

Erin Nelson

From: Theresa Breznau [REDACTED]
Sent: Wednesday, May 27, 2026 9:31 AM
To: Erin Nelson
Subject: Is this AI correct?
Attachments: san-juan-county-fire-by-laws-and-sops1PDF.pdf

Hi Erin,

I went to the town website to find more info about the Bluff fire department/EMT -EMS services and budgets over the last years, expecting to find that listed under the Bluff departments section. But I couldn't find anything at all on the town website about our EMS services here. Then I checked the county website, hoping to find another way to get that information. Basically, what I found on the county website was a document called "San Juan County Fire By Laws", which I have attached to this email. It clearly states that the Bluff Volunteer Fire Department is under the authority of the county. But no additional info was given.

With that in mind, I wondered how the town can raise taxes to help fund our EMS efforts, even though the BVFD is under county authority. I asked the question in a browser. The response, which follows, was surprising and I've no idea if it is really true. Neither did I find the links given to be helpful.

My hope is that you can find some time to fill me in. I'm sure the Town Council knows through their own checking that this is a valid way to gain funds for the BVFD. But if you can just let me know that info, that would be great. I just don't know how any of this works. Guessing the League of Cities and Towns has helped a lot with this.

It is my personal experience that AI is often wrong. No doubt about that. But since I've no other way to find out, I thought it best just to share this with you to find the real answer. The AI info I found on the browser about this follows.

thank you!!

theresa

This was my question:

"Can an incorporated town raise property taxes for a volunteer fire department that is under county authority?"

This is the AI summary answer I received including links:

An incorporated town cannot raise property taxes specifically for a volunteer fire department that is under county authority. The authority to levy taxes for such services typically lies with the county or municipality that oversees the fire department.



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Tax Authority for Volunteer Fire Departments

Overview:

An incorporated town does not have the authority to raise property taxes specifically for a volunteer fire department that operates under county authority. The responsibility for levying taxes for such services typically resides with the county or the municipality that oversees the fire department.

Key Points:

County Authority: Volunteer fire departments that are under county jurisdiction are funded through the county's tax structure.

Incorporated Towns: These towns cannot independently impose property taxes for services provided by a fire department that is managed at the county level.

Implications:

This structure ensures that funding for fire services is managed at the appropriate governmental level, maintaining clarity in tax responsibilities and service provision.



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Note: Thanks again Erin. Just to be sure you know -

I feel that the Bluff EMS services are paramount to the towns safety and health and that the BVFD and EMT's must be able to service the town locally. Response time is of utmost importance, as you and I witnessed several years ago when we watched the building just north of the church burn. Fortunately, the BVFD responded very quickly. However, if they had been 10 - even 5 minutes later the final result could have been much worse. You and I watched as one of the team quickly got to the north side of the building just in time to keep falling flames and embers from starting the brush on fire between the burning building and Ceils home. Without our local EMS response-ability, the town is in danger and I really hope that we can figure out better and more reliable ways to support them. All of the annual fundraising efforts have been great and they have been going on for years. But my guess is that there is nothing like knowing there is a certain amount of funding to rely on each year. All my best

San Juan County Fire/Emergency Services

By-Laws and SOP of Volunteer Fire Departments

ARTICLE 1 Name:

This organization shall be known as the " _____ Fire Department" (referred to herein as the Department or);

- A. The Fire Department operates as an agency of San Juan County Fire/Emergency Services in the State of Utah;
- B. The San Juan County Fire/Emergency Services Department operating under the San Juan County Commission shall be the governing body of this organization;

ARTICLE 2 Purpose/Mission:

The objective of the Volunteer Fire Department is to save lives and property in the community of _____, Utah and its environs, by fire suppression and prevention, and response to other hazardous and emergency incidents;

- A. To prevent or suppress natural cover, vehicular and structural fires and any other emergency situation which threatens the loss of life or property;
- B. To promote cooperation between neighboring departments so that the economy and force of mutual aid can be effective;
- C. To stimulate interest in fire protection and prevention;
- D. To assist and advise the County Department of Fire/Emergency Services in the means and ways to fulfill their responsibility under Laws of the State of Utah concerning the saving of lives and property of its citizens;
- E. To assist other Public Safety Agencies in the performance of their duties in situations compatible with other missions of the Department;
- F. To raise funds to purchase equipment and provide operational funds apart from those funds provided by the county and other sources.

ARTICLE 3 Membership:

Membership in the Department is open to any resident of the area served and those others who qualify under Article 4, Sections B and C. Residency requirements may be waived on a case-by-case basis by a majority vote of the Membership. No applicant will be refused membership due to race, color, sex or creed;

- A. Application for membership must be made in writing on the proper forms;
- B. Applicants wishing to transfer from another fire department should furnish a letter from their prior fire chief;
- C. Application review will include a background check for all applicants and a driver's license check for firefighter applicants and at the discretion of the Fire Chief or Assistant Fire Chief and/or the County require a physical exam for firefighter applicants. The candidate will be required, as per San Juan County policy, to submit to a drug test screening. Failure to comply with this test, or failure of the test itself, will automatically result in removal of applicants name for membership. Have a current, valid Utah State Drivers License with a clean record.
- D. Applications for new members will be considered effective the regularly scheduled business meeting immediately following submission of all required application forms. In the case that forms are submitted at a regularly scheduled meeting, the application will be considered effective as of that

meeting. A new member shall not vote at business meetings and shall be placed on six month probationary period from the effective application date;

- E. During the probationary period Applicants will need to obtain the following training: Initial Attack, Haz-Mat Awareness, ICS 100, 200, 700, and 800. It is strongly suggested that they also obtain a Red Card.
- F. At any time during the probationary period, the Chief may at his sole discretion and at the request of any officer call a special meeting of the officers in order to review any Probationary Member with regard to performance, aptitude, attendance, attitude, demeanor and/or general fitness for duty as a firefighter or first responder. Based on the results of the special meeting the Chief may discipline, extend the probation period an additional three months, disqualify the Probationary Member or take no action;
- G. Prior to the last business meeting before the probationary period ends, the Chief shall call a special meeting of the officers in order to assess the Probationary Member with regard to performance, aptitude, attendance, attitude, demeanor and/or general fitness for duty as a firefighter and/or first responder. The officers will include (but not be limited to) a review of the new member's attendance to training, business meetings, and fire/emergency calls, and their performance at such meetings and calls. The officers will formulate a recommendation regarding the new member. At the first business meeting after the probationary period is over, the Chief shall present the officers' recommendation to the voting members regarding the new member. The new member shall become a voting member once approved by two-thirds of the voting members in attendance at the business meeting. A vote abstention will count as a "No" vote. New members will not be present for the Chiefs recommendation or during the vote;
- H. Any member charged with or convicted of driving while intoxicated (or any equivalent conviction) shall notify the Chief immediately in writing of the same. These members will not be allowed to drive department vehicles on any occasion and may be subject to removal from the department.
- I. Revocation of membership may be made at any time by a vote of the Department officers including the Chief, Assistant Chief, appointed line officers. A member may be voted out by simple majority of the officers. Membership may be revoked if a member fails to attend at least two meetings in a six month period. A member may be dismissed for cause for engaging in conduct detrimental to the welfare of the department. Members subject to dismissal will be notified at least 30 days prior to membership revocation either by mail or in person by a Department officer;
- J. All resignations or leaves of absences will be voted on the night of the business meeting received. If a former member who had resigned wishes to regain membership, they will be considered a new member and will be subject to membership application as described in this Article.

ARTICLE 4 Classifications of Membership:

The organization shall be composed of active members, associate members and probationary members;

- A. PROBATIONARY MEMBER: A new member, subject to a six month probationary period after which they will be voted on as described in Article 3, Section F;
- B. ACTIVE FIREFIGHTERS: Shall attend a minimum of six departmental or company training meetings per calendar year and a minimum of two meetings in any six month period. Only those living or permanently working within our service area or within approved "reasonable" response time and location to Fire station can be active firefighters;
- C. ASSOCIATE: Shall work for the Department in a capacity other than firefighter or first responder and shall attend a minimum of four of the business meetings per calendar year and a minimum of one meeting in any six month period;
- D. OTHER: The Officers may, upon evidence of valid reasons (work, illness, other duties), exempt from the attendance requirement for membership in B and C above, any person who has for the past two or more years been an active member of the Department.

ARTICLE 5 Department Officers:

The fire chief shall be elected annually by the members at large in secret ballot. Elections will be held in December. Officers shall serve for one calendar year.

Fire Chief: shall establish all operational policies and procedures. It shall be the duty of the Fire Chief to provide effective leadership in planning, development, setting goals and managing the Department which will provide fire suppression, fire prevention to the communities it serves. He shall assume full charge of all members, apparatus and equipment, at fires or other occasions requiring the services of the Department. He shall have the authority to call out any and all members and apparatus for any purpose incidental to his office. He shall have the authority to see that proper disciplinary procedures are maintained in the Department. The Chief shall have authority to establish and define line officer positions and to appoint line officers from within the Membership as he deems appropriate for the efficient operation of the Department however, these positions and associated appointments are at the discretion of the Chief The Chief shall have the responsibility of dealing directly with the County Department of Fire/Emergency Services unless he is absent which duties shall shift to the Assistant Fire Chief

- A. Assistant Fire Chief: Shall assist the Fire Chief in the normal performance of all duties related to fire suppression as directed by the Chief The Assistant Fire Chief shall report directly to the Fire Chief and shall perform all duties of the Fire Chief when he is not available or is unable to perform his duties;
- B. Other Officers: The fire chief may appoint other officers as he deems necessary for the operation of the department and these officers serve at his pleasure.

