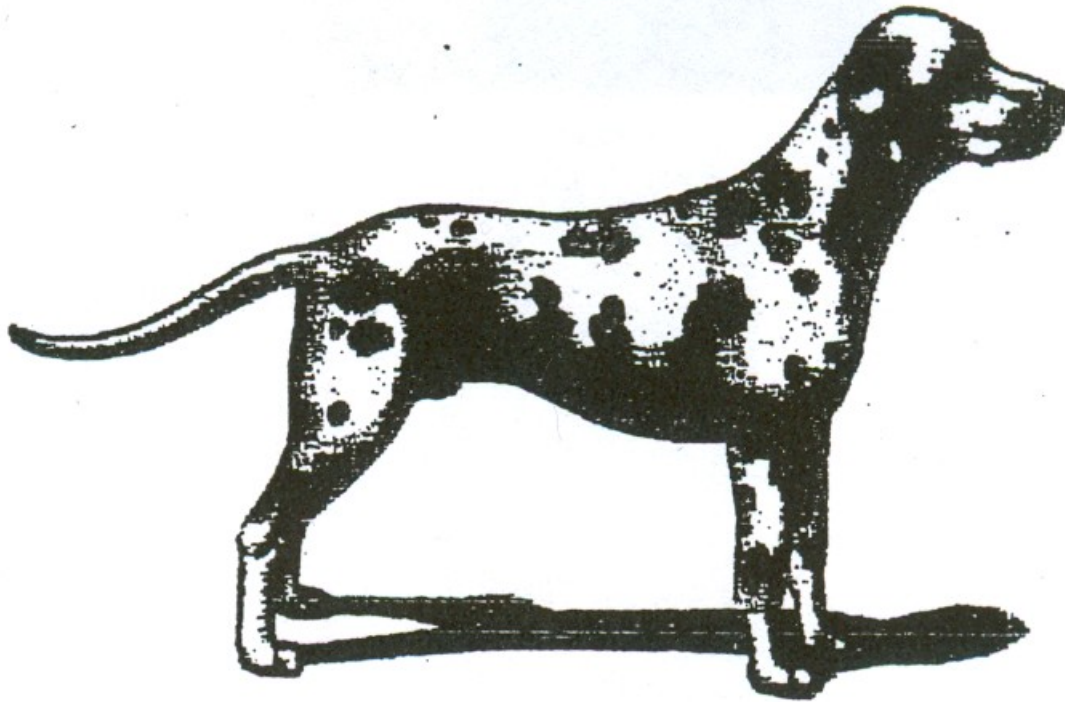


Morrisville Fire Protection District



Standard Operating Guidelines

Revised March 12, 2018

Morrisville Fire Protection District
PO Box 78
Morrisville, MO 65710

Chapter 1 Department Organization.....	3
Chapter 2 Introduction.....	4
Chapter 3 Chain of Command.....	5
Chapter 4 Appointment of Officers.....	7
Chapter 5 Duties of Assistant Chief(s).....	8
Chapter 6 Duties of Training Officer.....	9
Chapter 6-A Maintenance Officer.....	10
Chapter 6-B Safety Officer.....	11
Chapter 7 Apparatus Operators and Firefighters.....	12
Chapter 7-A Rehabilitation (Rehab) Coordinator.....	13
Chapter 8 Recruiting Firefighters.....	14
Chapter 9 Duties and Responsibilities of all Firefighter Personnel.....	15
Chapter 10 Personal Protective Equipment.....	18
Chapter 11 Scene Size Up.....	19
Chapter 12 Fireground Operations.....	20
Chapter 13 Department Owned Property.....	23
Chapter 14 Uniform Policy.....	24
Chapter 15 Disciplinary Actions.....	25
Chapter 16 Training and Meeting Policy.....	26
Chapter 17 Operating Department Apparatus.....	27
Chapter 18 Policy and Procedure Changes.....	28
Chapter 19 Responder Classifications.....	29
Chapter 20 Commendation Award Guideline.....	30
Chapter 21 Points Policy.....	32

Chapter 1

Department Organization

The Morrisville Fire Protection District (MVFPD) provides fire protection to the citizens in the Morrisville Fire Protection District. The MVFPD will operate under the following Standard Operating Guidelines (SOG) and under all jurisdictions outlined in this manual.

The Morrisville Fire Protection District (MVFPD) is a tax based political subdivision. The citizens of the district elect a 5 person board of directors. The Directors appoint the Fire Chief, Assistant Chief, Training Officer, and Safety Officer. The President is responsible for the administration of the overall operation of the organization. A Fire Chief, who is responsible to the Board, is to oversee the fire fighting activities of the department, and oversees the firefighters.

