Rescues
6. Alarm Activations, first truck only
7. Grass/Brush fires endangering property

b. The following are examples on non emergency alarms:

1. Mutual Aide fill-ins
2. Water Problems
3. Stand-bys
4. Service Calls
5. Lock outs
6. Wires down
7. Fuel Spills
8. Alarm activations, remaining units

9. Dumpster Fires

10. Smoke Investigations

11. CO2 alarms, no medical emergency

- c. During emergency response, drivers of Fire District apparatus shall bring the apparatus to a complete stop at all times, under the following circumstances and proceeding through only when safe to do so:
  1. When directed by law enforcement personnel
  2. Red traffic signals
  3. Stop signs
  4. Negative right of way intersections
  5. Blind intersections
  6. When the driver cannot account for all lanes of traffic in any intersection
  7. When other intersection hazards are present
  8. When encountering a stopped school bus, emergency vehicles are not exempt
  9. All guarded and unguarded railroad crossings.

24. On Fire District apparatus having an engine brake or other drive line retarder, it is mandatory that during apparatus operation on wet, ice or snow covered roads that the said retarder is to be switched to the off position.

25. The driver is responsible to see that the apparatus is ready for service upon return to the station after any alarm, drill or other usage.

26. The passing of other apparatus is prohibited, unless permission is requested and granted.

27. Driver is to remain with the apparatus at scene, unless directed by OIC.

28. Response speed, in non-emergency mode will be at or below the posted limit during ideal driving conditions and safely reduced during inclement weather, traffic conditions or road characteristics.

29. Response speed, in emergency mode will be at a maximum of the posted speed limit during ideal driving conditions and safely reduced during inclement weather, traffic conditions or road characteristics.

30. Remember, you only have the right of way if someone yields it to you, if they don't yield it, you don't have it.

31. The use of a spotter is mandatory for the safe backing up of any Fire District apparatus and all apparatus shall be equipped with a functioning back up alarm

32. Under no circumstances will any member operate any Fire District apparatus at any time while being under the influence of alcohol or drugs, nor shall any alcoholic beverage or illegal drugs be carried on any Fire District Apparatus. (See Alcohol & Drug Policy – Appendix D)

33. NYS Law requires that other vehicles yield to the emergency vehicle by pulling to the right and stopping, therefore when passing with Fire District apparatus, it will be done safely on the Left. There shall be no passing on the right.

34. When two or more Fire District apparatus are operating in emergency mode to the same alarm, said apparatus must maintain at least 500' distance from each other while traveling.

35. Private non emergency vehicles are not granted any exemptions or special privileges under the vehicle and traffic laws which apply to emergency vehicles and therefore must comply with all laws (even if displaying a blue light).

36. Once arrived upon a scene, if at all possible, Fire District apparatus shall be kept off the roadway. When not possible, all emergency lights on Fire District apparatus will be shut off with the exception of two units at each end of the incident. The two end units will shut down all white and other blinding lights.

37. Scene protection, once arrived at the scene will be provided by the last unit which will park at a safe distance from the scene of other apparatus (at least 100'). Also the last unit will park at the slight angle with the front wheels turned completely to the left or right as to provide for safe deflection should that apparatus be struck from behind.

38. The use of wheel chocks is mandatory whenever any Fire District apparatus is parked, other than at the station.

## Article 7

### 1. ACTIVE MEMBERS DUTIES AND RESPONSIBILITIES

#### 1. FIREFIGHTER

- a. He/She shall be responsible for personal equipment issued directly to firefighter (i.e. pager, turn out gear, etc.)
- b. He/She shall be responsible for return of equipment removed from apparatus at calls.
- c. He/She shall be in full turnout gear while engaged in fire suppression unless otherwise directed by the OIC.
- d. He/She shall show due respect for authority of Officers or OIC and shall follow commands of Officers or OIC.
- e. He/She shall complete Firefighter 1 or equivalent within 2 years of joining department.
- f. He/She shall maintain active status and devote adequate time, energy and interest to department.
- g. He/She shall participate in an annual physical and, if qualified as an interior firefighter, an annual fit test. Physicals and fit tests will be performed by qualified personnel as designated by the Board of Commissioners. Failure to pass the annual physical will result in becoming inactive until able to pass the physical. Failure to pass the FIT test will result in reassignment of duties.
- h. He/She shall not operate any fire district apparatus, unless authorized to do so by the Officer In Charge (OIC).
- i. Immediately report any and all injuries to the OIC and complete an injury incident form as supplied by the OIC.
- j. Private vehicles are to keep one lane open at all times unless directed otherwise by the OIC. Do not park on both sides of the roadway at scenes.
- k. When responding to the scene or station, all private vehicles shall comply with all Vehicle and Traffic laws. Blue

lights are a request for courtesy and do not grant right of way.

- I. See ARTICLE 11 for suggested operating procedures in special circumstances.

## **2. ADDITIONAL DUTIES AND REPONSIBILITIES OF DRIVERS**

- a. He/She shall follow all sections of ARTICLE 6 in addition to the duties and responsibilities of this section.
- b. He/She shall be responsible for the return of all equipment to the apparatus on departure from the scene or on return to the station.
- c. He/She shall be responsible for pump operations if apparatus is so equipped. Pumps are to be circulating in cold weather (below 32 degrees F, 0 degrees C).
- d. Towing of apparatus will be done only at the direction of the OIC.
- e. Except in case on an emergency response, apparatus does not enter private drives or leave the paved surface of roadways unless directed by the OIC.
- f. Show due respect for authority of officers.
- g. Follow all Firefighter duties and responsibilities ARTICLE 7.
- h. First driver on scene to assume OIC role in absence of any officer (see ARTICLE 3)

## Article 8

1. **Resignation-** All resignations shall be tendered, in writing, to the Chief of the department. Following acceptance of the resignation, the member, Chief, Asst. Chief, Board of Fire Commissioners and Captains will be notified in writing and all District Property will be returned.
2. **Expulsion-** Any member may be expelled from the District for failure to comply with Policies and Suggested Operating Procedures. Initial discussion of any reasons given for expulsion will be discussed between the Chief and one other Chief, the member involved, and an additional person at the discretion of the member involved. Written documentation outlining this discussion including both the Chief's position and the member's position will be signed by both the Chief and the member and placed in the member's personnel file. Failure to sign this document by the member noted will be so noted by the Chief and the documentation will be placed in the member's personnel file without the member's signature. Documentation of continued failure to comply with the Policies and Suggested Operating Procedures must be written by the Chief of the Department, who will present that documentation and any other relevant material to the Board of Fire Commissioners, who upon review of the situation, if necessary will carry out disciplinary action in accordance with the General Municipal Law, section 209L or current Legislation, of the State of New York. All district property to be returned, if expelled.
3. **Sick Leave-** Any active member with a medical disability may apply for sick leave. The request must be in writing and approved by the Board of Fire Commissioners. Leaves to be granted may not exceed 1 Year, at which time a member may re-apply. While on sick leave, a member shall not participate in firematic duties, but will retain active status, if he/she had maintained an active status for 1 full year prior to sick leave. Prior to being on active roster, he/she must submit a Doctor's

statement of fitness to return to services. This statement is required of any member, whether sick leave was applied for, if on workmen's compensation, disability or Doctor's orders not to pursue normal employment, before returning to fire service duties. If deemed necessary, all equipment and/or district property, will be returned at time of granting of sick leave.