ARTICLE 6 Meetings:

Active members shall attend a majority of all meetings and training sessions to remain in good standing. Active membership in the Department assumes an obligation to attend emergency incidents. If a member is unable to attend a meeting, they must notify the Chief, Assistant Chief or a line officer with an explanation for their absence prior to the meeting. Failure to properly notify regarding an absence will be considered an unexcused absence. Failure to comply with attendance standards or failure to meet the obligation to duty shall subject any active member to disciplinary action up to and including dismissal from the Department. Following Membership at-large assessment, members unable to attend meetings or emergencies, or others, may be designated as an Associate or Other members;

- A. The Department shall meet once a month. These meetings shall be for the purpose of training and to conduct the business of the Department;
- B. Meetings shall be conducted on regular days and times as selected by the members;
- C. To conduct business, a quorum of one fourth (1/4) of the active members is required;
- D. Officer and special meetings may be called by the Fire Chief

ARTICLE 7 Elections of Officers:

A nominating committee consisting of three people from the membership shall be appointed by the Chief no later than the first regular business meeting in December. This committee shall be responsible to present candidates for the elected office of the Fire Chief. The committee shall post their slated candidate on the "Official" bulletin board in the fire department training room on the 15th of November in the year of the election. Nominations are in order from the floor at the November business meeting and the December election meeting for the Fire Chief.

- A. Votes will be accepted from any individual who meets the eligibility requirements for voting;
- B. Any voting member with a written excuse for not being able to attend the election meeting will be allowed to cast an absentee ballot by turning in a sealed, signed envelope containing their vote(s) to the Chief prior to the start of the election meeting;

- C. Results of the election votes cast shall be announced immediately following the election;
- D. An individual shall not hold but one of the elected offices at a time;
- E. The term of office for each elected position shall be one year with the exception of the Fire Chief which shall be two years;
- F. If a vote is cast for a member who refuses nomination or has already been elected to another office, that vote becomes null and void.

The election of the fire chief shall be subject to the approval of the Director of the County Department of the Fire/Emergency Services.

ARTICLE 8 Amendments:

Amendments to these by-laws can be provided by the Department of San Juan County Fire/Emergency Services at any time.

ARTICLE 9 Finance:

- A. This organization (being the volunteer fire department) shall be financed by voluntary contributions and any other means approved by the Chief;
- B. Line officers are authorized to approve expenditures under \$100.00 without prior approval by the Chief;
- C. All expenditures of Department money in excess of \$100.00 shall require prior approval by the Chief or the Assistant Chief;
- D. All expenditures of Department money in excess of \$1000.00 shall require prior approval by a simple majority vote of the Membership;
- E. A fund raising raffle shall be conducted annually by the department in conjunction with the annual community event;
- F. All financial records shall be available for audit in accordance with San Juan County and/or State of Utah requirements.

ARTICLE 10 Duties of the Fire Chief:

- A. The Chief shall assign duties and responsibilities to the various members, give directions for use and care of all firefighting and emergency medical equipment, arrange for and/or direct instructions and drills, and be in command at emergency incidents at which he is present;
- B. The Chief shall make a reasonable effort to attend all emergency incidents and to direct the officers and members in the performance of their duties;
- C. The Chief shall have the authority to delegate responsibility and authority to various members of the Department. The Chief shall have the authority to appoint members to any line officer position of his choosing to assist in the performance of his duties.
- D. The Chief shall be the personnel officer of the Department;
- E. The Chief shall appoint one member to act as Department secretary. This position may at the Chiefs sole option be combined with the role of a designated line officer;
- F. The Chief shall have the authority to disqualify, discipline or suspend any member. A member so disqualified, disciplined or suspended shall have the right of presenting his case to the Membership for review;
- G. The Chief shall establish Standard Operating Procedures in relation to the operation of the Department and in connection with the Standard Operating Procedures of the County.
- H. The Chief shall enforce all said policies approved by the Membership;
- I. The Chief shall be responsible to hold at least 12 training sessions during the calendar year consisting of a minimum of 24 training hours.

- J. The Chief shall ensure appropriate training attendance reports are prepared and submitted to the appropriate agencies and the San Juan County Fire Administration Office;
- K. The Chief shall direct proper preparation of incident reports and ensure such reports are provided to the appropriate agencies and the San Juan County Fire Administration Office in a timely manner.

ARTICLE 11 Duties of the Assistant Fire Chief:

- A. The Assistant Chief shall assist the Chief in the performance of his/her duties;
- B. In the absence of, or the inability of the Chief to act, the Asst. Chief, shall assume all duties and responsibilities of the Chief.

ARTICLE 12 Standing Rules:

- A. No member shall willfully and without proper authority remove or conceal property used in any way by the Department;
- B. No member shall temporarily or permanently take from, hide or conceal any property owned by Fire Department for personal use;
- C. Alcoholic beverages and/or illegal substances are not to be consumed or made visible on fire department property. Violation could result in immediate dismissal from the Department;
- D. Any member under the influence of alcohol or drugs will not be permitted to make emergency dispatches or participate in emergency incidents. The commanding officer will rule on such situations;
- E. Reportable Vehicle Accident -A member involved in a reportable vehicle accident shall voluntarily submit to a portable intoxilyzer field test administered by a police officer if so requested. And submit to a drug test. Any accident shall be immediately reported to the fire chief or in his absence the assistant fire chief or other available officer. The fire officer shall report the accident to the County Department of Fire/Emergency Services. The member involved in a reportable vehicle may be required to report before the County's Accident Review Board.
- F. Driving of vehicles, attending training or emergency operations while under the influence of drugs/alcohol -In the event that a Fire Department Officer has just cause to believe that a firefighter is operating any apparatus or motor vehicle on an emergency response while under the influence of drugs/alcohol the officer may require that member submit to portable blood alcohol breath test conducted by a Sheriff Deputy/Police Officer or a drug screen at an approved medical facility. (Just cause examples: Personal observation, slurred speech, difficult walking, and erratic behavior.)

ARTICLE 13 Code of Conduct:

All members shall sign a copy of the Code of Conduct which copy shall be placed in their membership file;

- A. The Volunteer Fire Department (the Department) is an organization of adult members dedicated to the safety and well being of our community and the surrounding area. As firefighters all members will conduct themselves as responsible adults. Personal differences between members and people within the community will be left outside the department.
- B. While at department meetings, training, fires or other emergencies, all members will work together and with the public to conduct themselves as responsible public servants. Any personal verbal or physical altercations between members or with the public while representing the Department will be cause for removal from the scene, official reprimand and possible expulsion from the Department.
- C. Fire, medical and other incidents require teamwork and cooperation. Personal grandstanding, arrogance and/or refusal to work safely under the direction of elected and appointed officers will not be tolerated. Members will work together and keep individual egos in check.
- D. Every individual member is a valuable asset to the Department and to the community. Each of us brings knowledge, experience, ability to learn, dedication and a willingness to risk ourselves for the benefit of others. The Department and the community appreciate the time and effort we have donated.

ARTICLE 15 SOP's:

1-PROBATIONARY FIREFIGHTER:

Date: 3/2016

PROBATIONARY FIREFIGHTER RULES & REGULATIONS AND CODE OF CONDUCT

PURPOSE:

To outline the basic rules and regulations pertaining to all applicants who desire membership in the _____ Fire Department.

APPLICATION:

This procedure shall apply to ALL Probationary firefighters applicants.

RESPONSIBILITY:

Probationary applicants have the responsibility to follow these procedures.

PROBATIONARY MEMBER REQUIREMENTS:

Adhere to all rules and regulations set forth for the department. These are contained in the SOP Manuel and the Fire/Emergency Department by-laws and the San Juan County Personnel Policy.

1. Have a current, valid Utah State Drivers License with a clean record.
2. Attend at least 75% of scheduled training meetings. If a conflict with work or family arises, candidate must visit with the Chief, and together they will negotiate a resolution.
3. All applicants, probationary firefighters and members shall conduct themselves in an orderly and professional manner at all times while wearing Fire Department clothing and while in the duties of a Fire Department member.
4. Obey all orders while serving at an emergency scene.
5. Treat fellow department members and members of the public with courtesy and respect.
6. Show courtesy and respect while interacting with surrounding department members during training meetings or on emergency calls.
7. During probationary period, applicants will become certified to drive and operate fire apparatus, operate communication equipment and gain an understanding of ICS (Incident Command System).
8. During the probationary period, applicants are not allowed to use any communication equipment of the departments until certified to do so by the Chief or Assistant Chief for training purposes. All communication will be orderly and professional.
9. During the probationary period, applicants are not allowed to drive any department vehicles or use any emergency lighting on said vehicles until certified to do so by Chief or Assistant Chief.
10. During the probationary period, applicants are not to be issued a key or codes to the station. Applicants are not allowed inside the station unless accompanied by a department member.
11. Remember, during the probationary period, a candidate may be released from the department for any reason as deemed by the Chief.

_____ FIRE DEPARTMENT WILL:

1. Provide applicant with a complete set of firefighter turnouts, which will consist of a coat, pants, boots, helmet, hood and gloves. These may consist of older/used turnout sets, if a new set is not available. Wildland Gear will be provided if probationary member is going to obtain their red card. Gear will consist of Nomex pants, shirt, hard hat, gloves, boots and safety goggles.
2. May provide applicant with a pager for emergency notifications
3. Provide applicant with a copy of "Essentials of Firefighting" book as a training and resource guide.
4. Provide opportunities and resources to become certified on equipment and radios and to learn the incident command system.
5. Provide monthly training meetings on current firefighting procedures.

6. Provide candidate with a copy of the Standard Operating Procedures Manual for the department.
7. Ownership of all property, given to the candidate, remains that of the San Juan County Fire Department. Any property lost or destroyed (outside of normal conditions) becomes the responsibility of the applicant and replacement costs will be assessed.
8. Following the probationary period the Chief will follow the protocol in the by-laws for recommending the candidate to the department as a full time member.

Code Of Conduct:

PURPOSE:

The purpose of this procedure is to declare and define the moral obligation of all members and to establish broad behavioral guidelines within which all Firefighters are expected to conduct themselves while working for the San Juan County Department of Fire/Emergency Services.