Chapter 2

Introduction

This manual is the standard operating guide to establish and detail duties and responsibilities of all personnel associated with MVFPD.

All personnel will be expected to abide by these guidelines and procedures set forth.

Each of the department's firefighters shall receive and read this manual and be familiar with the department's guidelines and procedures.

Any additions or changes to this manual shall be submitted in accordance with Chapter 18 for review and approval.

These guidelines and procedures are not to restrict or impose unnecessary regulation upon any member or the department. They are set forth as a guide to follow for safety, for orientation of new personnel, as well as provide for uniformity and cooperation in the department.

Chapter 3

Chain of Command

Fire Chief:

The Fire Chief is under the supervision of the Board of Directors and President. His duties include but not limited to the following:

- Oversees the daily operations of the fire equipment and personnel of the Fire Department as per the wishes of the Board of Directors.
- Coordinate all investigations dealing with cause and origin.
- Make all administrative reports to the Board of Directors.
- Provide any and all information requested by the Board concerning the department's operation.
- Mediate any disagreement or personnel matters between Fire Department personnel prior to bringing it to the attention of the Board.
- Oversees the activities of the maintenance officer.
- Interview all prospective firefighters prior to submitting them to the Board for review and approval.
- Coordinate and oversee all department training and assist the Training Officer with instruction.
- Handle news and media inquires pertaining to incident scenes or delegate to another.

Section 3-A

Officer Training Requirements

Chief Officers shall have the following training and certifications:

- Missouri Division of Fire Safety Certification to the level of Firefighter II.
- Active Division of Fire Safety Certification as Fire Officer I.
- Active Medical certification to Fire Department Medical First Responder or greater.
- Completion of all National Incident Management System training as required by federal regulations.

Captains shall have the following training and certifications:

- Have completed Basic Firefighter Skills certification.
- Active Medical certification to Fire Department Medical First Responder or greater.
- Completion of all National Incident Management System training as required by federal regulations.

Lieutenants shall have the following training and certifications:

- Have completed Basic Firefighter Skills certification.
- Active Medical certification to Fire Department Medical First Responder or greater.
- Completion of all National Incident Management System training as required by federal regulations.

The board of directors reserves the authority to make exceptions to the above requirements based on candidacy and organizational needs.

Chapter 4

Appointment of Officers

Officers:

The Board of Directors will appoint the officers (Captains & Lieutenants). The following qualifications should be considered when evaluating an officer candidate:

- Ability to command and lead personnel.
- Knowledge of department operations.
- Strong interest (dedication) to the department.
- Experience and training in the fire service.
- Knowledge of department equipment and its use.
- Ability to get along with the other personnel.
- Willingness to continue training to better self and the department.

Personnel interested in an officer's position must notify the Fire Chief or Board of Directors to be considered for any position.

Chapter 5

Duties of Assistant Chief(s)

Assistant Chief(s):

The Fire Chief will appoint the Assistant Chief(s) with Board of Directors approval. His/Her duties will be to assist the Chief in coordinating the activities of the department. The Assistant Chief(s) will be the Commanding Officer in the absence of the Chief. He/She will possess all the Chief's responsibilities and authority as per the wishes of the Chief.

Other duties of the Assistant Chief will include, but are not limited to the following:

- Assisting with the interviewing of prospective personnel.
- Being responsible for the knowledge of all administrative procedures concerning the department.
- Reporting directly to the Chief of any activity in the absence of the Chief.
- Being responsible to report any personnel problems to the Chief.

Chapter 6

Duties of Training Officer

The Chief shall appoint the department Training Officer with the Board of Directors approval.

Duties will include, but are not limited to the following:

- Be responsible for organizing all training programs and scheduling of such programs for the department.
- Conduct internal training programs for department personnel monthly.
- Organize regular training sessions a month in advance and publicize them.
- Recommend personnel for specialized training programs outside the department.
- Keep the department informed of upcoming outside training programs with mutual aid departments.
- Keep and maintain a training record on each firefighter.
- Keep informed on new techniques in emergency services.
- Advise the Chief on all matters concerning fire training and coordinate training through the Chief and with other mutual aid departments.

Chapter 6-A

Maintenance Officer

Duties of Maintenance Officer (M.O.):

- The Maintenance Officer is responsible for the care and maintenance of department equipment.
- M.O. is to make sure all equipment is operational after each call.
- The M.O. shall report to Board each month as to maintenance service, repairs, and expenses.
- The M.O. may request a work session as needed for maintenance of equipment.
- The M.O. shall set up a maintenance program and carry it out to the best of his/her ability and may request help from other department personnel if needed.

