



**Canyon Creek Rural Fire District (CCRFD)  
Policies and Standard Operating Guidelines (SOG's)  
Volunteer Fire Company**

## **Introduction (revise)**

The Board of Trustees have developed standard operating guidelines (SOG's) regarding the daily operations of the Volunteer Fire Company which supports the community. This manual establishes standard fire department specific guidelines. These guidelines are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient, and safe. The Canyon Creek Rural Fire District shall provide for the safety, health, and wellness of department members by establishing a fire department-Standard operating guideline.

All fire department personnel shall follow these guidelines to the best of their ability. All members will understand and follow these guidelines. Board of Trustees and Officers of the department are responsible to ensure their subordinates understand and follow these guidelines. Officers will document and report deviations to the Fire Chief, or his/her designee, or to the Trustee Chairperson, or his /her designee for review.

The Board of Trustees and the Volunteer Fire Company members have developed these policies and standard operating guidelines (SOG's) as a supplement to the District By-Laws regarding the daily operations of the Volunteer Fire Company which supports the community.

### **Add Mission Statement**

The mission of the Canyon Creek Rural Fire District is to provide fire suppression, fire prevention information, and emergency medical services; dedicated to serving our community by protecting lives; property and responding to emergencies within the District boundaries and the boundaries of our mutual aid and automatic aid partners.

Provide assistance to other rural fire districts, fire service fee areas, county, state and federal agencies under Montana Mutual Aid Agreements and other legal agreements as approved by the Trustees.

The Trustees and Fire Company members will operate as a team to protect the life and safety of each member while fulfilling this MISSION. All members will work within the team and follow the guidance of the Board of Trustees and the direction of the Fire Company Officers and all Incident Commanders.

### **DEFINITIONS**

- a. "District" or "CCRFD" shall mean the Canyon Creek Rural Fire District.
- b. "Board" shall mean the Canyon Creek Rural Fire District, elected or duly appointed Board of Trustees.
- c. "Commissioners" shall mean the Board of County Commissioners of Lewis and Clark County

d. "Volunteer Fire Company" (aka the Fire Company) shall mean an organization of volunteer firefighters created under the authority of the Board of Trustees.

e. "Fiscal year" shall mean the 12 month period that begins on July 1 and ends on June 30 thereafter.

f. "Incident" shall mean any event for which the Fire Company is officially dispatched to provide emergency medical service, firefighting services, structure protection services, or other appropriate services directed by the Chief or an Incident Commander.

## (ADD) Risk Management Objectives

1. To limit the exposure of the fire department to situations and occurrences that could have harmful or undesirable consequences to the department or its members.
2. To provide a safe working environment for the members of the fire department while recognizing the risks inherent to the fire department's mission.
3. To require all personnel to use the concept of risk vs. benefit as a primary consideration during fire department operations.

### **MINIMUM MEMBERSHIP REQUIREMENTS**

Fire Company Members shall:

1. Be at least eighteen (18) years of age.
2. Possess and maintain a valid State of Montana driver's license
3. Not have a criminal record that rises to the level of a felony
4. Agree and adhere to CCRFD SOG's and SOP's delete

ADD to or change above

Must be a citizen or lawful permanent resident of the United States.

Must be a high school graduate or have been issued a high school equivalency diploma by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government.

Must be fingerprinted and a search must be made of the local, state, and national fingerprint files to disclose any criminal records.

May not have been convicted of a crime for which the applicant was imprisoned in a federal or state penitentiary; Not have a criminal record that rises to the level of a felony.

Agree and adhere to CCRFD SOG's, By-laws, and SOP's.

### **RESIDENCY REQUIREMENTS add/delete**

Members must reside within the current legally established CCRFD District boundaries. delete except that an applicant or member may be granted a waiver of this requirement if approved by the Board.

### **APPLICATION FOR MEMBERSHIP**

1. Applications for membership may be obtained from any Fire Company or Board member.

2. **Change to read: Must meet residency requirements.** Delete Upon meeting the Residency Requirements, a completed, dated and signed application for membership form must be submitted to the Fire Chief (the Chief) along with a photocopy of the applicant's current valid driver's license and the signed membership waiver consent form for a criminal and driving background check. The applicant will also receive a copy of the Standard Operating Guidelines and membership waiver consent form regarding HIPAA, to be signed.

ADD: Applicant must provide a copy of a valid drivers license

3. The Chief or his designee will perform **add fingerprinting for both** a criminal and driving background check. **On all new members.** The Chief or ~~delete his designee~~ **add a member of the board** will notify the applicant within 30 days of ~~delete the status of their application regarding the~~ **add receiving the** ~~delete criminal and driving background checks.~~ **add with the results.**

Delete 4. Applicants or prospective applicants are encouraged to observe a Fire Company training meeting and/or board meeting for the purpose of mutually acquainting themselves with the Fire Company and board members and procedures.