POLICY:

1. Firefighters will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.
2. Firefighters will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens of the San Juan County.
3. Firefighters will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, or national ancestry. In his/her job capacity, each Firefighter works to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
4. Firefighters will not have any material, financial interest in any private business or professional activity, which would be in conflict with their job responsibilities.
5. Firefighter will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties.
6. Firefighters will not accept any personal gift, favor, service, money, or anything of value from the public, which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.
7. Firefighters will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.
8. Firefighters will refrain from using their position for personal gain and will keep confidential all information not available to all citizens that are required by virtue of their position in the organization.
9. The same shall apply to interdepartmental information not available to all Firefighters of the department.
10. Use of department telephones will be allowed for local calls as long as Firefighters are reasonable in their use. Use of department telephones for unofficial long distance calls will not be permitted.
11. Firefighters will observe all work schedules as established by the department and will not deviate from them.
12. Firefighters will not drink any alcoholic beverage or take any drug that might incapacitate an individual while on duty.
13. Firefighters will, when in public, clearly distinguish/ identify between all statements and actions made as an individual and as a representative of the department.
14. Firefighters will, when requests are made upon the department by those not directly connected with the department (i.e. Council Delegates, Department Program Supervisors, etc.), handle these requests as quickly as is practical and as accurately as possible. All requests made shall be brought to the attention of the next higher official within the department.
15. It is expected that all Firefighters of the department will follow these policy statements as stated herein.

Firefighter Signature

Date

Fire Chief Signature

Date

San Juan County Fire/Emergency Management Standard Operating Procedures

2-Rules and Regulations:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to outline the basic standards of general conduct expected of all San Juan County Fire Department Members.

APPLICATION:

All members shall abide by the standards of personal conduct outlined within this SOP. All Fire Department members are expected to operate in a highly self disciplined manner when representing the department.

RESPONSIBILITY:

Every member of the Fire Department is responsible to regulate his or her own conduct in a positive, productive and mature manner.

ALL MEMBERS SHALL:

1. Follow the operations manual and written directives of both the County Fire Department and the County Personnel Policy
2. Use their training and capabilities to protect the public at all times, both on and off duty.
3. Attend training meetings and other scheduled departmental training events to develop the necessary knowledge and confidence with other department members to be able to fulfill your duties and responsibilities as assigned.
4. Work competently in their positions to the cause that all department programs operate efficiently and effectively.
5. All members shall conduct themselves in an orderly and professional manner at all times while wearing Fire Department clothing and while performing the duties of a Fire Department member.
6. Be managed in an effective manner by being considerate and follow instructions in a positive, cooperative manner.
7. Always conduct yourself in a manner that reflects good order within the department.
8. Keep yourself informed so you can do your jobs effectively and maintain firefighter certification.
9. Be concerned and protective of each member's welfare.
10. Operate safely and use good judgment.
11. Obey the law.
12. Be careful of department equipment and property.
13. Be civil and respectful to their officers, each other and to the public.

ALL MEMBERS SHALL NOT:

1. Use alcoholic beverages, debilitating drugs or any substance which could impair their physical or mental capabilities while on duty.
2. Engage in any sexual activity or sexual harassment while representing the department.
3. Steal
4. Engage in horseplay.
5. Be permitted to make derogatory remarks to anyone about fellow members or officers of the department which may subject them or the department to ridicule. Any such matter should be brought to the attention of the Chief or Chief Officers.
6. Make a false official report, make false statements or gossip about a members or business of the department that would cause discredit to the department or fellow firefighters.

San Juan County Fire/Emergency Management Standard Operating Procedures

3- Wearing of Protective Clothing/Equipment:

Date: 3/2016

PERSONAL PROTECTIVE CLOTHING

PURPOSE:

The purpose of this procedure is to assure that personnel are prepared to start operations immediately on arrival while maintaining the integrity of personal, safety.

APPLICATION:

This procedure shall apply to ALL personnel during emergency operations.

RESPONSIBILITY:

All firefighters have a responsibility to follow this procedure. All officers are responsible for the integrity of this procedure. Authority to deviate from this procedure rests solely with the Incident Commander who is responsible for the results of any deviation.

DEFINITIONS:

Full Protective Clothing for Structure Fires Consists of helmet with face shield or goggles, nomex hood, bunker coat, bunker pants, gloves and boots, all of which meet NFPA standards. If any alterations are needed, they will be approved by the Chief or Safety Officer. Full Protective Clothing for Wildland Fires consists of: Nomex pants. Shirt, hardhat, wildland boots, gloves and safety goggles.

USE:

All personnel will wear protective clothing, according to the following:

1. Personnel shall not commence operations until he/she have donned all necessary protective clothing.
2. All personnel shall have in their possession, full protective clothing, which includes Minimum of turnout coat, pants, boots, helmet, and gloves when responding to any incident. A minimum of coat, pants and boots shall be donned prior to mounting any apparatus. Full protective clothing is optional for engineer/pump operator.
3. All firefighters shall don respiratory protective equipment for all Interior structural fires, vehicle fires and in other confined spaces where an oxygen deficient or toxic atmosphere may exist, and at other incidents that require respiratory protection. Masks should be worn during salvage and overhaul operations. Masks may be removed after the fire has been knocked down and the building and/or areas have been thoroughly ventilated.
4. Personnel operating power or hand tools shall wear full protective clothing. Helmet face plates will be lowered if goggles are not available and goggles will be worn during these activities. Full protective clothing is required for all personnel in an area where any of these tools are being used
5. Personnel raising ladders, operating outside hose lines or other external activities are not mandated to use respiratory protective equipment. However, it is strongly suggested that SCBA be worn while performing these or similar operations.
6. When SCBA masks are removed, they shall not be dropped or left in an area where they may be subject to damage.
7. To reduce the possibility of injury, members responding to alarms will not don respiratory protective equipment while in route.
8. Damage to personal protective clothing shall be immediately reported to the Safety Officer or Chief. They in turn shall inspect the damage and have it repaired or replaced. Clothing damage, such that its protective integrity is compromised, shall not be used.
9. Incident Commanders will use his/her discretion to determine the appropriate level of protective clothing required for incidents that are not covered above. In all cases, personnel shall be required to wear all protective clothing necessary to protect against all foreseeable hazards.

10. Full turnouts, to include pants, coat, boots, gloves and helmets, will be taken along with apparatus during any training exercises. NOTE: OSHA REQUIREMENTS 1910.156 (f) (1) (ii) Approved self-contained breathing apparatus with full face piece or with approved helmet or hood configuration, shall be provided and worn by fire members while working inside buildings or confined spaces where toxic products of combustion or an oxygen deficiency may be present. Such apparatus shall also be worn during emergency situations involving toxic substances.

San Juan County Fire/Emergency Management Standard Operating Procedures

4-PROTECTIVE CLOTHING INSPECTION:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to insure that all protective clothing is inspected, repaired and/or replaced to insure safety of firefighter personnel.

APPLICATION:

This procedure will apply to ALL personnel.

RESPONSIBILITY:

It is the responsibility of each firefighter to follow this procedure. There is no deviation of this procedure.

PROCEDURE:

Protective clothing inspection will be conducted on a monthly basis or after each incident where the turnout gear is used. All protective clothing shall be of a type and kind issued or approved by the Fire Department. Non-approved items shall not be worn. Personnel will not be permitted to engage in operations in the absence of, or with seriously deficient protective equipment.

HELMETS:

Helmets shall be kept reasonably clean with proper letter and emblems in place. Face shields, goggles, and chin straps shall be kept in good working conditions.

Cleaning: Helmets should be cleaned with hot tap water and mild (household) detergent. The following is a list of additional cleaning materials which can be used to remove stubborn dirt and smoke stains.

1. Isopropyl alcohol (rubbing alcohol)
2. Windex (regular, NOT ammoniated)
3. Dishwashing detergent
4. DuPont wash - wax
5. Jeweler's polish for face shield scratches

The use of other materials such as strong (industrial strength) detergents, solvents, petroleum products, etc., is NOT to be used. They may damage the shell and face shield,

Repair:

1. Missing nuts on face shield adapters.
2. Face shield excessively scratched.
3. Chin straps and assembly broken or torn.
4. Helmet liner worn, shredded, split or cracked.
5. Webbed suspensions broken.
6. Decals missing or wrong.

Replace:

1. Split face shield.
2. Helmet with visible cracks.
3. Helmet which is warped from exposure to heat.
4. Helmet which has been exposed to mist or fumes which are known to weaken polycarbon. (NOTE: All items constructed from thermoplastics are susceptible to ultraviolet and chemical degradation. When the helmet loses its surface gloss and the surface begins to flake away, this chemical degradation has occurred. During inspections, helmets will be checked for these conditions and the shell will be replaced immediately if they are evident.)

NOMEX HOOD

Cleaning—use warm water and any mild detergent

Replace:

1. If hood contains holes.
2. Hoods which are not Fire Department Approved.
3. Hoods stretch out of shape.

GLOVES

Cleaning- use warm water and mild detergent

Replace:

1. Stitching worn or rotted.
2. Glove is worn through.
3. Leather is split.
4. Holes in glove.
5. Gloves which are not Fire Department Approved.

TURNOUT COAT AND PANTS

Cleaning:

1. Liners and shell can be washed with mild detergent
2. Heavily soiled spots can be removed with general spot cleaner.

Repair:

1. All repairs requiring stitching must be made with Nomex thread.
2. Broken snaps.
3. Rivets pulled loose from fabric and from objects they secure.
4. Suspenders, snaps and leather eyes which are broken or elongated.
5. Holes or rips in shell of garments.
6. Frayed or worn collars.
7. Ripped liners.
8. Reflective stripes which are torn.

Replace:

1. Coats and pants on which the stitching is damaged beyond repair.
2. Coats and pants on which the fabric is worn through.
3. Coats and pants soiled to the point that they cannot be cleaned, or those items covered with oil, tar, etc.

BOOTS:

Cleaning: Use warm water and any mild detergent.

Repair:

1. Felt lining which has become loose from the top of the boot.
2. Boot loops broken.

Replace:

1. Any boot with holes in sole or cuts in body of boot.

San Juan County Fire/Emergency Management Standard Operating Procedures

5-Safety Apparel While Working In or Near Traffic:

Date: 3/2016

PURPOSE:

The purpose of this policy is to describe the required personal protective apparel to be worn by the San Juan County Fire Department members when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications, fluid spill, dangerous conditions and vehicle fires are typical situation where this policy is applicable.