Chapter 6-B

Safety Officer

Minimum Education and Training Required:

- University of Missouri's 12-hour Safety Officer class
- Training in structural firefighting
- Rescue operations
- Must attend 4-hour electrical safety class
- Must have hazardous materials – Awareness level training

Experience Needed:

- Minimum of two (2) years of active fire and rescue duty

Reports to:

- Fire Chief

Supervises:

- All rehabilitation (Rehab) division personnel
- All responders on scene to assure life safety

Summary of Duties:

- Works closely with scene commander to assure safest scene possible
- Works closely with Fire Chief to develop safe operating policies and procedures.
- Works closely with Rehab coordinator and senior medical officer to develop an effective Rehab program.
- Assures the Rehab program is set and used on all scenes that require it.
- May override scene command decisions in the interest of life safety.
- Other duties as requested by the Fire Chief.

Chapter 7

Apparatus Operators and Firefighters

Apparatus Operator(s):

The apparatus operator must be 18 years of age and be physically/mentally able to perform duties assigned.

The requirements of apparatus operator(s) will include, but are not limited to the following:

- Must have completed apparatus specific training requirements.
- Perform all duties assigned to them by other department officers.
- Must have a valid driver's license and good driving record.
- Should not leave their pumping apparatus unattended while pump is engaged.
- Must ensure apparatus is refueled at or above ½ tank.
- Must report apparatus irregularities to the chain of command.

Firefighter:

The firefighter's requirements will include, but are not limited to the following:

- Must be 18 years of age, physically and mentally able to perform duties assigned.
- Must have completed recruit requirements or equivalent.
- Perform all duties assigned to them by other department officers.
- Return all equipment to ready to use state after each call.
- Must have Basic Firefighter or equivalent training.
- Must have Emergency Medical Responder or equivalent training.

Chapter 7-A

Rehabilitation (Rehab) Coordinator

Minimum Education and Training required:

- Emergency Medical First Responder

Experience Needed:

- Must be familiar with most aspects of fire and rescue operations.

Reports to:

- Safety Officer, Fire Chief.

Supervises:

- All other active Rehab personnel.

Summary of Duties:

- Coordinates with IC to determine safe rehab site on fire and rescue scenes.
- Places rehab and other proper equipment in rehab area.
- Helps On-Scene Medical Officer to monitor responder health and conditions.
- Helps to return rehab equipment to proper apparatus.
- Maintains rehab equipment on apparatus and/or privately owned vehicles.
- Other duties as requested by the Safety Officer or Fire Chief.

Chapter 8

Recruiting Firefighters

All prospective firefighters entering the MVFPD must meet the following requirements:

- Must be 18 years of age.
- Be physically and mentally able to perform emergency response activities.
- Show interest in the development and growth of the department.
- All recruits must serve a 6 month probationary period.
- During probation the recruit must attend at least 4 regularly scheduled training meeting, unless excused by the Chief.
- The recruit must actively participate in department activities and training.
- Recruits must perform duty assignments in a responsible manner.

Upon completion of the requirements, the recruit, with the recommendation of the Fire Chief, may be elevated to the level of firefighter or required to remain at the recruit level.

The recruit level may be waived if the prospective recruit has had sufficient training in fire services.

Chapter 9

Duties and Responsibilities of all Firefighter Personnel

1. All personnel shall be appointed by the Fire Chief, with the final approval of the Board.
2. The Chief and Assistant Chief(s) shall interview personnel applying for a firefighter position with the department. He/She shall be required to sign an authorization to release any background information required before his/her appointment is final. Such information shall remain confidential and become part of his/her permanent personnel file.
3. Personnel shall conduct themselves in a professional and courteous manner at all times. They must always keep in mind that they serve as representatives of the MVFPD.
4. Personnel will do their jobs to the best of their abilities and training.
5. Personnel shall be responsible to the ranking officer in charge and carry out such tasks as may be assigned within their training and abilities.
6. If personnel are requested to perform duties, which they believe may endanger a life or is unsafe, it is their duty to advise the officer in charge of these circumstances.
7. No personnel shall respond to any incident or be involved in any department activity while under the influence of alcohol or intoxicant.
8. Personnel shall not use any narcotic or stimulating drug while on or off duty, unless prescribed by a physician for them at that time. When required by a physician to take medication no personnel shall respond unless authorized by the prescribing physician to undertake such activity, with Fire Chief's approval.
9. No personnel in uniform or a vehicle marked as a firefighter for MVFPD shall frequent any place of questionable character except in the official performance of duties.
10. No personnel in uniform or a vehicle marked as a firefighter for MVFPD shall purchase, consume, or transport any alcoholic beverages to or from any establishment.
11. Personnel shall refrain from the use of uncivil, harsh, or profane language, even under the greatest amount of provocation, when dealing with the public, including social media.
12. Personnel shall treat the public, all superiors, and personnel of other agencies with respect, courtesy, and consideration.
13. Personnel charged with violation of a criminal law will be subject to suspension and/or disciplinary action.
14. Personnel shall not discuss internal department problems with persons outside the department or become involved in disputes while in public or on incident scenes. This is cause for disciplinary action.
15. In responding to any emergency incident, personnel will exercise the utmost caution and courtesy to the public. All normal driving laws shall be observed.
16. When operating any vehicle in emergency mode, all responders shall still stop at stop signs and red traffic lights to confirm intersection is clear prior to proceeding.
17. Responders should remember that emergency lights and siren are a request, not a guarantee, for the right of way.
18. A valid blue light card, signed by the current Chief must accompany all use of emergency response equipment in personally owned vehicles.
19. Misuse of emergency response equipment will result in disciplinary action.
20. Emergency response to an incident requires the use of both emergency lights and audible siren.
21. Emergency response equipment shall not be used unless personnel have capability of receiving all radio instructions.