### **Delete FIRE COMPANY MEETINGS**

1. Training and/or business meetings of the Fire Company will convene generally at 6:30 p.m. on the 2<sup>nd</sup> of each month at the CCRFD fire station or at other such dates, times, and places as deemed necessary and announced by the Chief.

2. Members, applicants, or other individuals appearing for training or to observe a training session will not be placed in any unreasonable situation that would compromise their safety.

3. All Fire Company business/training meetings will follow the Montana Open Meeting Laws, and the right of public participation and/or any public comments.

### **MEMBERSHIP CONFIRMATION PROCEDURE**

Since this Fire Company must operate as a team to protect the life and safety of each member while fulfilling its MISSION, therefore:

1. Upon verification of the minimum membership requirements, residency requirements, and clearance on the criminal and driving background checks, the applicants will be interviewed by a committee comprised of the chief, assistant chief and **revise a member of the trustee board** the chairman of the trustees. That **This** committee will make a recommendation of acceptance to the rest of the **revise board of trustees** membership of the active Fire Company members **at the next revise regular/special board meeting to confirm membership as a probationary member.** ~~scheduled training/business meeting for a confirmation vote.~~

2. **Revise to read** Once the Board of Trustees approve the applicant the applicant will undergo a membership orientation and will work with the Chief or a designee to proceed with a mentor for training, completion of understanding the SOG's, By-Laws, assign required PPE and radio, and go over meeting/training schedules. The application will be reviewed by the active and probationary Fire Company members who will discuss with the applicant any specific questions regarding information in the application, their prior training and

experience, any physical limitations, or about their interest in becoming a voluntary member of the Fire Company in compliance with the district by-laws and SOG's. An applicant may submit written or verbal statements about their interest, qualifications or any other information they believe to be pertinent to the confirmation process.

3. **Revise to read** If the Board of Trustees deny the approval of the applicant by a majority vote of a quorum, the applicant can ask for a 2<sup>nd</sup> review of the application process by the Board of Trustees for a re-evaluation

The active and probationary membership shall conduct a confirmation vote on the applicant. A minimum of 50% of the current active and probationary Fire Company members must be present to conduct a confirmation vote. Three negative votes will deny confirmation of the applicant.

4. If confirmed by the active and probationary Fire Company members, the applicant will immediately begin a probationary period as outlined below.

5. If a confirmation is denied by the vote of the active and probationary Fire Company members, the applicant may appeal the decision to the Board by written notice delivered to the Chairperson of the Board within 30 days of the vote. The Board will hear the appeal at their next regular scheduled board meeting.

6. On appeal, the Board shall vote whether to accept or deny an applicant by a majority vote of a quorum of the Board Delete

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**(ADD)**

## **Fire Company Officers**

**Fire Chief and Assistant Fire Chief are considered Line Officers and as such have descending authority over incident command and operations of the Fire Company. Board of Trustees appoints the Line Officers.**

## **Appointed Position by the Board**

- **Fire Chief (the Chief)**
- **Assistant Fire Chief**

## **Appointed Position by the Chief**

The Chief may appoint members to fill the following positions:

1. **Safety Officer**
2. **Captains**
3. **EMS Director**
4. **Wildland Training Officer**
5. **EMS Training Officer**
6. **Structure Training Officer**
7. **Safety Officer**
8. **Maintenance Officer**

**Members may hold more than one position at a time. All positions need not always be filled.**

### Experience and Training Guidelines:

Any combination equivalent to 30 hours per calendar year can be attained by attending CCRFD sponsored training or attending training from any other Lewis and Clark Fire Department with Chief's approval. In order to qualify for PERS, all 30 hours must be through Fire training. EMS training does not count for PERS. All firefighters must attend and take the following minimum trainings:

- Basic of Wildland Firefighting
- Wildlands 1 Course
- Wildlands 2 Course
- Standards of Survival Course (must take yearly)
- FEMA (An Introduction to Hazardous Materials)
- FEMA (ICS-100 Introduction to Incident Command System)
- FEMA (IS-200 ICS for Single Resources and Initial Action Incidents)
- FEMA (IS-700 National Incident Management System (NIMS) and Introduction)
- Fire Fighter 1 Course through CCRFD or through Lewis and Clark Rural Fire Counsel
- Emergency Medical Responder (Optional)
- CPR
- Stop the Bleed

### **PROBATIONARY PERIOD**

1. All new recruits of the CCRFD are subject to a minimum of a six (6) month probationary period. New members shall serve a probationary period of up to six (6) months. Any part of the period may be waived by the Board upon recommendation of the Chief based on the applicant's prior training and/or experience.

2. The Chief or his/her designated active Volunteer Fire Company member will supervise the probationary member and serve as a mentor.