4. **Military Leave-** Any member entering Military service will be placed on military leave for a period of 4 years. After 4 years, the member shall reapply for membership. All district property will be returned at the time of granting of said leave.
5. **Personal Leave-** Any active member may request personal leave by presenting a written request to the Board of Fire Commissioners. Leaves not to exceed 1 year, by may be renewed at the discretion of the Board of Fire Commissioners. If deemed necessary all district property will be returned at time of granting of request.
6. **Maternity Leave-** We the Board of Fire Commissioners of the Clermont Fire District , in order to protect the health and welfare of a pregnant firefighter, and to protect the Fire District also, hereby establish the following policy pertaining to pregnant firefighters.
  1. A pregnant firefighter will notify the Board of Fire Commissioners in writing, within the first eight (8) weeks of pregnancy or as soon as the pregnancy is confirmed, and will continue to communicate to the Board of Fire Commissioners in writing from her physician, at least every eight (8) weeks thereafter pertaining to her fitness for duty. Said firefighter shall receive and acknowledge in writing communications regarding the dangers of firefighting.
  2. The Board of Fire Commissioners, nor any of their officers, shall cause a firefighter to be suspended from service merely because she is pregnant.



3. Decisions about the welfare of the firefighter and her fetus will be based on recognized medical opinions of her private physician and/or the fire district physician, which will determine her fitness for duty.
4. A pregnant firefighter deemed unable to perform the full duties of firefighting by appropriate medical authority will be considered on administrative duty and will report to the fire house only. She will not suffer loss of seniority due to this duty and will be permitted training opportunities as allowed by the physician.
5. Any firefighter who fails to comply with the provisions of this policy may be subject to immediate suspension until a physician's written statement of fitness for duty is delivered to the Board of Fire Commissioners.

**7. Disability Leave-** We the Board of Fire Commissioners of the Clermont Fire District , in order to protect the health and welfare of a disabled firefighter, and to protect the Fire District also, hereby establish the following policy pertaining to disabled firefighters.

1. A disabled firefighter will notify the Board of Fire Commissioners in writing, as soon as the disability is confirmed, and will continue to communicate to the Board of Fire Commissioners in writing from his/her physician, at least every eight (8) weeks thereafter pertaining to his/her fitness for duty. Said firefighter shall receive and acknowledge in writing communications regarding the dangers of firefighting.
2. The Board of Fire Commissioners, nor any of their officers, shall cause a firefighter to be suspended from service merely because he/she is disabled.
3. Decisions about the welfare of the disabled firefighter will be based on recognized medical opinions of his/her private physician and/or the fire district physician, which will determine his/her fitness for duty.

4. A disabled firefighter deemed unable to perform the full duties of firefighting by appropriate medical authority will be considered on administrative duty and will report to the fire house only. She/he will not suffer loss of seniority due to this duty and will be permitted training opportunities as allowed by the physician.
5. Any firefighter who fails to comply with the provisions of this policy may be subject to immediate suspension until a physician's written statement of fitness for duty is delivered to the Board of Fire Commissioners.

## Article 9

### 1. **Amending Policies and Suggested Operating Procedures**

1. Proposed amendments must be presented in writing in sufficient quantity for:
  - a. Line Officers
  - b. Board of Fire Commissioners
  - c. Said proposal must include the reason for the proposed change.
2. Proposed amendments shall be presented at any District meeting.
3. Proposed amendments must be available to those named in (a.) at least 30 days prior to the monthly meeting of the Board of Fire Commissioners.
4. Proposed amendments shall be voted on as follows:
  - a. Majority of the Board of Fire Commissioners at the District meeting following the meeting of the proposal.
5. The proposed shall be adopted following:
  - a. 3/5 vote of the Board of Fire Commissioners.
6. The effective date of the adopted change shall be 30 days from adopted date.

## **Article 10**

### **1. District Responsibilities**

#### **1. Board of Fire Commissioners**

- a. Budgeting of the Fire District
- b. Purchasing and maintenance of all district equipment.
- c. Insurance coverage for firefighters and equipment
- d. A majority of the Board must accept each applicant before the person can become a firefighter.
- e. A majority of the Board has the authority to remove any officer or firefighter from the district.
- f. A majority of the Board must accept each nominee for each chief officer before he/she can serve.
- g. A commissioner is not a fire-ground officer.

#### **2. Secretary of the Board of Fire Commissioners**

- a. Maintains minutes and correspondences of the Board.

#### **3. Treasurer of the Board of Fire Commissioners**

- a. Disburses funds as authorized by the Board.

## Article 11

**1. Policies and Suggested Operating Procedures-** The following Policies and Suggested Operating Procedures cover most situations encountered under ordinary conditions. These procedures can be countermanded by the OIC at the scene of the alarm for circumstances that were not foreseen in the development of these Policies and Suggested Operating Procedures. Obviously, all situations cannot be covered by standing orders. A certain degree of ingenuity and resourcefulness must be shown by firefighters and officers alike.

### 1. Alarm Response

- a. Blue lights shall be displayed in accordance with current New York State Vehicle and Traffic Laws. See appendix A.
- b. Members will respond as prescribed by training, suggested operation procedures and common sense.

### 2. Turnout gear will be worn as follows:

- a. All gear-helmet, boots, coat, bunkers, gloves. In warm weather and at brush fires, changes are at the discretion of the OIC.
- b. Drills—Changes at the discretion of the OIC.
- c. Mobile service—all gear to be brought with firefighters.

### 3. SCBA-To be used at all:

- a. See also Article 12 on suggested procedures for use of SCBA.
- b. Structure fires
- c. Vehicle fires
- d. Dumpster fires

- e. Odor of gas calls
  - f. Carbon Monoxide calls
  - g. unknown calls
4. Safety belts must be worn when working on ladders.
5. When responding in private vehicles the member shall:
- a. Obey all traffic regulations
  - b. Yield right of way to all emergency vehicles
  - c. Follow apparatus no closer than the legal 300 feet
  - d. Park out of way of traffic and additional apparatus
  - e. Not pull into driveways on the same block where the fire alarm is.
  - f. Obey orders of the fire police or firefighters acting in the capacity of the fire police
  - g. All apparatus must be manned at all times during any operation unless otherwise instructed by the OIC.
6. Structure Fires or Unknown alarms
- a. First full size engine in. This engine is to hold the fire the best it can.
  - b. First units in are to leave room for spotting aerial.
  - c. Second engine in and following trucks to be placed at the discretion of the OIC.
  - d. When operating on the scene of a fire or emergency, the evacuation signal for all interior or roof operations shall be

three (3) or more long blasts from all fire apparatus horns. When hearing such signal, all personnel must cease and report to the OIC.

e. No firefighter shall re-enter a building once interior operations have been halted or cancelled without notifying the OIC.

f. Interior search and rescue must be conducted by a buddy system of not less than two (2) firefighters all wearing SCBA. A backup team of two (2) SCBA qualified firefighters must be ready before interior search and rescue begins.