22. In the event of cancellation of any response, all use of emergency response equipment will be terminated immediately.
23. Any radio communications should be acknowledged by the personnel to whom they are directed, when possible.
24. Radio communications shall be conducted in a professional manner with all radio traffic held to a minimum.
25. The Chief or designated communications officer shall approve any personally owned radio equipment before such equipment can be used for department communications.
26. Any misuse of radio equipment or air traffic may result in disciplinary action.
27. Personnel shall not contact any other agency to offer the department's services without the approval of a department officer.
28. Any response to a call requires a tone to be requested from central dispatch.
29. Only the Incident Commander may provide information to the news media, unless a Public Information Officer (PIO) is designated, or by the Chief.
30. Personnel shall direct all news media inquiries to the Incident Command or PIO.
31. Personnel shall not disclose confidential information pertaining to any incident, person or the department to anyone outside of the department.
32. Personnel shall not remove any property from any incident scene which is not his or the department's property.
33. The Incident Commander shall be notified immediately of the discovery of any valuable property at any incident.
34. Personnel shall not incur department expenses without approval from the Chief or Board. This does not apply to purchase of fuel for department owned vehicles (All apparatus operators shall assure the apparatus contains adequate fuel and water prior to return to quarters.)
35. If at any time, personnel suspect a fire is of suspicious origin or possibility that a crime has occurred, he will immediately report to the Incident Commander and assist in protecting the scene.
36. Personnel will not allow any unauthorized persons in the area of a fire scene, unless advised differently by the Incident Commander.
37. When information that an investigation is to be conducted at the scene, the scene is to be immediately secured. This will be done by posting personnel at all entrances to limit entry. The scene will remain secured until the investigation is complete. All entry and exit into a secured scene shall be logged by posted lookouts.
38. Personnel shall assist investigating officers at a scene when requested to do so.
39. Any information concerning a possible criminal investigation shall be released only by the officer in charge and only with the approval of the investigating officer.
40. Emergency response to any incident can only be canceled by the agency requesting the response or an officer on scene. In the event of cancellation without authorization. The Commanding Officer may request appropriate response to continue on to the call to verify the canceling authority.
41. The department shall not be responsible for the repair or replacement of personally owned equipment, except as is covered in our insurance policy.
42. Personally owned radios must have all fire/rescue frequencies removed before being sold, unless the purchaser is an authorized user of all of the frequencies contained in the radio.
43. No Morrisville Fire Protection District Responder may respond with any other Fire and/or Rescue Department except when providing authorized mutual aid. This restriction shall not apply when gainfully employed by the other department.

POV Response

For responding to an emergency incident within or outside of the MVFPD jurisdiction, it is preferred that responders utilize department apparatus. However, it is understood that there are occasions when Personally Owned Vehicles (POVs) are necessary for response.

If not managed properly, POV responses to the scene can cause problems for responding apparatus in terms of access and maneuverability. Many areas within the district have small roads or long driveways leading to the structures, which makes large apparatus placement such as tankers or ladder companies a challenge. Tankers need adequate room to off-load water and return to the fill site as quickly as possible.

POVs should be staged as far from the scene as practical, a minimum of one block from the incident scene, and should be parked off the roadway out of the lane of travel. Members should be aware of their parking choices: avoid parking on top of vegetation that could catch fire from the vehicles' hot exhaust system and if practical, do not block driveways and business entrances/exits. Responding members in P.O.V.s should report to the staging area or to the incident commander depending on the incident.

For vehicle accident responses, POVs should be staged off the road and ahead of the accident. Responding in POVs to accidents on limited access or major/interstate highways should be discouraged.