3. During this period a probationary member shall attend all scheduled training sessions and as many incident calls as possible as well as complete all the following training below:

- Basic of Wildland Firefighting
- Wildlands 1 Course
- Wildlands 2 Course

- Standards of Survival Course (must take yearly)
- FEMA (An Introduction to Hazardous Materials)
- FEMA (ICS-100 Introduction to Incident Command System)
- FEMA (IS-200 ICS for Single Resources and Initial Action Incidents)
- FEMA (IS-700 National Incident Management System (NIMS) and Introduction)
- Fire Fighter 1 Course through CCRFD or through Lewis and Clark Rural Fire Counsel
- Emergency Medical Responder (Optional)
- CPR
- Stop the Bleed

Fire Fighter 1 course, and Wildland 1 and 2 courses, if available. The probationary member will be issued personal protective equipment (PPE) and other related District owned equipment that will be documented.

Add The probationary member will be issued personal protective equipment (PPE) and other related District owned equipment that will be documented.

4. The probationary member must complete a Fire Company orientation including training on all ~~delete~~ fire apparatus and vehicles, familiarization with the District By-laws, the Fire Companies Standard Operating Guidelines, and the location of water supplies, roads, landmarks, public buildings and residences in the Fire District ~~delete and Firefighter 1 Course~~.

5. Upon completion of the probationary period, the Chief will prepare a summary report of the probationary member's level of training based on a performance standard and upon integration with the other members, and present the probationary member to the Board for consideration of full active membership. The Board will decide whether to accept or deny full membership based on a majority vote of a quorum of the board.

**Probationary members shall not:**

1. Be authorized to drive Fire District equipment without supervision **add of a full member**.
2. Have access to the fire station and equipment without approval of the chief.
- Add 3. Be authorized to go on an incident without a full member.

**(ADD)**

## Orientation and Probationary Training

All new members shall undergo an orientation program as set forth by the Chief or designee. The main intent of the probationary period for a new recruit is to learn the operational procedures of the CCRFD, as well as the location/operation of the equipment used by the CCRFD, and to gain Entry Level Firefighter training provided by CCRFD within the recruit's probationary period.

**The orientation program shall cover the following topics:**

- Accountability
- Apparatus
- Auto Accident Operations
- Bloodborne Pathogens

- Chain of Command
- Communications
- Community Involvement and Events
- Driver Training
- Extrication
- Fire Scene Operations
- Firefighter Survival
- Geography
- Hazmat Scene Operations
- Helicopter Operations
- Incident Command
- Mutual Aid Operations
- Automatic Aid Operations
- Operating Guidelines
- Protective Clothing
- Rapid Intervention Teams
- Recordkeeping
- Rescue Operations
- Safety Equipment
- Self-Contained Breathing Apparatus (SCBA)
- SOG's and By-Laws
- SOP's

## Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

### Training:

- A. Prepares a fire fighter to safely perform his or her duties.
- B. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- D. Gives a fire fighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- E. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies.
- F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly.
- G. No new fire fighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed training.

To maintain active status as a firefighter with the CCRFD, all members must attend at least 30 hours of training per year. Failure to do so may result in the member being placed back on probation, at which time active status may only be regained after approval of the Chief and the Board of Trustees. If after six (6) months of probationary status a member does not satisfactorily meet training requirements, the member's status with the department should be terminated or extend for another 6 months of probation at the discretion of the Fire Chief and Board of Trustees.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief.

A member whose status is changed from active to probationary status will receive a written notification from the Chief. At this time a meeting will be scheduled with that member and the Chief or his/her designee and the Board Chairperson, to discuss requirements and actions needed to regain active status. The results of the scheduled meeting will be then presented at the next Board meeting.

Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements. Training must meet the minimum requirements set forth by the Board of Trustees and the Chief.

## Driving Requirements

State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road.

### **Fire apparatus may only be operated by individuals meeting all the following requirements:**

- A. Full member of CCRFD.
- B. Members who have a valid driver's license.
- C. Members who have successfully completed training for operation of the apparatus (Probationary members may operate apparatus when under the supervision of a qualified CCRFD Member.)
- D. Members who have satisfied their probationary period.

### **Safe Driving:**

- A. Emergency response with apparatus and emergency lights is activated only by dispatch and received by the emergency responders through the paging/active 911 system. Use if emergency lights will be set by priority level given in the dispatch paging or by direction of CCRFD Chief or Assistant Chief.
- B. CCRFD emergency lights and sirens may be used when responding from CCRFD station to an emergency call if it is pertinent to do so based on time of day/night. Use of lights and sirens of not allow the user to disregard traffic signs, lights, and speed limits.
- C. Emergency lights and siren when used on CCRFD apparatus is to be used for requesting right of way from oncoming traffic. Right of way should not be expected nor should it be forced despite Montana annotated code 61-8-346. Be courteous of other drivers.
- D. Use of emergency lights do not give right to using excessive speed beyond the posted speed limit except as listed in Montana annotated code 61-8-107. Law enforcement can still give personal citations for excessive speed. Be cognizant of the type of emergency and drive responsibly according to the situations.
- E. The driver shall maintain a speed that is safe under the prevailing conditions.
- F. When approaching a controlled intersection (i.e. stop sign, traffic light):
  - a. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only



after slowing down or stopping to ascertain that the intersection is clear.