#### 7. Brush fires

a. Brush vehicle only, may leave road without express orders from the OIC.

b. Units are not to leave paved road without orders from the OIC.

#### 8. Car Fires

a. If the car is inside or the positions unknown, follow structural response including use of SCBA.

#### 9. Automobile Accidents

a. Use of rescue tool will only be used by qualified fire personnel.

b. Fire department to control any fire or fire potential.

#### 10. Bomb threat

a. Fire department will respond only if called for by police.

b. No sirens are to be sounded.

- c. All apparatus and personnel will remain in quarters until called.
- d. Do not use radios on scene.

#### 11. Pump details

- a. Pump details will be treated as non-emergency calls by dispatch.
- b. Any additional apparatus needed will be called for by OIC.
- c. No siren or emergency lights will be used by units responding to pump details. Flashing lights at scene will only be used if vehicle is parked in traffic lanes.

#### 12. Wires down

- a. Maintain safety area.
- b. Provide county 911 with needed information (pole numbers, etc.).

#### 13. Odor of gas/Carbon Monoxide

- a. Companies to position away from building where fumes are suspected. (A minimum of 300' is recommended.) Engine shall be prepared to drop lines so that they will be readily available for use.
- b. In full protective gear, including SCBA, one officer (not OIC) and one (1) firefighter shall try to determine the nature and extent of problem.
- c. Entry should not be made until the vapor concentration has been checked. Continue to monitor throughout the incident.
- d. Evacuate and ventilate, as necessary.



- e. Control any leaks, if possible.
- f. As possible, eliminate source of ignition.

14. Dumpsters

- b. Extinguish

15. Mutual Aid

a. A request from Clermont Fire Department

1. The request must come from OIC regardless of rank.
2. All calls go through county 911.
3. The officer requesting the mutual aid will determine the amount needed. Orders and request are to be as specific as possible.
4. Release of mutual aid will be made by OIC.

b. Request from another district for mutual aid.

1. Requests for apparatus or manpower to be met as accurately as possible.
2. If needed, the request should be clarified prior to responding.
3. All requests for mutual aid from another district must flow through county 911.

16. Out of District calls-Not Mutual Aid

a. In an adjacent district

1. If any department is given the first call for a fire not in the district, but in an adjacent district, all equipment is to respond.

2. When on the way, notify county 911 as to the error and have proper department dispatched.

b. Non-adjacent district

1. Do not respond

2. Notify county 911 to dispatch correct department.

17. Ice Rescue

- a. Only ice rescue certified personnel in exposure suits with tethers and ice gear (picks & knives) to move onto ice.

- b. No support personnel within 10 feet of ice surface without a personal floatation device worn properly.

18. Confined Space

- a. All rescues to be done by personnel trained in confined space rescue while wearing proper safety equipment and with a support team.

## Article 12

### 1. Use of SCBA

1. Members using SCBA during interior structural fire fighting are deemed to be working in an “Immediately-Dangerous-To-Life-or-Health-Atmosphere” IDHL.
2. Operating procedures must be developed which assure that communications can be maintained between those members working in the IDLH atmosphere and supervisory personnel outside so that their safety can be monitored and assistance dispatched, if necessary.
3. These Operating procedures must assure that suitably equipped standby personnel, located at the nearest safe area, is available to provide a rapid response to any call for assistance. The size and number of rescue teams will be determined by conditions and the number of fire fighters at risk.
4. The following is an operating procedure which will be used to satisfy this requirement:
  - a. The incident commander shall appoint an operations officer who shall have the responsibility of maintaining communications with those members working inside of the structure to assure their safety. Such communications may be voice, visual or signal line. (i.e. Radio is acceptable voice communications).
  - b. Members working inside the structure shall work in mutually supporting teams of at least two (2). These individuals shall maintain close contact with each other such that if one

individual suffers some difficulty the other will be immediately aware and be able to render assistance. The contact between these individuals may not be by radio. The contact must be by voice, visual or touch.

c. The operations officer shall have command of an adequate number of suitably equipped personnel to perform rescue duties should the need arise. Rescue teams shall consist of a minimum of two (2) firefighters who shall be located in the nearest safe area so as not to be affected by any likely incident which would precipitate the need for their services. Members of the rescue team shall be assigned duties which cannot be abandoned without jeopardizing the safety of others on the fire ground. Pump operator and ladder truck operators may not be utilized as part of the rescue team if the apparatus they are operating are being used in the operations being conducted.

5. The operations officer shall dispatch the rescue team whenever he/she receives a request for assistance from those inside or whenever he/she is unable to determine their status. The operations officer shall communicate with those inside frequently enough to ensure their safety.

6. The incident commander shall assure that a minimum of four (4) fire fighters are assembled prior to implementing operations inside the structure involved unless, in his/her professional judgment, immediate action must be taken to prevent the loss of life or serious injury. Rescue operations shall be conducted in teams of at least two (2) and rescue teams set up as manpower becomes available to the incident commander.

## Article 13

### 1. Firefighter injury or death

#### 1. Firefighter Injury

a. Medical treatment of the injured is the number one priority.

b. For an injury that is treated at the scene of an incident, drill, or other approved fire department function:

1. The injured is to be provided with form VF-105(10-75f) "Notice of Compliance" form. This form contains information if additional treatment is required.

2. Form VF-2(NYS Compensation Board-"Injury to Volunteer Firefighter" form) to be completed by OIC, in triplicate. One (1) copy each to Chief, Board of Fire Commissioners and to the insurance company (address on rear of form).

c. For an injury where the firefighter is transported to the hospital:

1. Provide transporting agency with form VF-105(10-75f) "Notice of Compliance" form (contains information needed for treatment).

2. Bring officer and friend of the injured to notify family ASAP.

3. Provide family with:

a. nature of injury(ies)

b. hospital transported to

c. assistance as needed (transportation, etc)

4. Chief/Asst. Chief/Safety Officer to follow up as needed.

d. Press information

1. The only information to be released is confirmation of firefighter injury. The OIC is the only person authorized to speak to the press.

e. Permanent injury or disability. In addition to the above, the chief of the Department will provide:

1. Full copy of Volunteer Firefighter's Benefit Law to the firefighter or family.
2. Any requested assistance as possible.