APPLICATION:

This procedure shall apply to ALL personnel during emergency operations and in training.

BACKGROUND:

For incidents where exposure to the hazards of moving traffic are present for fire department personnel working on foot, this department policy can be summarized in the statement: "If your feet are on the street, your vest is on your chest." Conforming to this policy places the member in compliance with Federal Law and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Devices

PRODEDURE:

Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn.

- Structural Fire Helmet with chin strap properly donned.
- ANSI 107-Compliant Class II vests, Class III Highway Safety garment or ANSI 207 Public Safety-Vest.
- Protective footwear If a member prefers to wear a structural turnout coat due to inclement weather; i.e. rain, cold, etc, or is required to wear structural turnout gear due to duties assigned at the incident scene, the ANSI highway safety vest must be donned over the turnout coat Turnout coats are not acceptable as high visibility highway safety apparel when donned without the ANSI-compliant vest on the outside of the coat. Structural bunker pants and boots may be worn in lieu of standard protective footwear.

NON-VEST INCIDENTS: Several unique incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the fire department member or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area "Hot Zone" activities is modified. The exemptions for wearing a highway safety vest applies only to members directly involved in activities within a established "Hot Zone" and only when the "Hot Zone" is protected from the hazards of moving traffic by apparatus blocking the highway, lane closures, etc. The required ANSI-compliant Highway Safety vest need not be worn when a member is required to:

- Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire.
- Don hazardous material personal protective equipment to avoid potential exposures to chemicals or other contaminants or
- Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescues, etc. All members on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in the source of heat, chemical or technical rescue activities as listed above whom complete their activities within the designated Hot Zone are required to don ANSI-compliant vests once their activities within the Hot Zone are completed or they leave the immediate "Hot Zone" area of the incident scene.

San Juan County Fire/Emergency Management Standard Operating Procedures

6- SELF CONTAINED BREATHING APPARATUS (SCBA):

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure that all personnel are prepared to perform operations while maintaining personal safety.

It is the policy of this department that personnel not be exposed to any hazardous atmosphere without S.C.B.A. Instances of exposure shall be thoroughly investigated by the Safety Officer. The Safety Officer shall make appropriate recommendations to prevent a recurrence.

APPLICATION:

This procedure shall apply to ALL personnel.

RESPONSIBILITY:

Each Firefighter is responsible to follow this procedure. Authority to deviate from this procedure rests with the Incident Commander who is responsible for the results of any deviation. If it is a mutual aid response, the highest ranking person from this department has the authority to deviate; however, he/she is responsible for the results of any deviation.

TYPE OF EQUIPMENT:

Breathing apparatus shall be positive pressure type that was constructed to the standards that were in force at the time of purchase. The unit shall have a minimum service life rating of 30 minutes, equipped with an audible alarm that will sound when unit reaches 20-25 percent of its rated service time, and meet all other requirements set forth by NFPA.

DEFINITIONS:

Use of S.C.B.A.: Shall mean the wearing of S.C.B.A. with the face piece in place, low pressure hose connected to the regulator and breathing air from the cylinder.

Hazardous Atmosphere: Any atmosphere that is oxygen deficient or that contains a toxic or disease producing contaminant. A hazardous atmosphere may not be immediately dangerous.

USE:

The use of S.C.B.A. is mandatory for all personnel working in the following environments:

1. Atmosphere is suspected of being hazardous.
2. Atmosphere is known to be hazardous.
3. Atmosphere may rapidly become hazardous.
4. When the Incident Commander feels the need for S.C.B.A.

This would include personnel in the following:

1. In area with active fire.
2. Inside a building/structure involved in fire.
3. In a potential fire or explosion area, such as a flammable vapor Leak (natural gas leak).
4. Where smoke is visible, including vehicle and dumpster fires.
5. Where toxic products are present, suspected of being present, or could be released without warning.
6. In unventilated confined spaces or in any below grade areas.
7. In any areas suspected of containing carbon monoxide, including all areas under overhaul.

Personnel using S.C.B.A. shall also wear and have operating a PASS device. Personnel using S.C.B.A. shall also wear complete personal protective clothing as outlined in the protective clothing S.O.P. Removal of S.C.B.A. is at the discretion of the Incident Commander. For removal of S.C.B.A., the atmosphere must be free of smoke and the area must be thoroughly ventilated. Personnel operating in areas where the atmosphere could

become hazardous, but where there would be warning prior to danger, may wear S.C.B.A. with the face piece removed. It must be ready for immediate use should conditions change rapidly.

MAINTENANCE OF EQUIPMENT:

Each unit shall be examined at least monthly and after each use. Each user of the equipment shall be trained in the cleaning, operational checks and proper disinfecting of the units.

FIREFIGHTER USE:

Firefighters should be physically able to perform the work associated with interior structural firefighting while wearing S.C.B.A.'s. Should you have or incur any injury, illness or disease that you are aware of that would prevent you from wearing this unit, it must be brought to the attention of the chief prior to further use and your medical condition should be evaluated. Firefighters should be trained in the proper pre-donning checks, donning procedures, face piece seal check, operational procedure, and any emergency procedure checks for the S.C.B.A.

Prior to the firefighter using the S.C.B.A. in a toxic environment, a fit test shall be conducted to ensure that a proper seal can be established with the face piece. Any item, such as temple frames of glasses, beards, sideburns, or other conditions that may cause the firefighter not to obtain a seal shall not be permitted. As part of the operational check, it is imperative that the firefighter checks for a suitable seal each time the breathing apparatus is donned.

San Juan County Fire/Emergency Management Standard Operating Procedures

7-PERSONAL ALERT SAFETY SYSTEM: (PASS)

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure that all personnel are knowledgeable and prepared in the use of the PASS device. It is the policy of this department that personnel not be exposed to any hazardous situations without activating the PASS device.

APPLICATION:

This procedure shall apply to ALL personnel.

RESPONSIBILITY:

Each firefighter is responsible to follow this procedure. There is no deviation from this policy.

USE:

PASS devices are required to be attached to SCBA's. The PASS device is automatic and will be activated when the air supply is turned on. This device is intended to help save your life should you become disoriented, lost, trapped, low on air, or need assistance for any other reason. As with any life saving device, it will only assist if it is properly used. This device should be tested each time the breathing apparatus is checked and prior to each use. There shall be no altering of the PASS device from the manufacturers design and set-up.

In an emergency situation, the Incident Commander shall be advised, via radio communication, what problem you are experiencing. This should be done with as much detail as possible, giving your location, condition, etc. The PASS device will be set to the "alarm" state. If any firefighter should hear a PASS alarm lasting for more than 10 seconds, they will immediately stop current operations, notify IC and investigate.

MAINTENANCE OF EQUIPMENT:

The PASS unit shall be checked for operational readiness monthly, or each time the breathing apparatus is used, to insure the battery is adequately charged, and the unit is functional. To check the unit, it must be turned on and left without movement for the period of time required to activate the motion sensor. Once checked, turn the unit off. If unit fails to perform, or if the battery is low, notify chief or safety officer immediately. SCBA with an attached non-functioning PASS device shall be removed from service immediately.

San Juan County Fire/Emergency Management Standard Operating Procedures

8- Vehicle Operations and Responding to Incidents

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure that personnel are knowledgeable and prepared to operate emergency vehicles. This is also to assure the efficient response of personnel and apparatus to the scene without danger to the public or fire department.

APPLICATION:

This procedure shall apply to ALL personnel operating emergency vehicles.

RESPONSIBILITY:

All firefighters have a responsibility to follow this procedure. All officers are responsible for the integrity of this procedure. It is the responsibility of the Driver/Engineer to follow this procedure. Authority to deviate from this procedure rests solely with the Chief who is responsible for the results of any deviation State and local laws, nor this procedure will exempt the Driver/Engineer from the responsibility of driving with due regard for the safety of others on the road. The Driver/Engineer is fully responsible for his/her actions taken.

DEFINITION:

The County Volunteer Fire Departments have a legal and moral obligation to insure that drivers of department vehicles are well trained, in good physical condition, have a proper safe driving attitude and be capable of handling the apparatus with a high degree of skill and common sense. The following shall apply to the operation of all fire department vehicles:

1. NO person shall drive a department vehicle under emergency conditions prior to being authorized by the Chief.
2. NO person shall drive any department vehicles without a valid Utah Driver's license with a clean record.
3. NO person shall drive any department vehicle following consumption of alcoholic beverages or any substance that could affect their reaction time or driving capability.
4. All Drivers will have an Emergency Vehicle Operation Training Course.

APPARATUS CONDITION IN STATION:

Parking brake: The parking brake shall be set prior to shutdown of the vehicle. The parking brake will be set while the vehicle is at rest.

Transmission shall be left in the appropriate "park" position.

Keys should be left either in the ignition or Laying on top of dash behind steering wheel.

RESPONSE:

Seat belts SHALL be worn at all times when the emergency vehicle is in motion. Emergency warning lights and siren, when appropriate, shall be operated when responding under emergency conditions. Headlights shall be on at all times when the vehicle is responding to emergencies. When apparatus is at a fire location and not legally parked, emergency- warning lights shall be left on. Traffic cones shall be set when the situation warrants it.

ENROUTE:

The Driver/Engineer shall not move the apparatus until all personnel have mounted the apparatus and are seated with seat belts fastened. On leaving the station, the Driver/Engineer shall be cautious of other apparatus leaving at the same time. Headlights should be turned on and all audible and visual warning devices shall be in operation when making an emergency response. The use of sirens and warning lights does not automatically give the right of- way to the emergency vehicles. These devices simply request the right of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers

must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

RESPONSE SPEED:

To assure the safe response to emergencies, vehicles shall be operated with judgment rather than with speed. Ideal conditions, (little traffic, good visibility and dry roads), the maximum speed of any responding apparatus shall be 15 MPH over the legal posted speed limit. Under less than ideal conditions the maximum speed shall be the posted speed limit. Maximum speed limit through a school zone (when flashing) shall be the posted limit (20 MPH). Shut down all emergency lights and siren when traveling through a school zone. The Driver/Engineer shall always maintain a speed to assure safe operation of the apparatus under present conditions. When not responding to alarms, vehicles shall obey all traffic laws.