- b. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.

**G. School zone related driving:**

- a. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
- b. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.

**H. Upon first unit's arrival on an emergency scene:**

- a. The scene should be evaluated.
- b. If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to their respective stations.

**I. Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.**

**J. Any member of the CCRFD who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.**

**Backing:**

- A. When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.
- B. The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter.
- C. In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

**Use of lights and Siren on Personal Vehicles (POV):**

1. Lights on POV are allowed.
2. Sirens on POV are not allowed per MCA 61-9-104 and MCA 61-8-102(2).

**(Add) Mandatory Seatbelts**

The driver of any CCRFD vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is

in motion.

### **MEMBERSHIP DUTIES**

1. Each member shall perform his/her full duty with pride and respect for all members of the Fire Company and for the residents of the Fire District community and other areas served.
2. To reach and maintain an acceptable level of competency to achieve the MISSION of the Fire Company and to remain an active member... each active member of the Fire Company will complete a minimum of 30 hours of training per fiscal year. Additional training opportunities will be supported by the board to enhance an active or probationary member's skills and knowledge both within and outside of the district.
3. Each member must attend all scheduled training meetings unless the meetings conflict with work, family or emergency matters and shall contact the Chief if not able to make the scheduled training.
4. Each member will be advised that to qualify for Public Employees Retirement System (PERS) under the Volunteer Firefighters Compensation Act (VFCA) retirement benefits they must participate in a minimum of 30 hours of training per fiscal year.
5. To ascertain whether each member has achieved and maintains an acceptable level of competency to contribute to the Fire Company team, the Chief will conduct periodic (but not less than once per fiscal year) reviews of each member's fulfillment of these DUTIES, including driving proficiency.
6. A member found lacking in fulfillment of these DUTIES is at risk of losing his/her status as a full active member and will be counseled by the Chief with the aim of correcting the issues causing the risk. If the issues cannot be corrected to the satisfaction of the Chief and the Board, the member will

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be asked to consider a leave of absence or resign his/her membership and the Board will have full discretion.

7. If a member resigns with or without a letter of resignation, they may re-apply within one (1) year. They would have to start out with the same requirements as a new member including application, background checks, trainings and Fire Fighter 1. If a member needs to make a leave of absence for military duty or personal reasons, there is not a time limit, however, ongoing communication with the chief must be maintained and at the time of reinstatement, the member will need to make up missed material to show qualification. If a member has been suspended for conduct, they will need to reapply as a member and go before the Fire Company and the Trustees separately to present their case for assignment to the Company. That person will go through the same training, etc. as a new member.

### **REVIEW COMMITTEE ON FIRE COMPANY MEMBERS PERFORMANCE OR ACTIONS**

1. The board may appoint a review committee to discuss an active fire company member's performance or actions brought forth by the Fire Chief or a trustee of the Board.
2. The Board will appoint a review committee that may consist of the Chief, the Assistant Chief, the Board Chairperson, one trustee and two members of the Fire Company. The Review Committee meetings will be chaired by the Board Chairperson or a designated trustee.

3. If the issue is dealing with personnel issues, the Review Committee may close a review committee meeting that follows MCA 2-3-203. The Review Committee meeting will take place within 30 days of the selection of the Review Committee by the board.

4. The Review Committee shall consider documentation on any matter relating to alleged misconduct or failure to perform any duty outlined by the District by-laws and these SOG's. The Review Committee will take appropriate remedial action up to and including membership termination with the recommendations to the Board for approval or denial based on a majority vote of a quorum of the board.

5. If any member of the Review Committee is the subject of the personnel matter to be considered, he/she will excuse himself/herself from being involved with the Review Committee.

Chair Grady would like to read

1. The board may appoint a review committee to discuss an active fire company member's performance or actions brought forth by the Fire Chief or a trustee of the Board. Add Involvement by the Chief or Asst Chief will consist of two trustees.

2. The Board will appoint a review committee that may consist of the Chief, the Assistant Chief, the Board Chairperson, one trustee Delete and two members of the Fire Company. The Review Committee meetings will be chaired by the Board Chairperson or a designated trustee.

3. If the issue is dealing with personnel issues, the Review Committee may close a review committee meeting that follows MCA 2-3-203. The Review Committee meeting will take place within 30 days of the selection of the Review Committee by the board.