2. Line of Duty Death

a. Line of duty death is defined as death of a firefighter;

1. responding to or at the scene of an incident
2. on arrival at the hospital
3. alive upon arrival at hospital, but later expires.
4. upon returning to the station or the residence following an incident.

b. OIC to notify Chief

c. OIC to notify Board of Fire Commissioners

d. Chief, OIC or authorized personnel to notify next of kin, in person.

e. Notification of the county stress team will be made ASAP. Full cooperation with this team will be offered by the department to aid all fire personnel.

f. A line of Duty Death Committee shall immediately be appointed. Said Committee shall consist of all Chief Officers, Commissioners, President of Company and any other person(s) deemed necessary by the aforementioned committee members.

g. The Line of Duty Death Committee shall:

1. File all necessary forms and benefit claims that it can, and shall assist the family in filing their forms and benefit claims.
2. Set procedures for Fire Department funeral allowing for religious considerations and family wishes.
3. Provide assistance to the funeral director, as needed.
4. Obtain sources of information of all official records and reports necessary for filing.

## **Appendix A**

### **1. Code of Ethics of the Clermont Fire District**

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

b. Whereas, section 806 of the General Municipal Law, as amended by chapter 238 of the Law 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 departments.

c. 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 departments, with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment, and such other standards as may be deemed advisable.

#### **1. Purpose**

a. Officers, Commissioners and employees of the Fire District, and the members of the 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 the 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.



## 2. Definitions

a. "Contract" means any claim, amount or demand against or agreement with the Fire District, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including but not limited to an official newspaper, for the publication is required or authorized by law.

b. "Employee" means a paid employee of the fire district including, but not limited to paid firefighters.

c. "Family member" means a spouse, minor child or dependent.

d. "Fire district" means the Clermont Fire District

e. "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/she is and owner, partner, director, officer, employee or stockholder. A fire district officer or employee shall not be deemed to have an interest in a contract of employment between the fire district of which he is an officer or employee and his spouse, minor child or dependent.

f. "Member of the fire district fire department" or "fire department member" means a volunteer member of the fire district 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 the chief of the fire district fire department.

g. "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.

### **3. Applicability**

a. This code of ethics applies to the officers, commissioners, 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 department.

### **4. Appearance of impropriety**

a. No officer, commissioner 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/she will exercise or perform his/her duties on the basis of family or private business or any consideration other than the welfare of the fire district.

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

a. No officer, commissioner, or employee of the fire district, and no member of the fire district fire department, may use his/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, commissioner, 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.

c. No officer, commissioner, 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 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 districts 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 necessary expenses incurred by an officer, employee or fire department member in the performance of his/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.

## **6. Holding of investments in conflict with official duties**

- a. No officer, commissioner or employee of the fire district, and not 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.

2. personal investments that would otherwise impair the person's independence of judgment in the exercise of performance of his/her official powers or duties.

b. This section does not prohibit an officer, commissioner, 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/her personal residence;

2. less than five percent of the stock of a publicly traded corporation;

3. bonds or notes issued by the fire district and acquired more than 1 year after the date on which the bonds were originally issued.

## **7. Recusal and abstention**

a. Except as otherwise required by law, No officer, commissioner, or employee of the fire district, and no member of the fire district fire department, may 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 spouse or dependent child 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/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/her immediate supervisor or, if the person does not have an 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 they may delegate the power of 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.

e. With regard to disciplinary matters that are not monetary in nature or to which the definition of interest herein would not apply and involve a possible conflict of interest for the officer, employee or fire department member authorized to perform duties within the disciplinary process, the decision on whether or not recuse oneself from participating in such process shall be a personal determination to be made by the officer, employee or fire department member may see the counsel and advise of district counsel.

## **8. 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:

1. the officer, employee or fire department member;
2. a family member of the officer, employee or fire department member; or

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. Once

disclosure has been made with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need to be made with respect to additional contracts with the same party during the remainder of the year.

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/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.

## **9. Conflicts of Interest**

a. No officer, commissioner, or employee of the Fire district shall have any interest in any contract with the Fire District of which he/she is an officer or employee, when such an officer or employee, individually or as a member of the board of fire commissioners, has the power of duty to negotiate, prepare, authorize or



approve the contract or authorize the above for payment there under.

b. No officer, commissioner, or employee of the Fire district shall audit bills or claims under a contract in which such officer or employee has an interest.

c. No officer, commissioner, or employee of the Fire district who has an interest in a contract shall appoint an officer or employee who shall have the power to negotiate, prepare, authorize or approve payment there under or audit bills or claims under such contract.

d. No fire district treasurer or deputy treasurer shall have an interest greater than 5% of the outstanding stock in a bank or trust company designated as the depository, paying agent, registered agent or for investment of funds of the Fire district of which he/she is Treasurer or Deputy Treasurer.

e. All fire district officers, employees and volunteer firefighters shall comply with the requirements of Article 18 of the General Municipal Law relative to conflicts of interests for local government personnel to the extent that they apply to fire district operations. To the extent of Article 18 of the General Municipal Law provides exceptions for certain types of conflicts of interests, those exceptions shall apply to this code. A copy of Article 18 of the General Municipal Law and this Code of Ethics shall be posted at the Fire District office, at all buildings owned and operated by the Fire District and shall be made available for review by all personnel. Article 18 of the General Municipal Law applies as follows in that regard:

f. Except as provided in section eight hundred two of this chapter, (1) no Fire District officer or employee shall have an interest in any contract with the Fire District of which he/she is an officer or employee, individually or as a member of a board to (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under (b) audit bills or claims under the contract (c) appoint an officer or employee who has any of the powers or duties set forth above and (2) no chief fiscal officer, treasurer, deputy treasurer or employee shall have any interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Fire District of which he/she is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Fire District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law. (Section 801). [“Fire District” substituted for “municipality” and “municipal” for the purpose of this code].

## **10. Future Employment**

a. No officer, commissioner, or employee of the fire district, and no member of the fire district fire department, and the six months’ 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. This section does not prohibit an offer, employee or fire department member from:

1. representing him or herself, or his/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/her own behalf, or on behalf of his/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 \$1000, the contract was awarded through competitive bidding or some other competitive process.

## **11. Confidential Information**

a. No officer, commissioner, 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/her official powers and duties may disclose such information unless the disclosure is required in the course of exercising or performing in his/her official powers and duties.

## **12. Gifts**

a. No officer, commissioner, or employee of the fire district, and no member of the fire district fire department, may directly or indirectly solicit any gift that was intended as a reward for any official action on his/her part;

b. No officer, commissioner, 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/her official powers or duties;
3. the gift is intended as a reward for any official action on the part of the officer, employee or fire department member.

c. 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 members when the circumstances make it clear that it is a 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;
7. payments of rewards authorized by law.

### **13. Posting and distributing**

- 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 and amendments

must be posted within ten days following the date of which they take effect.

b. The chairman of the board of fire commissioners must promptly cause a copy of this code of ethics, including any amendments to this 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, commissioner, 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.

#### **14. Enforcement**

a. Any officer, commissioner, 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 means of section 209-l of the General Municipal Law.