INTERSECTIONS:

The following precautions shall be observed by all responding apparatus:

1. When the apparatus must approach an intersection in the center turn lane or left of center stripe, the Driver/Engineer shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the emergency vehicle has a green light.
2. When approaching a controlled intersection with a red light or stop sign, the Driver/Engineer shall come to a complete stop until all other traffic in the intersection has yielded the right-of-way.
3. The maximum speed through any intersection is the posted speed limit.

APPARATUS:

The Driver/Engineer shall focus full attention on the safe operation of the apparatus. The Driver/Engineer shall not operate the radio or siren. This is the responsibility of the riding officer or the firefighter in the passenger seat. If the Driver/Engineer is alone, he/she is exempt from this, but they should avoid operating such equipment and shall exercise extreme caution when it is necessary. Passing other apparatus is absolutely prohibited.

DOWNGRADING RESPONSE:

The first officer or senior firefighter to arrive at the emergency scene shall evaluate the need for other responding apparatus to continue. Whenever possible, other responding apparatus should be advised to continue in, or cancel totally.

PRIVATE AUTOMOBILE:

Drivers shall obey all traffic laws when responding to the station in their private vehicles. Responding to incidents in private automobiles is prohibited.

BACKING EMERGENCY APPARATUS:

When backing an apparatus in any situation, one person shall be stationed at the rear in a position to communicate with the driver and act as a guide. The guide shall be positioned at the left or right rear of the apparatus as conditions dictate. If communications between the driver and the guide are lost, the driver shall bring the apparatus to an immediate halt. The apparatus shall remain stopped until communications between the driver and guide is restored. If it is impossible to obtain a guide and it is absolutely necessary to back the apparatus up, the driver shall exit the vehicle and check the area behind the apparatus prior to backing. Backing shall be done slowly with the driver's window rolled down. Drivers and guides shall use the standard signals for maneuvering the apparatus.

PARKING:

All apparatus at emergencies shall be parked in such a manner as to permit the free flow of traffic, including fire department traffic, consistent with the emergency. Wheel chocks shall be utilized when the fire apparatus is parked on any unlevel service.

AUTHORIZED RIDERS:

No person other than a member of the fire department shall be permitted to ride on any fire apparatus, except when authorized to do so by the Chief. NO one shall ride on the rear or on any steps outside the cab.

While vehicles are responding to alarms, all firefighters shall be seated and no attempt should be made to don or doff any gear that cannot be successfully completed with the seatbelt attached. It is required that seat belts be worn at ALL times the vehicle is in motion.

San Juan County Fire/Emergency Management Standard Operating Procedures

9- INITIAL ATTACK OPERATIONS:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure efficient and effective initial attack while providing for personnel safety first.

APPLICATION:

This procedure shall apply to all personnel on structure fires.

RESPONSIBILITY:

All personnel have a responsibility to follow this procedure. Overall responsibility for enforcement of this procedure rests with the Chief and Incident Commander. Authority to deviate from this procedure rests with the Chief and/or Incident Commander who are responsible for the results of any deviation.

WATER SUPPLY:

1. Any fire engine that is first to arrive, and there is smoke and/or flames showing, they will start initial attack using existing engine tank water.
2. The second engine, on arrival, will commit their apparatus to hooking the hydrant and supplying water to the attack apparatus. If needed, he can contact the Incident Commander and request additional resources.
3. The Engine laying hose lines to fire and/or apparatus should be aware that said lines do not impede access to incoming units.

ARRIVAL:

Upon arrival, the riding officer will give an arrival report to dispatch consisting of:

1. Unit arriving on scene
2. Construction of building (single story masonry block, two story wood frame, etc).
3. Fire condition (flames/smoke showing, nothing showing, etc
4. If initial responding units can handle, or what additional Apparatus and stations are needed.
5. Exposures
6. Entrapment
7. Need for utilities (power, gas, etc).
- 8 Type of attack being initiated (offensive, defensive, etc).
9. Assume (ESTABLISH) and name command. The Chief or IC will make a pass around the fire building to assess any additional hazards. The IC will return to the apparatus and direct exposure lines, if needed. If not, he/she will direct hose lines for the type of attack needed. He/she will also specify size of line. All personnel will have full protective clothing in accordance with the protective clothing SOP. All personnel will have breathing apparatus in accordance with the S.C.B.A. SOP.

San Juan County Fire/Emergency Management Standard Operating Procedures

10-Incidents Involving Violent Acts/Hostile Situations:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to provide guidelines to Officers and Firefighting personnel when responding to known hostile situations, or incidents involving violence.

APPLICATION:

This procedure shall apply to all personnel.

RESPONSIBILITY:

It shall be the responsibility of the Training Officer to insure department personnel are trained to operate within these guidelines. It shall be the responsibility of the Chief to utilize these guidelines when responding to and operating at the scene of a hostile situation. While the Chief or IC is encouraged to follow these basic guidelines, they must use their best judgment when confronted by a hostile situation.

PROCEDURE:

1. Do not enter the emergency area until Police arrive and determine that it is safe to do so. Use appropriate caution at all times.
2. The Chief or designee responding to known hostile situations shall stage apparatus at a safe distance from the scene and wait until Dispatch has notified unit that the scene is secure.
3. Once the Chief or designee is notified by dispatch, or on site Law Enforcement personnel that the scene is secure, the responding apparatus will then proceed to the scene with caution And provide necessary services.
4. Should the incident turn from calm to violent, fire personnel are to immediately exit the area and notify dispatch of the situation. Fire personnel will not resume operations until dispatch has notified them that it is safe to do so.

San Juan County Fire/Emergency Management Standard Operating Procedures

11-Accounting of Personnel:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to be able to account for all personnel that may be assigned to or working at the scene of an emergency.

APPLICATION:

This procedure shall apply to all personnel.

RESPONSIBILITY:

All personnel have a responsibility to follow this procedure. Overall responsibility for enforcement of this procedure rests with the Chief and/or Incident Commander. The ability to deviate from this procedure rests with the Incident Commander who assumes full responsibility for the results of any deviations.

PERSONNEL ACCOUNTING:

For the safety of all personnel on the fire ground it is important that the number and location of all personnel be known. To accomplish this, the following procedures shall be used:

1. A name tag shall be issued to every active firefighter. This tag is attached underneath the back rim of your helmets.
2. On arrival at the scene of every incident, all firefighters will report, with their accountability tags, to the Incident Commander for assignments. They will give their tags to the Incident Commander
3. Personnel not assigned to a specific task shall stand-by at the attack apparatus or the established staging area.
4. All personnel exiting a structure or confined space shall report to the Incident Commander, in person or via radio, that their assignment has been completed. Firefighters should report to the Incident Commander and reclaim their name badge.
5. If a firefighter has not exited in the time frame of their air supply, an EMERGENCY TRAFFIC will be announced over the radio with a message that a firefighter is missing. All officers will immediately account for all personnel assigned to them and report their status to the Incident Commander. An immediate search will be started if the firefighter still is not accounted for. If possible, personnel should exit the same way they entered unless emergency evacuation is sounded.
6. Personnel leaving the scene shall check out with the Incident Commander and retrieve their name tags. If a firefighter does not pick up his/her name tag at the end of an incident, a search will be initiated immediately.
7. No firefighter team/crew shall enter any structure without a radio.

OFFICERS:

Firefighters should be working under your direction in teams of two or more. Firefighters entering the structure should be doing so in order to accomplish a tactical objective. If not needed inside, they should be held together in readiness until the incident commander assigns your team/crew an assignment. Once you and/or your team /crew enters the structure, someone should be aware that you are entering, the approximate area where you are going, the general time when you are entering, and the number of personnel going inside. It may be the Incident Commander, Safety Officer that you inform. The intent is if conditions should deteriorate, someone would know your approximate location and the number of persons to look for. The Incident Commander should advise mutual aid officers and firefighters of the procedure and establish a means of accounting for them.

FIREFIGHTERS:

It is imperative that you inform someone prior to entering the structure so that in the event of a deterioration of conditions, someone will be aware of your position and be looking for you. A system of communication must be maintained so that the firefighters may be notified or that firefighters may inform persons outside of

the problems. The tag system is intended to identify the number and names of persons who may be in need of assistance, and for your safety.

San Juan County Fire/Emergency Management Standard Operating Procedures

12-Vehicle Fires:

Date: 3/2016

Purpose:

The purpose of this procedure is to assure the efficient extinguishment of fires involving automobiles and other vehicles while maintaining the integrity of personal safety for personnel at the incident.

Application:

This procedure shall apply to all personnel during emergency operations or training involving a vehicle fire.

Responsibility:

The Chief or Incident Commander has the responsibility for the enforcement of this procedure. Authority to deviate from this procedure rests solely with the Incident Commander who bears full responsibility for the results of any deviation.

Apparatus Positioning:

Apparatus responding to a vehicle fire shall be positioned as follows:

1. Uphill
2. Upwind
3. At least 50 feet away from vehicle
4. Between working personnel and approaching traffic, if vehicle is in roadway.

Potential Hazards:

All personnel will operate with an awareness of the following potential -hazards:

- Shock absorbing bumpers that may explode and separate from the vehicle.
- Multiple or auxiliary fuel tanks
- Sealed drive shafts that may explode.
- Shock absorbers that may explode.
- Multiple batteries.
- Propane or Natural Gas fuel tanks.
- High-pressure hoses connected to air conditioning systems that may burst releasing oil and pressurized gas.
- Hood springs that may be weakened.
- Plastic fuel tanks that may rupture causing a flowing fuel leak or fire.
- Split rim tires that may fail
- Magnesium motors or rims.

Safety Perimeter:

A safety perimeter shall be established around the involved vehicle. The perimeter shall be all the area within a 150- foot radius of the vehicle. All personnel operating with this perimeter will be in full protective clothing including SCBA.