4. The Review Committee shall consider documentation on any matter relating to alleged misconduct or failure to perform any duty outlined by the District by-laws and these SOG's. The Review Committee will take appropriate remedial action up to and including membership termination with the recommendations to the Board for approval or denial based on a majority vote of a quorum of the board.

5. If any member of the Review Committee is the subject of the personnel matter to be considered, he/she will excuse himself/herself from being involved with the Review Committee

add 6. A member removed from membership will not be allowed to re-join the Fire Company.

Revised to read:

## Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted:

- Warning Notice (verbal)
- Written Warning
- Suspense and Final Notice
- Removal from the department.

There will be three (3) classes of discipline. They are as follows:

- Class I: Immediate discharge.
- Class II: Written warning, suspension, termination
- Class III: Oral warning, written warning, suspension, termination

**Examples of Class I causes:**

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another employee's property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing, or striking a superior.
- Striking or assaulting a fire fighter or bystander
- Lying or willfully omitting critical information on an application.
- Failure to missing 3 consecutive trainings in a row without prior approval from Chief.

**Examples of Class II causes:**

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the hall.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or municipal rules or regulations.
- Fighting.

**Examples of Class III causes:**

- Foul and/or abusive language
- Inefficient, incompetent, or negligent performance of work.
- Failure to maintain training of 30 hours per year.
- Insubordination behavior or actions towards fellow volunteers or any member of the board of trustees
- Inability or failure to maintain satisfactory working relations with Chief, co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in their personnel file.

**FIRE COMPANY CHIEF APPOINTMENT BY THE BOARD**

1. The Board will accept applications, interview and test those desiring appointment as Chief. **New addition for the revision of the SOG's Oct 21 meeting (Add) and Assistant Fire Chief**

**Revised on Sept 30, 2024 to read:** The Board of Trustees will accept applications for the Fire Chief and Assistant Fire Chief when there is a vacant position. The Board will post the open position to the public for no less than 48 hours before reviewing any application(s). The Board will then review the applications to make a determination if the applicant(s) meet the minimum qualifications for the Fire Company Member duties and responsibilities. The Board will then make a selection from the application(s) that meet the minimum qualifications for the position.

2. Approval by the Board is required at the regular scheduled February Board meeting of all fire company officers appointed **by the Board Added Sept 30, 2024** By a majority vote of a quorum, the Board may elect to provide special parameters to the duties of the Chief or Assistant Chief dependent upon their level of training and experience.

3. If a vacancy occurs in an appointed position during the fiscal year, the (Fire Company) Changed on Sept 30, 2024 to read the Board of Trustees shall fill the vacancy by special meeting or emergency meeting (at the next scheduled Fire Company training/business meeting and be approved by the Board at its next regular scheduled board meeting) (remove highlighted) based on a majority vote of a quorum of the board.

4. The special election (delete election) insert meeting or emergency meeting Deleted and added on Sept 30, 2024 shall follow the procedure set forth above under 1.

5. Added line 5 on Sept 30, 2024 The Fire Chief may be provided a Quick Response Unit (QRU) if the Fire District has a QRU in it's inventory. The QRU shall only be used for official CCRFD matters. The QRU will be staged at the CCRFD Fire Station for use in CCRFD, automatic aid and mutual aid agreements.

#### **FIRE COMPANY OFFICERS (Deleted)**

Fire Chief, Assistant Fire Chief and Safety Officer are considered Line Officers and as such have descending authority over incident command and operations of the Fire Company. Fire Chief appoints line officers. Fire Chief must hold a minimum state medical license of Emergency Medical Responder.

#### **APPOINTED POSITIONS BY THE BOARD(deleted)**

Job descriptions are included below and are to be used as guidelines to help select candidates best qualified for the elected positions.

#### **APPOINTED POSITIONS (Deleted)**

The Chief may appoint members to fill the following positions:

1. Assistant Chief
2. Captains

Members may hold more than one position at a time. All positions need not be filled at all times.

#### **PERSONNEL**

1. The Canyon Creek Rural Fire District (CCRFD) shall provide an equal opportunity for volunteer membership, without discrimination, to all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual preference, marital status, or any factor not directly related to the essential functions of the District or Fire Company. Sexual harassment is a form of discrimination.
2. The Fire Company members and the Board will respect the individual's right to privacy under the Health Insurance Portability and Accountability Act (HIPAA).
3. Members will not use their status in the CCRFD for personal financial gain.
4. Unauthorized use of Fire District equipment, property, or structures is not allowed without expressed written consent from the Board and agreed upon terms by the Chief. Revise to read; Use of Fire District Equipment, property or structures must be approved by the Fire Chief and at least one board member. Use of the Fire Station will be supervised by a minimum of the Fire Chief or at least two trustees.