#### **15. Effective Date**

**This Code of Ethics takes effect on the 18<sup>th</sup> of February 2008.**

## **Appendix B**

### **Extracts from NYS Vehicle and Traffic Law**

1) Section 375 Sub Section 41.4-Blue Light

a) One blue light may be affixed to any motor vehicle owned by a volunteer member of a fire department, or on a motor vehicle owned by a member of such person's family, or by a business enterprise in which such person has a proprietary interest or by which he/she is employed, providing such volunteer firefighter has been authorized in writing to affix a blue light by the chief of the fire department or company of which he/she is a member, which authorization shall be subject to revocation at any time by the chief who issue the same or his/her successor in office. Such blue light may be displayed exclusively by such volunteer firefighter on such vehicle only when engaged in an emergency operation. The use of red and blue light combinations shall be prohibited on all fire vehicles. The use of blue lights on fire vehicles shall be restricted for use only by a volunteer firefighter except as otherwise provided for in subparagraph b of this paragraph. (subparagraph b allows use of blue lights in combination with other lights, on police vehicles).

## **Appendix C**

### **CLERMONT FIRE DISTRICT SERVICE AWARD PROGRAM POINT SYSTEM**

The attached is a written explanation of the Clermont Fire District Service Award Program Point System adopted by the Board of Fire Commissioners (i.e. the Town of Clermont Town Board). The Point System is intend to comply with Article 11-A of the General Municipal Law of the State of New York (i.e. the Service Award Program law).

The Clermont Fire Department has the responsibility to maintain the Point System records. It is imperative that all firefighters strictly comply with the Fire Department's sign in procedures for verifying attendance at drills, meetings, calls, etc. These sign in/attendance sheets must be produced upon demand when the Service Award records are audited.

The Board of Fire Commissioners has the right to change the Point System but may do so only if the changes comply with all governing rules, regulations, and laws. In the event that the Point System is changed, a written notice of change will either be given to firefighters or posted at the fire station.

When reading this document, a firefighter should keep in mind that the intent of the Point System is to provide firefighters with ample opportunity to earn cash service awards under the Service Awards Program. A firefighter who for whatever reason (such as regular work hours) cannot earn as many points under one or more categories as other firefighters should focus on total number of points he/she could earn from all categories of allowable point accumulation activities. A minimum of 50 points is required each year.

To earn credit for a calendar year, a firefighter must earn 50 points under this Service Award Program Point System during the calendar year and must be an "active volunteer firefighter" as that term is defined in Article 11-A.

Note: A Medical Leave of absence will not be considered active duty.



Point Accumulation Activity: Satisfactory Completion of Approved Training Courses (other than drills)

Maximum Annual Points for This Activity: **25**

How Points Are Credited: Based on duration of training courses, i.e.:

1. Under 20 hours: One (1) point per hour, no more than 5 points per course.
2. 20-45 hours: Five (5) points plus one (1) point per hour for each hour over twenty (20) hours; no more than ten (10) points per course.
3. Over 45 hours: Fifteen (15) points

Note: Training courses should be satisfactorily completed (certification of completion required) and designated as approved courses by the Chief.

Note: Persons who are paid to attend training courses as part of their job or profession get no credit in the Service Award Program for attending such courses.

Point Accumulation Activity: **Attendance at Drills**

Maximum Annual Points for This Activity: **20**

How Points Are Credited: One (1) point per drill (Minimum two (2) Hour Duration).

**Note:** In order to qualify for a drill point, the drill must last at least two hours.

The time duration (or start & end time) should be indicated on the sign-in sheet.

Point Accumulation Activity: **Participation in Sleep-in or Non Dispatched Stand-by Session**

Maximum Annual Points for This Activity: **20**

How Points Are Credited:

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.”

Point Accumulation Activity: **Holding a Specified Elected or Appointed Position**

Maximum Annual Points for This Activity: **15**

How Points Are Credited:

Points are earned for the completion of a one-year term as a “line officer, a department or company officer, and president, vice president, treasurer and secretary of a fire company or department” as follows:

| <u>TITLE</u>                  | <u>POINTS</u> |
|-------------------------------|---------------|
| President                     | 15            |
| Vice President                | 15            |
| Captain                       | 15            |
| Chief                         | 15            |
| Assistant Chief               | 15            |
| Treasurer                     | 15            |
| Secretary                     | 15            |
| Lieutenants                   | 15            |
| Company Directors             | 15            |
| Other Administrative Officers | 15            |

**NOTE:** Points will be awarded up to a maximum of twenty-five (15) points annually for a person who simultaneously completes a one-year term in more than one office.

One (1) point is earned for each convention meeting attended by a firefighter as a convention delegate appointed by the fire department (maximum five (5) points per convention)

**NOTE:** An officer may be required to have fulfilled the duties of the office before points are granted.

Point Accumulation Activity: **Attendance at Official Fire Department Meetings (Regular and Special Department-wide meetings called by the President or Chief)**

Maximum Annual Points for This Activity: **20**

How Points Are Credited: One (1) point earned per meeting.

Note: Must be a meeting all firefighters are expected to attend (i.e. does not include committee meetings, etc. which are under the miscellaneous category).

Point Accumulation Activity: **Participation in Department Responses**

Maximum Annual Points for This Activity: **25**

How Points Are Credited: Points are earned for responding to calls according to the following:

Percentage of Total Number of Calls to Which Volunteer Responds:

|                              |           |
|------------------------------|-----------|
| One (1) to Four (4) Percent  | 5 Points  |
| Five (5) to Nine (9) Percent | 12 Points |
| Ten (10) Percent and above   | 25 Points |

Point Accumulation Activity: **Miscellaneous Activities**

Maximum Annual Points for This Activity: **15**

How Points Are Credited: One (1) point per activity for participation in activities covered by the Volunteer Firefighters' Benefit Law and listed below for which points cannot be earned otherwise, including:

Activity

Inspections

Wakes & Memorial Services

Parades

Work details/Work Call (2 hour minimum)

Committee meetings (max three (3) points per committee)

Fund raising activities

Fire prevention activities

Firehouse and equipment testing and maintenance, construction or repair

Attendance at Outside Firematic Association activities

**Mandatory (OSHA/Pathogens) drills**—One (1) point in addition to regular drill point

Point Accumulation Activity: **Line of Duty Disability**

Maximum Annual Points for This Activity: 5 Points per month/60 points per year maximum.

How Points Are Credited:

In the event that any active volunteer firefighter is either totally and temporarily disabled, or partially and permanently disabled, as certified by the Worker's Compensation Board or other competent authority approved by the sponsor, and the disability occurs during the course of service as a volunteer in a line of duty activity, the firefighter shall receive five points for each full calendar month of such disability.

Updated 10/18/16



Point Accumulation Activity: **Teaching Fire Prevention Courses**

Maximum Annual Points for This Activity: Five (5) Points

How Points are Credited: One (1) Point per Course

One point per class for firefighters who at the direction of the fire department, and for no remuneration, presents a public education class on fire prevention to a school, not-for-profit corporation, or civic organization organized and existing under the laws of New York State or authorized to conduct activities in New York State.

## APPENDIX D

### ALCOHOL AND DRUG POLICY

The following policy was adopted by the Clermont Fire District Commissioners on January 21, 2008.