Chapter 10

Personal Protective Equipment

When its use is warranted, all personnel should wear personal protective equipment (PPE) to the extent that it is available. Responders working in close proximity to a burning structure, burning vehicle, or natural cover fire should wear appropriate turnout coat, pants, fire boots, and gloves, as available.

Chapter 11

Scene Size Up

Scene size up is a report given by the first MVFPD responder to arrive on the scene of any emergency incident. The purpose is to describe the general appearance of the situation. This should include the following things:

- Give radio report of scene. Include mechanism of injury, obvious number of victims, number of vehicles, location of vehicles involved, amount of smoke or fire showing, fully involved, or smoke and no flames showing.
- Identify factors that could compromise scene safety of the responders, victims, or bystanders. Report these factors to the incoming units and Central Dispatch.
- Request specialized personnel and/or equipment that are obviously needed. Also request mutual aid that may be needed.

Chapter 12

Fireground Operations

This procedure is to provide guidelines for operations when responding to fire related incidents. These are general framework for handling incidents where fire, or the possibility of fire, is a consideration.

Fire Attack Plans:

The Incident Commander shall establish the type of attack that is necessary on each fire scene. The general fire conditions, hazards to personnel and safety of citizens must be taken into account in establishing the type of fire attack to use.

Offensive Attack:

This attack should be used where fire department personnel can enter the burning structure without undue risk. During these operations, coordinated ventilation should be used to assist with the interior operations. This type of attack is most effective in conducting fire-building searches and for limiting spread of fire. An offensive attack can be used to supplement suppression by a sprinkler system. No structure shall be entered without a pressurized hose and backup available wearing a self contained breathing apparatus (SCBA) and partner system.

Defensive Attack:

This type of attack should be used when a building is too heavily involved in fire or there are other risks that make an interior fire attack imprudent. Exterior hose streams may be applied in order to control the fire.

Fireground Priorities:

The following functions shall be carried out on the fireground as listed, according to their priority. Many tactics may and should be used to assist with the various strategies set forth.

1. Life Safety:

- a. **Primary Search:** A primary search should be conducted at all working fire incidents where an interior attack can be made. A primary search shall be a quick and efficient examination throughout the living areas of the building that is not on fire. In an institutional setting where there are multiple rooms or units, a single slash mark (/) will be made with a yellow crayon at or near the floor level on the door of the room that has been searched. Any responder locating victims shall immediately notify the Commander by radio of the number of victims, the location, and if assistance is needed. All victims not obviously dead shall be immediately removed from the building for emergency medical treatment.
- b. **Secondary Search:** A secondary search should be assigned as units become available from other assignments and after the completion of the primary search. A secondary search shall be a methodical examination of all segments of the building in order to locate any victims that may not have been found during the primary search. In a building with sleeping quarters, a secondary crayon mark shall be made on the door of the units searched which shall create an "X" on the door where both searches have been made.
- c. **Evacuation:** Evacuating residents from the building and firegrounds is an important function of life safety. This could be required in a building with large number of occupants. Removing occupants to a safe location away from the firegrounds is the best way to assure life safety. Evacuation of nearby residents may also be required if there is any potential for spread of the fire to an adjacent structure. There may be incidents that the Incident Commander elects to have the occupants remain in their rooms, homes, or apartments. This is referred to as "protect in place."
- d. **General Life Safety Tactics:** Numerous tactics can be used that greatly assist in preventing the loss of human lives. This may include advancing interior hose teams to confine the fire to a specific area of the building, normally between the occupants and the fire, while evacuating or searching continues. It may include ventilation that allows for the release of smoke and heat from building. It may encompass providing water to a fixed fire protection system in order to check the fire at its earliest stages, etc. The Incident Safety Officer and/or rehab personnel should monitor scene operations and evaluate for risks to responders of the public. If risks are noted, immediate action should be taken to reduce or eliminate the excess risk. The Incident Commander should also be notified of the situations and actions taken. There are many tactics, other than just searching for victims within the structure that can be used to ensure that life safety is the highest priority.

2. Incident Stabilization:

- a. **Exposure Protection:** Protecting the exposures near the fire scene is the second priority, after life safety. The highest priority in general fire control should be to ensure that the surrounding structures do not also become involved. The radiant heat

from a fire can involve the surrounding structures without actual flames touching the other structure. Effective plans to ensure that other structure do not become involved should be implemented as soon as practical after life safety concerns have been addressed.

- b. **Fire Confinement:** The fire should be confined to the smallest area in the building that is practical. If conditions permit, an aggressive interior attack should be made. This calls for entry into the building at the lowest and least area of involvement to confine the fire to the areas already affected.
- c. **Extinguishment:** The objective of extinguishing the fire should be addressed after life safety, exposure protection, and confinement of the fire have been addressed. The extinguishment should be completed with the least amount of property damage that is practical of that incident.