## **SPECIAL REQUIREMENTS PLACED ON MEMBERS add and Officers**

1. Members Add or Officers must immediately notify the Chief if they are charged with a DUI, speeding ticket or any arrest. ~~delete or with a felony.~~
2. The Chief will immediately report the notification to the Board Chairperson to determine if a special Board meeting is needed for the Board to consider whether any immediate remedial action or restriction of activity is needed. If no special Board meeting is called, the matter will go on the agenda for consideration at the next regular schedule Board meeting.

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3. Members who lose their Montana driver's license for any reason are not allowed to drive Fire District vehicles ADD and may be asked to resign or take a leave of absence at the discretion of both the Fire Chief and the Board until proof of re-instatement of the license is presented to the Chief.
4. Members convicted of a felony will immediately be dismissed from the Fire Company.

Add

Chief must immediately notify the Board Chairperson if they are charged with a DUI, speeding ticket or any arrest.

The Board Chairperson will immediately report the notification to the rest of the Trustees to determine if a special board meeting is needed for the Board to consider whether any immediate remedial action or restriction or activity is needed. If no special board meeting is called, the matter will go on the agenda for consideration at the next regular scheduled board meeting.

## **FIRE COMPANY MEMBER DUTIES AND RESPONSIBILITIES**

### **FIRE CHIEF:**

The Chief is appointed by the board and reports directly to the revision to read Chairperson or his/her trustee designee Board. Add The Fire Chief is the highest-ranking officer of the Fire Department. The Fire Chief provides administrative direction and leadership for all Fire Department Functions, operations, and supervises all volunteer members and reviews their performance. The Chief will oversee the day to day fire company operations, preparedness and readiness of the districts equipment for fire suppression, fire prevention, and training of the volunteer membership. Add and will provide input on major projects or problem areas, planning, upholding and implementing policies and procedures that are approved by the board. The Chief will oversee all medical personnel and activities of a District or Multi-District Medical Quick Response Unit.

Establish command and control of incident operations and personnel utilizing the Incident Command System (ICS) under the National Incident Management System (NIMS), along with established protocols with mutual aid resources. Exercises direct supervision over all volunteer membership at incident operations.

Examples of Important and Essential Duties (add)to include but are not limited to:

1. Train, motivate and evaluate the volunteer membership to meet training standards, provide or coordinate training to correct deficiencies; implement discipline and termination procedures in accordance with the policies stated above. Add Training manuals for new recruits and refresher training

for all volunteers to be developed by the Fire Chief with input from the Fire Company to ensure all applicable laws and regulations and current Fire and Medical procedures are being implemented in the CCRFD.

2. Participate with the Board in the development and administration of the district budget. Ensure proper maintenance and availability of equipment, apparatus, buildings, pre-plan response guidelines and district mapping, along with other facilities for incident operations, fire prevention and training programs.
3. Respond to incidents when available and personally direct incident operations as necessary.
4. Provide input and direct fire prevention programs at the local school, community outreach programs relating to the wildland/urban interface areas within the district boundaries.
5. Provide input and direction regarding any subdivision reviews as requested by the Lewis and Clark County Planning Department working directly with the Board.
6. Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
7. Direct emergency medical services provided by the Fire Company in cooperation with the local ambulance service and the service manager for EMS.
8. Attend or designate the assistant chief or another officer to attend the monthly meetings of the Lewis & Clark County Rural Fire Council.
9. Attend the meetings of the Board and provide a report of all emergency incidents; keep the Board advised of all equipment maintenance and any issues pertaining to apparatus, vehicles and buildings; report any necessary training needs or personnel issues. Add Request items to be purchased as needed to perform the duties of the district volunteers.
10. Assure that appropriate, complete incident response records are promptly created and stored and that NFIRS forms are submitted to the State Fire Marshal's office and any medical reports required to the EMS Bureau for the State of Montana.
11. Learn local geography including the location of water sources and hydrants and the major fire hazards.
12. Conduct periodic reviews of each member's competency to achieve the mission of the fire company, including driving proficiency, as outlined in item 1 under DUTIES above.

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13. Maintain accurate records related to fire losses, inspections, investigations and fire deaths and injuries.
14. The chief is in charge of all fire investigations and must maintain a secure scene with fire members until the Deputy State Fire Marshal is on scene. The chief is responsible for writing the investigation report with the help of the Deputy Fire Marshal per Montana State Law 50-63-2002 and 50-63-201.
15. The chief must report all training records to PERS for all approved fire members and to the Board of Trustees yearly.
16. Maintain accurate membership records.

**ADD 17. Perform an annual inventory of all district equipment and provide a report to the board for review of possible shortfalls to recommend budget approval for replacement in the next fiscal year budget.**

**ADD 18. Will follow all automatic and mutual aid agreements which govern the response of CCRFD in all Fire and Medical Calls. Will ensure open communication with our Automatic and mutual aid partners to ensure any updates to the procedures are discussed and followed as necessary**

**Experience and Training Guidelines:**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience in responsible fire suppression and prevention experience including management and supervisory experience.