No alcoholic beverages or illegal drugs shall be carried on any fire apparatus at any time.

A firefighter shall not respond to or operate at any emergency scene or training session while having just prior consumed alcoholic beverages or drugs, or while under the influence of such alcohol or drugs or while any physical signs of having consumed such alcohol or drugs is detectable by others or that may affect his/her ability to safely operate an apparatus or perform his/her duties. A motion was made by Commissioner Harned, seconded by Commissioner Bauer to adopt the policy as read by the Chairman. All in favor. So carried.

## APPENDIX E

### POLICY FOR LOANING OF FIRE DISTRICT EQUIPMENT/TOOLS

A policy for the loaning of Fire District Equipment/Tools was adopted by the Clermont Fire District Commissioners on January 21, 2008.

As there may be occasion to loan equipment or tools to other departments, the following are the criteria for loaning such equipment:

1. Line Officers will be responsible for approving the loaning of equipment or tools.
2. The equipment or tools must be signed out by the person who represents the department who is borrowing.
3. The Line Officer is responsible for seeing that the equipment/tools are returned, in the same condition, as when it was borrowed.

## APPENDIX F

### CLERMONT FIRE DISTRICT IN HOUSE APPARATUS DRIVER AND PUMP OPERATOR

This training program has been established to insure that all drivers of the Clermont Fire District have been adequately trained and certified to operate the apparatus and to perform those operations in a safe and proficient manner.

#### ESTABLISHING TRAINING COMMITTEE:

4. Three members will be appointed by the Chief and approved by the Fire Commissioners.
5. Members of Committee must be qualified drivers and operators on all apparatus.
6. Members of the Committee must have EVOC and Apparatus Operator Pump Certification.

#### REQUIREMENTS FOR BECOMING AN APPARATUS DRIVER AND PUMP OPERATOR:

- Must be 21 years old.
- Completed probation period.
- Member of department for one year.
- Hold valid driver's license. A driver's record will be obtained.
- EVOC and Apparatus Operator Pump Certification.

Note: Company members having more than five years experience in apparatus operation but are not EVOC and/or AOP Certified will have two years to complete the courses.

**PROGRESS AND KNOWLEDGE CHECKLIST:**

- Participants in training must prove proficient in the apparatus they are operating. Once the committee is satisfied with the participant's knowledge they can then be placed on the driver's list.

**ADOPTED: 2/15/16**

## APPENDIX G

### CLERMONT FIRE DISTRICT FIRE DISTRICT TRAVEL EXPENSE POLICY

#### I. SCOPE:

General Municipal Law authorizes the Fire District to pay for expenses of travel, meals, lodging, registration and tuition fees incurred by Fire District personnel. All such expenses shall be made utilizing the most cost-effective, as well as most reasonable options available.

#### II. OBJECTIVE:

The objective of this policy is to set forth procedure and guidelines for submission and payment of all travel-related expenses. This includes both long distance and local travel.

#### III. PROCEDURES AND GUIDELINES:

- Approval

Prior approval by the Board of Fire Commissioners is required (refer to the Districts Meeting and Training Policy).

- Transportation

1. The method of travel will be determined by the Board of Fire Commissioners.

When transportation is provided by the Fire District, no reimbursement will be offered.

The decision to provide transportation rests solely with the Board of Fire Commissioners.

7. When transportation is by personally owned vehicle, a mileage reimbursement will be provided. The rate per mile will be the current IRS mileage rate. Mileage will be the round-trip distance from Clermont Station #1 to the designated site. To maintain consistency, the shortest route via “Google Maps” shall be used to determine the mileage allotted.
8. The Travel Expense Report (copy attached to this policy) shall be completed and submitted to the Fire District Treasurer.
9. For long distance travel, arrangements will be made by the Fire District Treasurer and paid directly by the Fire District.
10. Transportation also includes tolls, parking and tips where applicable.

#### C. Meals

To maintain consistency, reduce paperwork and to facilitate the ease of submission, the Fire District will provide a per diem meal allowance. Federal rates for locations are readily available at the GSA website ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)).

1. Normally, a per diem allowance will only be offered for travel that involves an overnight stay and will be paid based upon the number of days of travel.
2. For events/sessions not involving overnight stays and that require attendance through a normal meal time, a partial per diem meal allowance will be granted if a meal is not provided at the event. For the partial per diem, refer to the GSA website, Section “Meals & Incidental Expenses Breakdown” ([www.gsa.gov/mie](http://www.gsa.gov/mie)).

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#### D. Lodging

1. To qualify for overnight lodging, one way travel distance shall be at least 5 miles. The Board of Fire Commissioners may grant exception to this distance based upon start and end times of the session and the number of days of travel involved.

2. The Fire District Treasurer will be responsible for reserved lodging. When choosing a hotel, consideration should be given to price and proximity to sessions. Often there will be reduced rates arranged in conjunction with the sessions and these should be utilized. Any questions will be resolved by the Board of Fire Commissioners.

#### E. Miscellaneous

1. Submission of all documentation shall be completed within one week of the travel. The only exception would be where the session sponsor provides attendance documentation. All documentations shall be submitted to the Fire District Treasurer, who will give a report to the Board of Fire Commissioners.

2. Non-attendance by an approved traveler, which results in costs to the Fire District, will be reviewed by the Board of Fire Commissioners on a case by case basis. Any further action will be at the discretion of the Board of Fire Commissioners.

3. Fire District personnel are exempt from paying State Tax while on Official business in New York State. A tax exemption certificate should be obtained from the Fire District Treasurer prior to traveling.

4. Other costs not included above, such as registration fees, should be included on the Travel Expense form.

5. The Board of Fire Commissioners will approve payment of any reimbursable costs at the Fire District meeting following submission of documentation. The only exception would be those cases where there is incomplete documentation, in which the traveler will be advised.

This policy is adopted 3/16/15 and rescinds any previous versions of this policy.



By Order of the Board of Fire Commissioners of the Clermont Fire District.

CLERMONT FIRE DISTRICT

TRAVEL EXPENSE REPORT

NAME: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Travel Purpose: \_\_\_\_\_

Date/Dates of Travel: \_\_\_\_\_

Local Travel \_\_\_\_\_ or Long Distance Travel \_\_\_\_\_ (Check one)

Complete any applicable sections below:

TRANSPORTATION

1. Personal Vehicle:

Miles (per Google Maps) \_\_\_\_\_ miles @ \_\_\_\_\_ per mile \$ \_\_\_\_\_

2. Air, train, rental car, etc. Attach receipts \$ \_\_\_\_\_

3. Parking: Attach receipts \$ \_\_\_\_\_

4. Tolls: Attach receipts \$ \_\_\_\_\_

5. Tips: \$ \_\_\_\_\_

MEALS

\_\_\_\_\_ days at per diem rate of \$ \_\_\_\_\_/day \$ \_\_\_\_\_

LODGING

\_\_\_\_\_ nights at \$ \_\_\_\_\_/night (Attach receipts) \$ \_\_\_\_\_

OTHER EXPENSES (List and attach receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Expenses for Travel \$ \_\_\_\_\_

Total Paid in Advance by Fire District \$ \_\_\_\_\_

Reimbursement due to Traveler \$ \_\_\_\_\_

Date submitted to Fire District Treasurer: \_\_\_\_\_

## APPENDIX H

### CLERMONT FIRE DISTRICT WORKPLACE VIOLENCE PREVENTION PROGRAM

#### Definitions

- Work Site: Includes all property owned or occupied by the Clermont Fire District as well as District vehicles.
  