3. Property Conservation:

- a. **Salvage:** After all life safety and fire extension considerations have been addressed conserving property should be addressed. General salvage evaluation, fixed fire extinguishment system control, limited water usage, tarping furniture, etc. should be used as tactics in property conservation. The re-securing of the property and covering breaches in the roof and walls should be considered to protect property from further damage or loss.
- b. **Overhaul:** A complete overhaul must be conducted to ensure that the fire is totally extinguished, in order to prevent rekindles. Overhaul procedures should be coordinated with the fire investigation. It may be necessary for responders to remain on the fire scene even after it appears that the fire has been extinguished, to watch for rekindles.
- c. **Investigation:** The Incident Commander is responsible for ensuring that a fire investigation is conducted by the State Fire Marshall where warranted. Fire Marshall investigation will be required for all commercial building fires, church fires, and school fires appearing to be of a suspicious nature.

4. Motor Vehicle Accidents and Vehicle Fires:

A charged hose of at least 1 ½ inch in diameter shall be deployed at the scene of all vehicle accidents where removal of people requires the use of mechanical tools. Complete protective covering and SCBA shall be worn when fighting a vehicle fire whenever possible. Protective clothing should be worn during all phases of the extraction process whenever possible.

Chapter 13

Department Owned Property

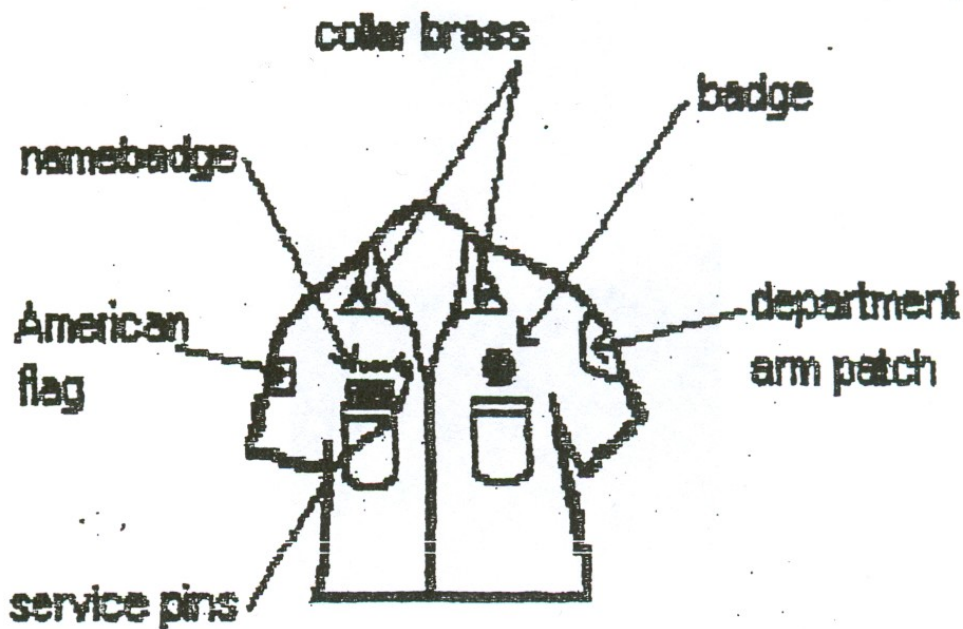
1. All department owned property shall remain the property of the department except if disposed of by the Chief with the approval of the Board of Directors.
2. It is the duty of all personnel to keep their assigned equipment in a clean and orderly manner.
3. Equipment assigned to a specific truck shall not be transferred without the approval of the Chief and notification of all assigned personnel.
4. Maintenance of personal vehicles shall not be done at the station without authorization of the Chief.
5. Alcoholic beverages or any illegal substances are not allowed on the department property.
6. Pornographic, inappropriate materials, or media shall not be allowed on department property.
7. Following any response, personnel shall insure that vehicles are in a state of readiness or they are flagged "Out of Service" before personnel leave the station.
8. Repairs of any equipment shall be performed as soon as possible following discovery of any problem, as well as notifying the Chief and Maintenance Officer.
9. Personnel shall not drive an emergency vehicle or department owned apparatus until they have been approved to drive by the Chief or his/her designee.
10. Personnel shall not ride on the tailboard of any moving apparatus except on occasions approved by the Chief or Incident Commander.
11. Personnel in moving department apparatus shall alert the driver of any hazards while on a response and be in charge of radio communications. The driver will adjust his driving accordingly.
12. Personnel shall not exchange or dispose of any assigned personal protective equipment or department owned equipment without the approval of the Chief or his/her designee.
13. All department owned equipment shall not be abused or unnecessarily damaged.
14. Personnel are responsible to keep their assigned department owned equipment, clean and well maintained at all times.
15. Personnel shall sign a receipt of all assigned department owned equipment. This receipt shall become part of their personnel file.
16. In the event of termination from the department all department owned equipment shall be returned to the department within 5 days.
17. Any private use of department owned property shall be approved, prior to use, by the Chief.