Replace with **Minimum Qualifications to be appointed as the Chief:**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Applicants must show they have the following minimum qualifications when they apply below:

- Must be a citizen or lawful permanent resident of the United States.
- Be at least eighteen (18) years of age.
- Must be a high school graduate or have been issued a high school equivalency diploma by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government.
- Must possess a valid Montana driver's license.
- Must have a full background check within 60 days after being appointed. for local, state, and federal checks to disclose any criminal records.
- May not have been convicted of a crime for which the applicant could have been imprisoned in a federal or state penitentiary for local, state, and federal checks to disclose any criminal records.
- Must reside within the current legally established CCRF District boundaries.
- Must hold a valid Montana State Medical Board Emergency Medical Technician Licenses with the lead instructor endorsement.
- Wildland experiences (e.g. but not limited to: Basic of Wildland Firefighter, Wildland 1, Wildland 2, Wildland/Urban Interface, etc.)
- Introduction to Hazardous Materials
- ICS 100 Introduction to Incident Command System
- IS 700 National Incident Management System (NIMS) and Introduction
- Structure experiences (e.g. but not limited to: Fire Fighter 1)
- Administrative duties (e.g. but not limited to; planning, time management, record keeping, use of databases, inventory, trouble shooting, multi-tasking, recruiting, etc.)

**ASSISTANT FIRE CHIEF:**

**General Description:**

The Assistant Chief reports to the Chief to oversee the fire ground operations, preparedness and readiness of the district equipment regarding fire suppression, fire prevention and training of the volunteer membership as delegated by the Chief. In the absence of the Fire Chief, the Assistant Chief will assume the roles of the Fire Chief. Revised to read Under direction of the Fire Chief, the Assistant Chief plans, organizes, directs and administers all operations of the fire department by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.



### **In the absence of the Chief:**

1. Establish command and control of incident operations and personnel utilizing the Incident Command System (ICS) under the National Incident Management System (NIMS), along with established protocols with mutual aid resources.
2. Exercise direct supervision over the volunteer membership personnel as directed by the Chief, or in the absence of the Chief.

### **Examples of Important and Essential Duties –**

1. Assist in the management and supervision of all fire prevention, suppression operations, EMS services and activities; assist in the planning, organizing, directing and reviewing of the activities of firefighting personnel.

Add2. Assist in preparing clear and concise incident response forms as described in #10 under the Chiefs examples.

### **Ability to:**

1. Learn local geography including the location of water sources and hydrants and the major fire hazards of the community.
2. Prepare clear and concise incident response forms as described in #10 under Chief's examples.

### **Experience and Training Guidelines:**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying if first approved by the Chief. A typical way to obtain the knowledge, skills and abilities would be:

Experience in responsible fire suppression and prevention experience including management and supervisory experience. Fire Chief must hold a minimum state medical license of Emergency medical Responder.

Revise above to read **Minimum Qualifications to be appointed as the Assistant Chief:**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Applicants must show they have the following minimum qualifications when they apply below:

- Must be a citizen or lawful permanent resident of the United States.
- Be at least eighteen (18) years of age.
- Must be a high school graduate or have been issued a high school equivalency diploma by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government.
- Must possess a valid Montana driver's license.
- Must have a full background check within 60 days after being appointed. for local, state, and federal checks to disclose any criminal records.
- May not have been convicted of a crime for which the applicant could have been imprisoned in a federal or state penitentiary for local, state, and federal checks to disclose any criminal records.
- Must reside within the current legally established CCRF District boundaries.
- Must hold a valid Montana Medical Board Emergency Medical Responder Licenses.
- Wildland experiences (e.g. but not limited to: Basic of Wildland Firefighter, Wildland 1, Wildland 2, Wildland/Urban Interface)
- Introduction to Hazardous Materials
- ICS 100 Introduction to Incident Command System
- IS 700 National Incident Management System (NIMS) and Introduction
- Structure experiences (e.g. but not limited to: Fire Fighter 1)
- Administrative duties (e.g. but not limited to; planning, time management, record keeping, use of

databases, trouble shooting, multitasking, etc.)

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## **VOLUNTEER FIRE COMPANY MEMBERS**

### **General Description:**

#### **Revise to read CAPTAIN**

At the **Under** direction of the Chief or **asst chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs training, recruitment, fire inspection and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a firefighter.** designated officer, members operate district firefighting apparatus and respond to emergency calls involving accident, fire, medical and/or rescue situations or hazardous materials incidents; performs safe fire suppression activities at incident scene; performs fire station and equipment readiness after all incidents, training, and prevention activities. Attend a minimum 30 hours of training sessions as outlined in MEMBERSHIP DUTIES above.