- Violence in the workplace may include, but is not limited to:
  1. The use of physical force with the intent to cause harm.
  
  2. Acts or threats in any form or manner, which are intended to intimidate, cause fear, or cause harm.
  
  3. The act of creating a hostile or intimidating work environment by means of words, actions, or physical contact, which would have the purpose or effect of alarming, insulting, or provoking another person.
  
  4. The intentional damage to Fire District owned or personal property or acts intended to cause such property to fail to operate, or to operate improperly.

## Guidelines for Managing Workplace Altercations

- The guidelines are intended to aid Department Heads in dealing with a violent or potentially violent situations at work where the Department Head is in a position to intervene and control the situation.
- In circumstances deemed by the Department Head to be an emergency, call 911, and then contact the appropriate governing body (Fire Commissioners). It is understood that the actions of an Officer or other employee will depend on the seriousness and nature of the incident. However, consistent with personal safety, Officers are to make a good faith effort to diffuse violent or potentially violent behavior as quickly as possible in order to prevent escalation. The term “altercation” used in these guidelines, includes actual or threatened violence including verbal or physical confrontation, or assault, or attempts at such assault.

## General Comments

- A. Separate the individuals involved. Do not allow a minor altercation to escalate into a more serious situation. If the individuals cannot be separated, dial 911; contact the respective Department Head.
- B. All Fire District employees are responsible for notifying management of any threats that they have witnessed or received. If it is not practical to notify management, the employee should contact the Department Head.

- C. Once the situation is under control, the Board of Commissioners along with the Department Head, shall interview all persons involved, including any witnesses, in order to obtain an accurate account of the incident. The incident will be documented in writing and reviewed by management.
  
- D. The Department Head consulting with the Board of Fire Commissioners will decide on the appropriate disciplinary action, if necessary.

## Discipline

Workplace altercations, including those involving only verbal exchanges, justify appropriate corrective action. The Board of Fire Commissioners should be contacted for guidance.

## Guidelines for Violence Incidental Response

In an emergency situation involving actual or potential violence, the first priority is to protect the safety and well being of persons involved. Because each situation involves unique factors, the following guidelines are intended to provide general guidance. The key elements are safety, reporting, coordination, and control. The following procedures should be followed when dealing with an angry customer (citizen):

- A. Attempt to de-escalate the situation as soon as the customer (citizen) shows signs of anxiety. Through verbal and non-verbal skills, attempt to be supportive and helpful.

- B. If the situation does not de-escalate, then firm but respectful direction must be given.
1. Take away the customer's (citizen's) audience by removing the individual to an area where there is less public involvement in the situation.
  2. Allow the person to vent some anger. Be helpful and supportive. Do not presume the customer (citizen) is at fault.
  3. Set limits for the customer (citizen). Provide the customer with direction by giving clear choices and consequences.
- C. If the situation continues to escalate and violence or threats of violence occur, immediately call the emergency number (911) and report as many details as possible.
- D. An employee who is involved in, or who witnesses a violent incident, shall immediately notify an Officer or Department Head.
- E. The Department head or another department management representative shall contact the Board of Fire Commissioners who shall perform the investigation of the incident and assist the Department head in disciplinary action (if necessary).

- F. If a person enters your place of work using a weapon to carry out a physical attack, remove yourself from the area immediately.

## Implementation

The Clermont Fire District will implement the Workplace Violence Prevention Program by taking the following steps:

- A. Internal discussion by key management personnel to develop a policy statement and plan for implementation.
- B. Adoption of a written policy by the Clermont Fire District.
- C. Employees will be trained on a departmental basis.

## Program Review and Update

The Workplace Violence Prevention Program will be reviewed and updated as needed, and whenever such updating as indicated by changes, modifications will be made and communicated to employees.

CLERMONT FIRE DISTRICT

Workplace Violence Incident Report

Today's Date \_\_\_\_\_

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Member's Name \_\_\_\_\_

Title \_\_\_\_\_

Workplace Location \_\_\_\_\_

What was the member doing just prior to the incident?

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Incident Description (Minimally include names of involved members, extent of injuries and names of witnesses):

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Provide information on preventative actions that the organization has taken or is considering as a result of the incident to prevent against further like occurrences:

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After the occurrence of a workplace violence incident, the organization shall consider global (all stations) prevention enhancements, which may be necessary to properly protect members.

The organization is responsible for maintaining copies of reports, which shall be used when the program is reviewed and updated.

APPENDIX I

RESOLUTION NO. 13 OF 2011

APRIL 18, 2011

FIRE COMMISSIONERS  
CLERMONT FIRE DISTRICT  
PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires adoption of internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML#103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Fire District involved with procurement;

NOW, THEREFORE, be it

RESOLVED, that the Board of Fire Commissioners does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods and services shall be evaluated to determine the applicability of GML #103. Every Commissioner, Officer or other personnel with the requisite purchasing authority (purchaser), shall estimate the cumulative amount of the items of supply or equipment needed in a given year. That estimate shall include the canvass of all departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of supplies or equipment under (a) \$20,000.00 in the fiscal year or (b) public works contracts under \$35,000.00 are not subject to competitive bidding pursuant to GML #103.

GUIDELINE 3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

#### ESTIMATED AMOUNT OF PURCHASE CONTRACT METHOD

- \$0.00 to \$1,999.99 requires one quote
- \$2,000 to \$4,999.99 requires two verbal quotes
- \$5,000 to \$9,999.99 requires two written /fax quotes or requests for proposals.
- \$10,000 to \$19,000.99 requires three written /fax quotes or requests for proposals.

#### ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT METHOD

- \$0.00 to \$2,999.99 requires one quote
- \$3,000 to \$4,999.99 requires two verbal quotes.
- \$5,000 to \$6,999.99 requires two written/fax quotes or requests for proposals.
- \$7,000 to \$34,999.99 requires three written/fax quotes or requests for proposals.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

GUIDELINE 4. Purchaser prepares a written justification providing reasons why it is in the best interest of the Fire District and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgement shall also be documented and filed with record supporting the procurements.

GUIDELINE 5. 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 shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 6. Except when directed by the Board of Fire Commissioners, no solicitation of written proposals or quotations shall be required under the following circumstances:

11. Emergencies purchases
12. Acquisition of emergency goods and services
13. Goods purchased from agencies for the blind or severely handicapped
14. Goods purchased from correctional facilities
15. Goods purchased under State or County contracts
16. Surplus and secondhand purchases from another governmental entity

GUIDELINE 7. This policy shall be reviewed annually by the Board of Fire Commissioners at its organizational meeting or as soon thereafter as is reasonably practicable.