Chapter 14

Uniform Policy

Should uniforms be required they shall conform to the following specifications:

- Firefighters uniforms shall include a light blue uniform shirt.
- Officers may wear a white uniform shirt if preferred.
- Shoes or boots will be black in color and kept neat and clean.
- Hats; a black or navy blue baseball type department hat with the prescribed fire department insignia sewn on the front.
- Firefighters shall wear silver badges and silver insignia.
- Officers shall wear gold badges and gold insignia.
- Uniforms shall be kept neat and clean as to reflect a professional image.
- Badges and insignia shall be worn as per the following diagram.
- All badges and insignia must be approved by the Chief prior to display or being awarded by the department.



Chapter 15

Disciplinary Actions

A violation of any department standard operating guidelines (SOG) policy may result in any of the following disciplinary actions by the Chief, Assistant Chief(s), or the Board of Directors.

1. Verbal reprimand – Issued by the chief or his/her designees – A verbal reprimand may occur on scene or in private, and does not get logged in personnel files.
2. Written reprimand – A written reprimand of a violation shall be placed in the offender's personnel file. The offender shall sign the written reprimand as proof of receipt. The offender shall be provided a copy of the reprimand. The offender shall have the opportunity to have their comments added to the reprimand in their file.
3. Suspension – A more serious violation may result in suspension from the department for a specified amount of time.
4. Demotion or Dismissal – With the approval of the board.

Appeals:

Personnel have the right to appeal any disciplinary action to the Board of Directors. Appeals must be in writing to the president of the Board. An appeal hearing shall be scheduled at a time agreeable to all parties involved. Personnel have the option of presenting evidence and witnesses during appeal hearings. The Board shall render the final decision.

Chapter 16

Training and Meeting Policy

1. All regular training sessions shall be scheduled by the Chief or Training Officer.
2. Personnel are required to attend more than half of all training meetings, unless excused by the Chief, Assistant Chief(s), or Training Officer, or where otherwise provided in these guidelines.
3. During any training session, personnel shall perform in a professional and courteous manner.
4. Books or training materials are to be checked out with the approval of the Chief or Training Officer. These materials are to be cared for and returned within the time provided.
5. Personnel with an interest in specific training shall contact the Training Officer or Chief.
6. Requests for any training involving registration fees or other expenses must be submitted to the Chief or Training Officer for approval before expenses will be reimbursed or paid.

Chapter 17

Operating Department Apparatus

Driving Policy:

Prior to any personnel operating a piece of apparatus they must first be checked out on that piece of apparatus by the Chief or his/her designee.

All vehicles of the MVFPD will be operated in a safe and prudent manner at all times.

Extreme caution will be used at all intersections, schools, churches and/or large crowd gatherings.

Vehicle service personnel may be authorized to operate or ride in department apparatus for service testing.

Riding Policy:

Personnel will, at no time during an emergency response, non-emergency response, or returning from a response, ride on the outside of the apparatus. This does not include training sessions where hose lays are being practiced or incident scenes requiring the operation of hoses from moving apparatus or the movement of personnel at incident scenes.

Non-Firefighting personnel (Personnel NOT on the MVFPD roster and without a department number) should not be permitted to ride in the apparatus while responding to or from an incident scene. Mutual aid responders are allowed to respond in and with MVFPD apparatus as a passenger when required by emergency circumstances.

Responsible Person Of Apparatus:

The person responsible for driving the apparatus is the driver. The driver is in complete control of the apparatus while it is in motion. Prior to a response, during, and after a response, if an Officer is on board the apparatus, he/she is ultimately in charge of the personnel and apparatus upon arrival at the scene, and after returning to the fire station. If an Officer is not present on the apparatus, the driver will assume the responsibility.

Pumper Operator:

After the pumper arrives at the scene, the driver initially assumes the role of pump operator. He/she is responsible to get the pump pumping, connected to water supply or dump tank, and hand lines charged for initial attack. This responsibility may be changed at the incident scene to release more trained or senior personnel for firefighting or rescue functions.

Chapter 18

Policy and Procedure Changes

Any proposed changes to these SOGs shall be submitted to the Fire Chief in writing for consideration. The Fire Chief shall present it to the Board of Directors. Any changes to these SOGs shall require approval by a majority of the Board of Directors at a regularly scheduled business meeting.