Operations:

1. All personnel will have full protective clothing and SCBA if they are within the safety perimeter.
2. Any fire exposing the fuel tank should be controlled first exposed fuel tanks should be cooled to minimize internal pressure and the possibility of rupture. After all fire around the fuel tank has been controlled, consider removing the gas cap to reduce internal pressure in the tank.
3. Use extreme caution when opening the passenger and engine compartments. Always have a charged line available before compartments are opened. Always block the compartment open with a tool.

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13- Dumpster Fires:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to provide a safe and effective method of handling fires in dumpsters.

POLICY:

In the event of a dumpster fire, the following procedures shall be followed.

PROCEDURE:

Safety all members involved in operation shall be in full protective clothing, including SCBA.

- Operate with wind at your back, if possible.
- Understand that a dumpster is storage for unregulated trash and that the contents may be water reactive, explosive or have oxidizing agents in them.
- Any members experiencing any unusual signs and symptoms after extinguishing a dumpster fire shall receive medical attention.
- All equipment and PPE shall be decontaminated prior to being put back into service or used.
- If hazardous materials are present, contact and coordinate with the proper law enforcement agency.

Extinguishment:

An attempt should be made to determine what is burning by contacting the occupancy using the dumpster.

All by-standers shall be removed from the area.

If dumpster is up against a building, it should be moved into an open area away from the building.

Consider water runoff as a hazardous material.

San Juan County Fire/Emergency Management Standard Operating Procedures

14-Operations in Confined Spaces:

Date: 3/2016

Purpose:

The purpose of this procedure is to assure the safety of all personnel at an incident requiring entry into a confined space while providing an efficient and effective operation.

Application:

This procedure shall apply to all incidents that require entry into a confined space.

Responsibility:

The Incident Commander has the full responsibility for assuring compliance with this procedure. Authority to deviate from this procedure rests solely with the Incident Commander, who bears full responsibility for the results of any deviation.

Definitions:

Confined spaces include caverns, tunnels, pipes, tanks and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements. Confined space incidents may involve injured people, people asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space.

Size- Up:

The following information should be obtained as soon as possible:

1. Number of victims.
2. The time they entered the space.
3. If the victims are unconscious and the last time they were known to be conscious.
4. Trauma, if any.
5. Materials they are exposed to. The atmosphere of all confined spaces shall be considered toxic and explosive until proven otherwise by testing. If possible, the atmosphere should be continuously monitored throughout the operation.

Preparing for Entry:

Before any personnel are permitted to enter the confined space, the following precautions must be taken.

1. Isolate the space from other hazards. This may include closing valves, dampers, power supplies and steam lines that enter or exit the space.
2. Full protective clothing, including SCBA will be worn, and PASS alarms for all personnel shall be activated.
3. Every rescuer entering the confined space will have a lifeline. If Possible, the rescuer should wear a harness.
4. Before any personnel enter a confined space, there must be adequate back- up crews. There must be at least two (2) back-up personnel for each rescuer entering the confined space.
5. Adequate explosion proof lighting.
6. As soon as possible, the space should be ventilated by forcing fresh air into the space.
7. A Safety Officer is appointed.
8. An Access Control Officer is appointed.

If there is any doubt about whether the operation can be conducted safely with the personnel available at the scene, request additional resources immediately. DO NOT commit any personnel to the confined space until there are sufficient personnel at the scene to carry out ALL required functions. Command shall assure that personnel entering a confined space will not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return and exit safely, with at least a 5 minute safety margin.

Access Control Officer:

The Access Control Officer will be responsible for the following:

- Entering personnel are properly protected, having an operating SCBA, Operating PASS and is attached to a lifeline.
- Record the time of entry for each person as well as the time required to make entry.
- The pressure in the SCBA will also be recorded. If the rescuer is not out in the allotted time (entry, interior operations, exit) the back-up crews will be sent in.

Communications:

Both of the following methods of communication shall be used.

1. Explosion proof portable radio.
2. Lifeline signals.

Confined Space Incident Safety Checklist:

1. Size - up.
2. Number of victims.
3. Time of entry.
4. Time last known conscious.
5. Type of trauma.
6. Materials exposed to
7. Chances of survival.
8. Call for additional assistance, if needed.
9. Space isolated from other hazards and sources of energy.
10. SCBA and proper protective clothing for rescuers.
11. Lifelines.
12. Back-up crews (minimum 2:1 ratio)
13. Explosion proof lighting.
14. Ventilation
15. Safety Officer
16. Access Control Officer
17. Communications.

San Juan County Fire/Emergency Management Standard Operating Procedures

15-Emergency Evacuation:

Date: 3/2016

Purpose:

The purpose of this procedure is to assure that a personnel operating in the interior of a structure can be alerted to conditions that place them in imminent danger so they can evacuate to safety outside the building.

Application:

This procedure shall apply to all personnel.

Start:

The Incident Commander and the Safety Officer are responsible for starting this procedure. Everyone operating at the scene of an emergency has the responsibility to pay attention to developing conditions and to inform the Chief/Incident Commander of any dangerous conditions that are developing.

Definition:

The EMERGENCY evacuation of a structure shall mean an evacuation that is started by the Incident Commander or Safety Officer because conditions have placed personnel in and around the building in imminent danger.

Observation of Changing Conditions:

All group leaders will relay information on the conditions in their areas to the Incident Commander. They should be alert to the following:

1. Signs of impending flashover.
2. Signs of impending back draft.
3. Signs of impending structural collapse.
4. Any special condition that places personnel in imminent danger.

Evacuation Procedures: If a condition places personnel in imminent danger, the group leader shall inform the Incident Commander immediately. If an emergency evacuation of the building is necessary, the Incident Commander or Safety Officer shall give the emergency signal. This signal shall be as follows:

1. The Incident Commander will say "EMERGENCY TRAFFIC" Over the radio. Hearing this, all others should maintain radio Silence.
2. The Incident Commander should then say "EVACUATE or EVACUATE THE BUILDING." This message should be repeated a minimum of three times.
3. After hearing the "EMERGENCY TRAFFIC— ALL PERSONNEL EVACUATE THE BUILDING" all engine drivers will start giving three longs blasts from the air horns on the engine. They should continue this for a minimum of three minutes or until accountability is complete.
4. Hearing the EMERGENCY signal by radio and/or air horn, all Firefighters will evacuate the building by the shortest route possible. Equipment that will slow down your escape is to be abandoned unless it is needed for protection (e.g. hose line)
5. Once outside the building, all personnel shall report to the Incident Commander for a head count to assure all personnel have exited the building.

San Juan County Fire/Emergency Management Standard Operating Procedures

16- Collapse Size-Up:

Date: 3/2016

Purpose:

The purpose of this procedure is to assure that all personnel maintain a constant awareness of structural conditions that could lead to collapse.

Application:

This procedure shall apply to all personnel.

Responsibility:

All personnel are responsible for maintaining a constant awareness of structural conditions that could affect their safety. The Incident Commander is responsible for assuring that structural conditions are continuously observed.

Hazards:

All personnel shall watch for signs that could signal a building failure or collapse is imminent such signs may include:

1. Little or no progress on a fire after 10- 12 minutes of well placed lines.
2. Walls or floors sagging or bowing.
3. Distortion of doors or windows.
4. Beam ends pulling away from supports.
5. Floor joists bowing.
6. Little or no run off while using heavy streams.
7. New cracks developing and moving.
8. Plaster or brick work falling
9. Walls disassemble under water streams.
10. Overhang structures that may collapse without warning.
11. Truss construction can be expected to fail when exposed to moderate Fire exposure.

Personnel should be extremely careful during overhaul operations. The conditions of the building should be carefully evaluated before personnel are committed to the interior of the structure, if there is any doubt as to the stability of the structure, all work will be done from the exterior of the building.

San Juan County Fire/Emergency Management Standard Operating Procedures

17-FIRE GROUND SAFETY/RISK MANAGEMENT:

Date: 3/2016

PURPOSE:

To establish Operational Guidelines to be employed during an incident which will minimize the exposure of personnel to fire hazards incurred during the successful control of an incident.

RESPONSIBILITY:

The Incident Commander and all personnel involved in the incident are responsible to work within all recognized safety guidelines at all times. All officers are responsible for the safety of their assigned personnel. It shall be the responsibility of the Incident Commander to evaluate the risk posed to personnel with the respect to the and potential results of their actions in each situation. Risk assessment shall be an on - going process throughout the entire incident operation. It is recognized that at an emergency incident, the Incident Commander shall be responsible for the overall safety of all personnel and all activities occurring at the scene,

PROCEDURES:

Risk Management-

1. The Incident Commander shall integrate management into the regular functions of incident command.
2. The concept of risk management shall be utilized on the basis of the following definitions and principles:
 - a. Risk Assessment: To set or determine the possibility of suffering harm or loss and to what extent.
 - b. Risk Management: The development of strategy and tactical plans based on an accurate risk assessment taking into consideration the current and potentially changing emergency scene conditions.
 - c. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of personnel, and actions shall be taken to reduce or minimize these risks. "FIREFIGHTERS MAY PLACE THEMSELVES IN A SITUATION WITH MODERATE RISK TO SAVE LIVES THAT ARE SAVABLE
 - d. Activities that are routinely employed to protect property shall be recognized an inherent risk to safety of personnel, and actions shall be taken to reduce or minimize these risks. FIREFIGHTERS MAY PLACE THEMSELVES IN A SITUATION WITH MODERATE RISK TO SAVE LIVES THAT ARE SAVEABLE. When there no possibility to save lives or property, FIREFIGHTERS WILL RISK NOTHING TO SAVE LIVES WHICH HAVE ALREADY BEEN LOST OR PROPERTY WHICH ALREADY HAS BEEN DESTROYED.
3. The Incident Commander shall continually evaluate the risk to personnel with respect to the purpose and potential results of their actions in each situation encountered.
4. The Incident Commander shall provide an adequate number of personnel to safely conduct emergency scene operations. Operations by the Incident Commander shall be limited to those that can be safely performed by the personnel available at the scene.
5. It must be recognized that every situation is unique and that an all encompassing definition for undue risk is impossible. For this reason, the ability for an Incident Commander to use discretion and judgment on a situation basis when applying risk management assessment and risk management controls in relationship to the strategy and tactics being applied is a must. Once the Incident Commander has established the level of risk that is acceptable and the amount of gain that is to be realized, it is the Incident Commander's responsibility to ensure that all personnel are operating within the strategy and risk level established. Risk a lot to save a life. Risk a little to save property. RISK NOTHING TO SAVE NOTHING.