GUIDELINE 8. Goods under \$2000.00 and public works services under \$3,000.00

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 contracts would be awarded based on favoritism.

The adoption of the foregoing resolution/procedure was duly put to vote and upon roll call the vote was as follows:

Commissioner Harry Harned – aye

Commissioner Raymond Bauer – aye

Commissioner Laurence Saulpaugh – aye

Commissioner Mark Schiller – aye

The resolution/procedure was thereupon duly adopted.

Dated: April 18, 2011

## APPENDIX J

### EMERGENCY ESCAPE SYSTEM

The purpose and intent of this Standard Operating Guideline or SOG is to insure the safety of our interior firefighters and minimize the life risks involved with interior firefighting in our department.

The Clermont Fire Department Emergency Escape System consists of a harness known as FDNY Style, Class 2 Harness, Sterling F4 Descender, 50 foot rope with a bag and a Lightening GT Hook. This system is intended to ensure that firefighters are provided with the necessary escape rope and components for self-rescue and emergency escape.

1. Personnel should be capable of lowering themselves to escape adverse conditions in a fire building using rope that meets the requirements of NFPA 1983 2006 version, Standard on Fire Service Life Safety Rope and System Components, Section 5.2 Escape Rope System Components. A minimum of thirty-five (35) feet is recommended. The Clermont Fire Company does not approve the use of any personal rope that is not NFPA compliant.
2. The harness should be a Class 2 rescue harness.
3. This device has a separate rope for self-rescue. This rope will be used in the event of imminent danger from entrapment at elevations above the ground floor, when the normal route of exit is made unusable by fire or other emergency situations while performing interior firefighting/search and rescue operations. It can also assist the firefighter in maintaining orientation inside the structure, therefore providing an expeditious route to safety.

4. Training is based on the firefighters ability to use the equipment. It will be conducted annually and or until the firefighter can show proficiency in the use of the system.

## INSPECTION OF EMERGENCY ESCAPE EQUIPMENT

**Escape Rope:** Check every 30 days

1. Run the escape rope through your hand and fingers.
2. Look for any discoloration, cuts, abrasions or unraveling.
3. Inspect the sewn ends for broken stitches, cuts or excessive wear.
4. If any part of the escape rope does not pass the inspection, the entire length of rope must be placed out of service and destroyed.

**Hardware:**

1. Visually inspect all hardware for cracks, scratches, discoloration, deformity or burrs.
2. All movable parts should be free and operate easily.
3. Clean with a damp cloth and allow to air dry.
4. Do not oil or lubricate any part of the system.
5. If any hardware does not pass the visual inspection, the entire system must be placed out of service.

**Harness/Belt Webbing:**

1. Visually inspect the harness webbing and stitching by running the webbing through your hands.



2. Bend the webbing around your hand to inspect the inner portion of the web. Be sure to check both sides.
3. Look for discoloration, abrasions, cuts, unraveling or excessive wear.
4. If the harness/belt webbing does not pass inspection, the entire system must be placed out of service.

### **Bag, Rope Cartridge or Sleeve:**

1. Visually inspect the entire unit for discoloration, rips, tears, stitching and seams.
2. Remove from service if any portion does not pass inspection.

### **If used in an actual emergency:**

**NFPA 1983-2006 stipulate the escape rope is for single use only in a true fire ground situation. If an emergency escape system is used for an actual emergency egress situation, the entire system must be placed out of service. Also the escape rope must be destroyed and the remainder of the system must be inspected.**

1. Visually inspect all components of the system.
2. Gather all components of the system to a clean and dry location.
3. Use a soft brush and vacuum to remove all dust and debris from the components.
4. If unit is wet, lay flat to dry.
5. Do not lay in direct sunlight.

6. Do not use drying devices.

7. Do not use UV lamps.

To clean, use a very mild detergent and cool water. Use a soft brush and cloth.

1. Do not use bleach, ammonia or any harsh cleaning chemicals.

2. Do not place in washing machine.

**NOTE:** If you are unsure of the integrity of the system or its components –

**DO NOT USE – PLACE OUT OF SERVICE UNTIL FURTHER INSPECTION CAN BE CONDUCTED.**

Adopted 2/19/07

Amended 4/18/11

## APPENDIX K

### CLERMONT FIRE DISTRICT POLICY ON DISCRIMINATION AND HARASSMENT INCLUDING SEXUAL HARASSMENT

The District prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, sex, sexual orientation, race, color, religion, national origin, age, marital status or physical or mental disability, or any other basis protected by Federal, State or Local Law ordinance or regulation. All such harassment is unlawful.

Unlawful harassment is contrary to basic standards of conduct between individuals. It will, therefore, constitute a violation of District Policy for any employee to engage in any of the acts or behavior defined below.

#### DISCRIMINATION POLICY

It is the policy of the Clermont Fire District to prohibit the unlawful discrimination of any employee or member of the department in any fashion pertaining to that persons age, sex, race, creed, color, national origin, marital status or disability. The District does not condone and will not tolerate discrimination by its officers, employees or members and will not condone or tolerate discrimination of its officers, employees or members by anyone.

## SEXUAL HARASSMENT POLICY STATEMENT

Sexual Harassment is broadly defined as any unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, if submission to such conduct is made either expressly or implicitly a term or condition of employment or membership, if submission to such conduct thereby interferes with a person's work performance or creates an intimidating, hostile or offensive environment. The District does not condone and will not tolerate sexual harassment, of any kind, by its officers, employees or members and will not condone or tolerate sexual harassment of its officers, employees or members by anyone.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitation or comments.

Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures. The viewing of pornographic movies, video, DVD, or pay for view cable television programs on the premises.

Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or other protected basis.

Threats and demands to submit to sexual requests as a condition of a continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors; and

Retaliation for reporting or threatening to report harassment.

## COMPLAINT PROCEDURE

If you believe that you have been unlawfully harassed, submit a written or verbal complaint to your own or any other supervisor, officer or member, as soon as possible after the incident. Your complaint should include details of the incident, or incidents, names of the individuals involved and the names of any witnesses. All harassment complaints shall be referred to the Board of Fire Commissioners and/or the Fire Chief. The District will immediately undertake an effective, thorough and objective investigation of harassment allegations.

If the District determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employees determined by the District to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. A District representative will advise all parties concerned of the results of the investigation. The District will not retaliate against any person filing a complaint and will not tolerate or permit retaliation by management, employees or members. It also includes a perception that an employee/member exhibits any of the characteristics or is associated with a person who has or is perceived as having any of the characteristics.

The District encourages all employees/members to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. If you think you have been harassed or that you have

been retaliated against for resisting or complaining, you may file a complaint with the appropriate law enforcement agency.

Please Sign the attached statement that you have reviewed this policy and received a copy of same.

Adopted: 4/20/15