Chapter 19

Responder Classifications

All personnel on the roster must contribute at least 24 hours of service to the department during any 6 month period. This service may include in house training, maintenance, or calls. Station standby hours do not count towards minimum contributions. Failure to complete the required contributions will result in removal from the roster. This provision can be subject to review by the Board of Directors on a case by case basis.

Responder- Must meet all SOG requirement for Responder. Must maintain BLS (CPR/AED).

Cadet Responder- Must be at least fourteen (14) years of age. Must provide express written consent of his/her parent or legal guardian. Must maintain BLS (CPR/AED) certification. Must attend training as directed by the Chief and Training Officer. Must respond directly to a station for assignment unless otherwise directed by a department officer. All duties must be performed with and under the direct supervision of the Chief, Training Officer, or designated training partner.

Cadets may not run code or possess blue lights. Cadets may assist in non-life hazard functions which may include training, advancing exterior hose lines in a non-attack position, setting ladders, staging tools, and assisting with firefighter rehab, etc.

At no time will a Cadet enter a burning structure, operate high pressure hose lines, hydraulic or powered rescue tools, or perform extrication. Cadets may operate said equipment during training in strict accordance with all department safety guidelines and under the direct supervision of senior firefighters or officers.

Cadets shall remain under the direct supervision of a Cadet Training Officer or field appointed Senior Responder at all times while at the scene of any emergency or non-emergency call.

The SOG shall not supersede the Missouri Child Labor Act.

Auxiliary – (non-responder) Auxiliary personnel shall assist with non-response functions. (Fund raiser, events, maintenance, etc.)

Special Use Personnel

- Personnel who are trained and/or certified to perform specific tasks, to include but not limited to; Driver/Operator of equipment to assist with water supply operations, rehab, etc.
- Shall be at least eighteen (18) years of age and possess a valid Missouri driver's license.

Chapter 20

Commendation Award Guideline

Officer, Firefighter, and Rookie of the Year awards shall be presented to qualified individuals each calendar year to recognize the significant contributions, achievements, character, and dedication of the individual being recognized. Selection is based on the candidate's performance of duties, motivation, teamwork, leadership, creativity, safety, and customer service. No person shall receive the same award in consecutive years. The Board of Directors shall also have the authority to grant exceptional service awards.

Award Given:

Certificate, Plaque; and name placed on Plaque at station 4.

Ribbon to be worn on uniform dress shirt ¼ inch above name tag:

Officer of the Year: Blue-White-Blue

Firefighter of the Year: Red-White-Red

Rookie of the year: Green-White-Green

Selection:

Nominations shall be based upon evaluations and recommendations submitted by all active Morrisville Fire Protection District personnel who have a Designated Service Number.

Final evaluation shall be reviewed and determined by Fire Department Officers

Nominating Criteria:

Leadership: Individuals must demonstrate outstanding leadership skills and initiative with proven problem solving skills.

Dedication: He/she has demonstrated the highest degree of dedication and participation including training, fire response, public education and other fire service operations.

Loyalty: The individual has demonstrated an allegiance to Morrisville Fire Protection District, and to its' firefighters. Is a team player who supports others' efforts to achieve the goals of the fire service, supports the fire service by embracing its policy and procedures, and engaging only in constructive criticism that will lead to improvements in the service.

Productivity: Has performed his/her duties in a manner that exemplifies the competency that all firefighters should strive to achieve and which reflect the highest standards of Morrisville Fire Protection District. Regularly demonstrates the ability and desire to better serve his/her community.

Professionalism: Perform his/her fire service duties in a manner that reflects the highest standards of the fire service. Regularly demonstrate the ability to lead and to follow, depending upon the circumstances.

Chapter 21

Points Policy

Each member accumulates points for activities performed for the benefit of the department.

These activities include training, responding to calls, maintenance, cleaning, and other chores as designated by officers or the board. Accumulation can begin as soon as responder is off probation. Additionally, the board may elect to offer financial incentive based on points earned as budget is available. Any incentive is at the discretion of the board of directors.

Points are accumulated as follows:

1. No points can be earned for “station standby”. If chores are done, the activities should be logged appropriately to earn points.
2. Only one point is earned for responding to a call unless the responder arrives on scene. If a responder is stood down or asked to stand by for a call, they may still do chores if points are desired.
3. All calls and work details earn points at a rate of 4 points per hour, rounded to the nearest quarter hour equivalent (1pt).
4. Trainings earn points at a rate of 8 points per hour, rounded to the nearest quarter hour equivalent (2pts).
5. Training is capped at 1000 points per year per responder.