TACTICAL POSITIONING: Positioning operating companies can severely affect the safety/survival of such companies. Personnel must use caution when placed in the following positions:

1. above the fire (floors/roof)
2. Where fire can move in behind them.

3. Where there is not control of position/retreat.
4. with limited access—one way in/out
5. Operating under involved roof structures.
6. In areas containing hazardous materials.
7. below ground fires (basements, etc.)
8. In areas here a back draft/flashover potentially exists.

OFFENSIVE/DEFENSIVE CONSIDERATIONS: The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision. When the rescue of savable victims has been completed, Command must ask "IS THE RISK TO MY PERSONNEL WORTH THE PROPERTY I CAN SAVE?" When operating in a defensive mode, operating positions should be as far from the involved area as possible while still remaining effective. Position and operate from behind barriers if available (fences, wall, etc.) that are outside the collapse zone. The intent is for personnel to utilize safe positioning where possible in an effort to safeguard against sudden hazardous developments, such as back draft explosions, structural collapse, etc. When operating in an offensive mode, be aggressively offensive. An effective coordinated interior attack operation directed toward knocking down the fire eliminates most safety problems.

FIREGROUND & INCIDENT ASSIGNMENTS:

To limit the number of personnel on the fire ground to those assigned to a necessary function, all personnel shall be:

1. Positioned in staging,
2. Assigned to a task or operating with a team.
3. Having completed an assignment and no other assignments are available, crews should be assigned to staging or rehabilitation until such time as they can be reassigned to an operating assignment or released to "in-service" status.
4. All firefighters are responsible to assist commanders within the ICS structure in maintaining accountability for resources. Firefighters assigned as a team are responsible for the safety of their partner. The intent of this procedure is to minimize fire ground confusion/congestion and to limit the number, of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews will be restricted from wandering about the fire ground or congregating in nonfunctional groups. If personnel have not been assigned and do not have necessary staff function to perform, they shall remain outside the fire ground perimeter.

SAFETY CONSIDERATIONS:

When it is necessary to engage personnel in exceptionally hazardous circumstances (i.e. to perform a rescue), Command will limit the number of personnel exposed to an absolute minimum and assure the following safety measures are taken.

1. Accountability/Passport system is in operation as per departmental operating procedures.
2. Firefighters operating in hazardous areas at emergency structural fire incidents shall operate in teams of two or more
 - a. Team members operating in hazardous areas shall be in communication with each other through visual, audible, physical, or by any other means in order to coordinate their activities.
 - b. Team members shall be in close proximity to each other to provide assistance in case of emergencies.
3. The fire department shall provide personnel for the rescue of members operating at emergency incidents.
4. In the "initial stage" of structure fire-incident, where only one team is operating in the hazardous area; at least two additional firefighters shall be assigned to stand by outside of the hazardous area where the team is operating.
 - a. The responsibility of the standby firefighters shall be awareness of the status of the firefighters inside the hazardous area.
 - b. The standby firefighters shall remain in positive Communication with the entry team, with full protective clothing on, SCBA's donned, in the standby mode.

5. Once additional crews are on the scene and assigned, the incident Commander shall evaluate the situation and risks to operating crews.
6. In extremely hazardous situations (flammable liquid, LP gas, hazard materials, etc.) Command will engage only an absolute minimum number of personnel within the hazard zone. Unmanned master streams will be utilized wherever possible.
7. In situations where crews must operate from opposing or conflicting positions, such as front streams vs. rear attack streams, roof crews vs. interior crews; utilize radio or face to face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries. Command should notify Company Officers of opposing operations.
8. Do not operate exterior streams, whether hand lines, master Streams, ladder pipes, etc., into an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to steam blasts, the driving of fire and/or heavy heat and smoke, onto the interior crews.
9. When laddering a roof, the ladder selected shall be one which will extend 2' —3' above the roof line. This shall be done in an effort to provide personnel operating on the roof with visible means of egress.
10. If possible, when laddering buildings under fire conditions, place ladders near building corners or fire walls, as these areas are more stable in the event of a structural failure.
11. When operating either above or below ground level, establish at Least two (2) separate escape routes/means where possible (such as stairways, ladders, exits), preferable at opposite ends or diagonal corners of the building.

FIREGROUND PERIMETER:

Many safety principles revolve around actions that take place with the fire ground perimeter. The fire ground perimeter can be defined as: The area inside an imaginary boundary that has been determined by safety considerations, according to the foreseeable hazards of the particular incident. The flexible boundary that determines the fire ground can be altered by various safety factors. All personnel entering the fire ground perimeter shall:

1. Wear protective clothing
2. Wear SCBA and have the PASS device in operation, if necessary.
3. Have crew/team intact and participating in the passport accountability system.
4. Be assigned to a team/company.

REHABILITATION:

In an effort to regulate the amount of fatigue suffered by fire ground personnel during sustained field operations, Officers should frequently assess the physical condition of their assigned companies/teams. When crew members exhibit signs of serious physical or mental fatigue, the entire crew/team should be reassigned to rehabilitation, if possible. The Officers request shall indicate the crew's Position/condition and shall advise as to the need for a replacement crew/team. Individual crews shall not report to the rehabilitation unless assigned by the Incident Commander. Crew/team members should report to and remain intact while assigned to rehabilitation. The rotation of companies will be utilized by command during extended operations to provide an effective on-going level of personnel and their performance. It is the intent of this procedure to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level.

PASSPORT SYSTEM/ACCOUNTABILITY:

The fire department shall account for all personnel within the fire ground perimeter by utilizing the Accountability System. Command should establish a Safety Officer at incidents involving inordinate danger to personnel. Working the Accountability System could be an assignment given to the Safety Officer by Command. Appointment of, a Safety Officer should be a high priority assignment. The establishment of a Safety Officer in no way diminishes the responsibility of all Officers for the safety of their assigned personnel. Each and every firefighter shall utilize common (safety) sense and work within the intent of establishing safety procedures at all times.

STRUCTURAL COLLAPSE:

In recent times, structural collapse has been a leading cause of serious injuries and death to firefighters. For this reason, the possibility of structural collapse should be a major consideration in the development of any tactical plan. Structural collapse is always a possibility when a building is subject to intense fire. Regardless of the age and exterior appearance of the building, there is always the possibility that a principle structure supporting Member is being seriously affected by heat and may suddenly Collapse. In the typical fire involving a building, the roof is the most likely to fail, however, failure of the roof may very likely trigger a Collapse of one or more wall sections. This is especially true if the roof is a peak or dome type which may exert outward pressure against both the bearing and non-bearing walls. In multi-story buildings or buildings with basements, the floor section above the fire may collapse if supporting members are directly exposed to heat and flames.

Structures have been known to collapse without warning, but usually there are signs which may tip off or alert firefighters of impending collapse.

- Cracks in exterior walls.
- Bulges in exterior walls.
- Sounds of structural movement- creaking, groaning snapping, etc.
- Smoke or water leaking through walls.
- Flexible movement of any floor being walked upon.
- Interior or exterior bearing walls or columns leaning, twisting or flexing.

The following construction features or conditions have been known to fail prematurely or to contribute to early structural failure when affected by fire.

1. Parapet walls.
2. Large open (unsupported) area: supermarkets, warehouses, etc.
3. Large signs or marquees which may pull away from weakened walls.
4. Cantilever canopies which usually depend on the roof for support and may collapse as the roof fails.
5. Ornamental or secondary front or sidewalls which may pull away and collapse.
6. Buildings and homes with light truss, bar joints or bow string truss roofs,

Buildings containing one or more of the above features must constantly be evaluated for collapse potential. These evaluations should be of major consideration towards determining the tactical mode (i.e.) offensive/defensive. It is a principle command responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on- going evaluation requires the input of all officers advising command of the conditions in their area of operations. Remember, that structures other than fire protected/heavy timber construction are not designed to withstand the effects of fire and can be expected to fail after approximately twenty minutes of heavy fire. Command or the Safety Officer should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position. If structural failure of a building appears likely, a perimeter must be established a safe distance from the area that may collapse.

ABANDONMENT:

Interior firefighting operations should be abandoned when the extent of the fire prohibits control or the structure becomes unsafe to operate within. Our primary concern, when a hazard may affect the safety of fire personnel, is the welfare of those personnel. If an emergency evacuation order is given, follow the procedures outlined in S.O.P (Emergency Evacuation). Structural abandonment/withdrawal generally involves a shift from offensive to defensive as an operational strategy. In such cases, Command must develop a corresponding operational plan and must communicate that plan to all operating elements. It is extremely important that everyone receive the word that a shift in strategy has been made.

SEARCH AND RESCUE:

Search and rescue should be performed according to an efficient, well planned procedure which includes the safety of search crew personnel. The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search crew. All search and rescue firefighters will:

1. Have on protective clothing, including SCBA's, with the PASS device activated.
2. Take any appropriate equipment required.
3. Always have a radio.
4. Will always go in pairs of two (2). Always stay in physical contact with each other.
5. Prior to entering the search area, all search team members should be familiar with a specific search plan, including the overall objective, a designation of the search area, individual assignments, etc.
6. Whenever a search is conducted that exposes the search crews to any fire conditions, the search team should not enter the building without a charged 1 V2 hose line.

San Juan County Fire/Emergency Management Standard Operating Procedures

18-OPERATIONAL PROCEDURES AT NATURAL AND LIQUEFIED PETROLEUM GAS LEAKS:

Date: 3/2016

PURPOSE:

The purpose of this procedure is for the safety and information of any personnel responding to Natural and Liquefied Gas Leaks.

APPLICATION: This procedure will apply to ALL personnel.

RESPONSIBILITY: It is the responsibility of each firefighter to follow this procedure. There is no deviation of this procedure.

PROCEDURE FOR USE:

1. As much information as possible should be obtained from the person reporting the leak, information such as the type of product, amount or size of the container, how long it has been leaking and are there any known ignition sources in the vicinity. This information can usually be obtained through dispatch.
2. Size-up (gathering of information) should start as soon as the alarm is received and continue, while responding, to determine the extent and details of the leak. If no information is available, or if incident involves a tanker roll-over, DO NOT immediately enter the scene. Stage Engines at a safe distance and search the area with binoculars, or any other means at your disposal, to determine the type of material involved the extent of the leak, and other information vital to the incident.
3. If material can be identified, refer to the Orange 2012 Emergency Response Guidebook (Guide Section — orange section) for pertinent information. Follow suggested guidelines in this section for fire hazards, safety, evacuation and protective clothing.
4. Immediately notify dispatch of hazardous conditions. If required, ask dispatch for additional aid and for County Emergency Command/personnel to respond.
5. Once size-up and dispatch have been notified, apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.

OPERATIONAL PROCEDURES:

1. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with the pertinent details covered as the type of gas, source of leak, ventilation in place, use of SCBA, etc.
2. The tactics should involve the minimum number (at least 2) of personnel needed to accomplish them, and all remaining personnel shall be staged in a safe and secure area. All operations that can be completed outside of the structure should be done outside. Every reported gas leak must be treated seriously and the risk to the firefighters managed as safely as possible.

USE OF EQUIPMENT:

1. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area involved, such as a basement. The area would be oxygen deficient, and you may suffocate. Should an explosion occur, you will need to not only survive the explosive effect but also the burning gases. While the fire may only be a momentary flash, should you be inhaling a breath at that moment you could severely damage your respiratory system.

GENERAL CONSIDERATIONS:

Characteristics of Gases.

1. Natural gas (methane) is colorless, treated with an odor detector, lighter than air—rises and may be more predominant in the upper levels of a structure.
2. LP gas (propane or butane) is colorless, treated with an odor detector, heavier than air—settles and may be more predominant in the lower levels of a structure. Caution should be used if the structure has air currents flowing through it as vapors may be found in the upper levels as well as the lower levels.

3. In tanker accidents, LP gases will seek the lowest path of least resistance. Be aware of terrain conditions under these circumstances. Also, cold weather inhibits the dispersion of LP gases into the atmosphere.

IGNITION SOURCES:

1. While it is impossible to identify every potential source, some of the more common ones to be considered are as follows:

- a. Pilot lights of appliances or furnaces.
- b. Motors that may start.
- c. Arcing from electrical switches opening or closing could be as small as a flashlight.
- d. Static electricity arc.

While it is impossible to outline every possible problem that may be encountered or anticipated dealing with gas leaks or solutions to resolve them, they should all be treated with the utmost care. Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignments. It is essential that a good size-up be done, the real problems identified, a sound strategy developed and tactical assignments made to support the strategy.

San Juan County Fire/Emergency Management Standard Operating Procedures

19-INCIDENT COMMAND SYSTEM:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure smooth operations at an incident with the highest amount of personnel safety.

APPLICATION:

This procedure shall apply to situations that by virtue of the size of the fire, complexity/potential of the occupancy or the possibility of extension require a strong, direct, overall command from the start.

RESPONSIBILITY:

It is the responsibility of all personnel to follow this procedure. It is the Training Officer(s) responsibility to assure that all personnel receive training in the Incident Command System (ICS). It is the responsibility of each member to have a general working knowledge of the ICS.

PROCEDURES FOR USE:

1. The first arriving member or apparatus shall give initial size up information to the SO dispatch:
 - A. Unit arriving on the scene.
 - B. Building description (Masonry block, wood frame, single story, multi-story, etc.)
 - C. Conditions observed at the scene (smoke showing, flame(s) showing, fully involved, etc.)
 - D. Exposures
 - E. Additional requests for aid (rescue, additional pumpers power/gas company, etc)
2. At this point the member can exercise the command options, which is to commit to firefighting and advise the incoming unit to assume (establish) command, or to assume (establish) command and name it.
3. The member assuming (establishing) command will announce this over the radio, to dispatch, and name the command.

COMMAND RESPONSIBILITIES:

The five (5) initial and on-going tasks listed below are Command responsibilities and stay with Command whether the initial member remains in Command, or Command is transferred to an arriving Officer.

INITIAL:

1. Assume an effective command position.
2. Transmit a brief initial radio report.
3. Rapidly evaluate situation.
4. Develop an attack plan.
5. Assign units as required.

ON-GOING:

1. Provides continuing overall Command and progress reports until relieved by a ranking officer.
2. Assigns positions consistent with fire ground procedures of this department.
3. Reviews and evaluates attack efforts and revises attack plans as needed.
4. Requests and assigns additional units as needed.
5. Returns units to service and terminates Command.

INCIDENT COMMANDER:

The Incident Commander (IC) is responsible for the overall management of the incident. The IC may have an aid or a runner.

The IC will:

1. Assume (establish) command.
2. Initiate the Incident Command System according to incident needs.
3. Delegate positions appropriate for the size of the incident.

4. Request additional resources, if needed.
5. Verify that the PAR (personnel accountability) system is being utilized.
6. Determine incident objectives which in turn will be the foundation for the Incident Action Plan.
7. Coordinate and approve the action plan. During the fire operations, the IC is the designated person to talk with dispatch. Radio communication with dispatch, the IC will always use the command name given for the incident.

SAFETY OFFICER:

The IC has the ultimate responsibility for the safety of all personnel at the incident. On complex incidents, the IC will need to have someone specifically monitoring safety aspects of the incident, because the IC will be too busy to give attention to all details. The Safety Officer (SO) has the responsibility to identify potentially hazardous situations and mitigate any imminent danger to personnel. The SO has the authority to stop or make alterations to action plans that would place personnel in imminent danger. When activated, the Safety Officer will:

- Report to the IC.
- Receive a briefing and any special instructions necessary to fill the position.
- Obtain information concerning the incident area and identify potential hazardous situations.
- Review strategy and tactics for safety factors and advise the IC accordingly.
- The Safety Officer has the authority to immediately suspend any activities being conducted in an unsafe manner or due to hazardous conditions.
- Observe operations for proper safety procedures and precautions by all personnel.
- Monitor the conditions of personnel for signs of exhaustion and fatigue,
- Investigate all accidents which occur within the incident area and complete proper reports for the IC.
- Assist the IC with the personnel accountability tag board.

Operating Procedures

20-Department Vehicles for Special Events:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure appropriate use of County Fire Response Vehicles.

APPLICATION:

This procedure shall apply to all special events that are of a non-emergency. Examples include but are not limited to: school sporting events, fairs, rodeos, parades, and races.

RESPONSIBILITY:

It is the responsibility of all personnel to follow this procedure. It is the Chief's responsibility to assure that all personnel follow this procedure.

PROCEDURES FOR USE

- No Community should be left uncovered due to a request for Fire Response vehicles to participate in special events. Only one vehicle per department will be allowed to participate in special events.
- Vehicle usage should be kept to a minimum.
- Vehicles should be turned off when not in use at these events.
- Trips to the special event and back should be limited to the trip there and back.
- All requests will need 1 week prior approval from the County Fire Chief or the County Emergency Manager.
- Failure to follow this policy will result in disciplinary actions.

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21-Department Shirts:

Date: 3/2016

PURPOSE:

The purpose of this procedure is to assure appropriate use of County Fire Shirts. This procedure is also in place to eliminate misrepresentation of county fire fighters and the county fire department.

APPLICATION:

This procedure shall apply to all registered fire department members of a county fire department that have met the minimum requirement of ICS 100, 200, 700, 800, Hazmat Awareness and Initial Attack

RESPONSIBILITY:

It is the responsibility of all personnel to follow this procedure. It is the Chief's responsibility to assure that all personnel follow this procedure.

PROCEDURES FOR USE

- Each approved Fire Fighter will be given a San Juan County Official Fire Department Shirt. This shirt is the property of San Juan County and must be returned upon the Fire Fighter leaving the department.
- Only the approved Fire Fighter is allowed to wear the shirt.
- Family members and those under the age of 18 are not allowed to wear the official shirt.
- The shirt is provided for the fire fighter to wear to meetings, trainings, specials events and response.
- The shirt is the county fire department official uniform and shall not be used for everyday use.
- The Official uniform is there to designate the fire fighter as a San Juan County Fire Department representative and while wearing the shirt they are representing the county and their actions should follow the code of conduct contained in these by-laws.
- Official County Fire shirts will be navy blue with the San Juan County Fire Department and Emergency Services logo on the upper left front of the shirt. On the back of the shirt it will be San Juan County in white letters Fire in bold red letters and Emergency Services underneath in white letters.
- When a shirt gets worn out it is the responsibility of the Fire Fighter to ask the Chief of their department to request a new one from the San Juan County Fire Chief. The old shirt will be turned in for a replacement one.
- Departments may make their own shirts but they shall not contain San Juan County Fire Department or Emergency Services on them and they will not be recognized as an official fire department shirt.
- Failure to follow this policy will result in disciplinary actions.

San Juan County Fire/Emergency Management Standard Operating Procedures

22-Payment Structure for Fire Departments:

Date: _____

PURPOSE:

The purpose of this procedure is to assure a process to pay the Fire Chief and Firefighter from each volunteer fire department.

APPLICATION:

This procedure shall apply to all fire department members of a county fire department.

RESPONSIBILITY:

It is the responsibility of all personnel to follow this procedure. It is the Chief's responsibility to assure that all personnel receive training in reports and accounting for time on an incident.

Pay Scale	
All Firefighters and Chief	\$10.00 a training

Payment will be made to each Chief and Firefighter either semi-annually or annually, to receive payment the following will have to be turned in by the 15th of every month.

Training Roster with subject trained on and names of those firefighters that attended the training.

Firefighters need to be approved members of the fire department (a list will be turned in every year to the San Juan County Fire Chief and San Juan County Emergency Manager) and have their basic requirements met Initial Attack, Haz-Mat Awareness, ICS 100, 200, 700, and 800 before they will be paid for training.