### **Experience and Training Guidelines:**

Any combination equivalent to 30 hours per calendar year can be attained by attending CCRFD sponsored trainings or attending training from any other Lewis and Clark County Fire Department with Chief approval. Training hours can also be met through volunteer hours working on station or apparatus owned by CCRFD, time spent on fire lines or through EMS response with Chief approval. In order to qualify for PERS, all 30 hours must be through Fire training. EMS training does not count. All fire fighters must take Fire Fighter 1 within two (2) years of joining CCRFD. All Wildland firefighters must have attended updated Standards of Survival each calendar year. Once every ten years, ALL volunteers must re-attend Fire Fighter 1 course, Wildlands 1 and 2 courses.

#### **Revise to read:**

#### ***Volunteer Firefighter / Emergency Medical Responder***

Under direction of a Captain, Assistant Chief, or Chief, provides direct services, individually and as a member of a team in response to fire, accidents, rescue, medical, hazmat and other incidents; perform safe fire suppression activities at incident scene; performs fire station and equipment readiness after all incidents, trainings, and prevention activities. Attend a mandatory of a minimum 30 hours of fire training every year.

#### **Examples of Important and Essential Duties, but are not limited to:**

1. Each member shall perform his/her full duty with pride and respect for all members of the Fire Company and for the residents of the Fire District community and other areas served.
2. To reach and maintain an acceptable level of competency to achieve the MISSION of the Fire Company and to remain an active member. Each active member of the Fire Company will complete a minimum of 30 hours of training per fiscal year.

Additional training opportunities will be supported by the board to enhance an active or probationary member's skills and knowledge both within and outside of the District.

3. Each member must attend all scheduled training meetings unless the meetings conflict with work, family or emergency matters and shall contact the Chief if not able to make the scheduled training. If you have missed 3 consecutive scheduled training meetings without approval from the Chief, you will be either put back on probation for 6 months or be asked to resign until you have time in the future to be able to attend the scheduled training meetings.
4. Each member will be advised that to qualify for Public Employees Retirement System (PERS) under the Volunteer Firefighters Compensation Act (VFCA) retirement benefits they must participate in a minimum of 30 hours of training per fiscal year.
5. If the Volunteer Member holds a Medical license, they must also meet keep current with the State requirements and follow the State Medical Protocols.
6. To ascertain whether each member has achieved and maintains an acceptable level of competency to contribute to the Fire Company team, the Chief will conduct periodic (but not less than once per fiscal year) reviews of each member's fulfillment of these Duties, including driving proficiency.
7. A member found lacking in fulfillment of the duties is at risk of losing his/her status as a full active member and will be counseled by the Chief with the aim of correcting the issues causing the risk. If the issues cannot be corrected to the satisfaction of the Chief and the Board, the member will be asked to consider a leave of absence or resign his/her membership and the Board will have full discretion.
8. If a member resigns with or without a letter of resignation, they may re-apply within one (1) year. They would have to start out with the same requirements as a new member including application, background checks, and training. If a member needs to make a leave of absence for military duty or personal reasons, there is not a time limit, however, ongoing communication with the Chief must be maintained and at the time of reinstatement, the member will need to make up missed material to show qualifications. If a member has been suspended for conduct, they will need to reapply as a member and go before the Chief and the Trustees separately to present their case. That person will go through the same training, etc. as a new member.

**Return of District equipment and property:**

Any probationary or active volunteer fire company member who resigns their volunteer position with the fire company must do so in writing submitted to the Chief or the Board Chairperson. The individual will have 15 revise to read 24 hours to return any radio, pager, charger or other electronic or medical equipment; and will have 15 days to return structure gear, wild land gear and any other assigned equipment. After 15 days the Board has the right to invoice the individual for the total replacement cost

of any equipment not returned. All items must be returned to a line officer and will be accounted for with the original inventory log used to issue equipment and uniforms. Any discrepancy with number of items returned can be billed to the volunteer for cost to replace said items. This applies to those are asked to step down as well.

#### **Tools and Equipment Used:**

Extraction tools, saws, air compressor, emergency medical aid equipment, fire apparatus, water pumps, hoses, and other standard firefighting equipment, ladders, radio, pagers.

#### **ADD Firefighter Code of Ethics**

***I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...***

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin,

ancestry, gender, sexual preference, medical condition or handicap.

- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

**The SOP's and Volunteer Handbook will be revised by the Fire Chief and volunteers and will be a stand alone guide for the Fire Company**

## **ADDITIONAL POLICIES AND PROCEDURES (SOP)**

### **Purpose**

The purpose of these policies and procedures is to:

Provide a clear understanding on the purchasing, use and replacement of district equipment for the daily operations of the District and Fire Company. The Board also realizes that not every item can be covered under the policies, so if a trustee or Fire Company member has a question, the issue needs to be brought before the Board for a decision to be made to enhance the district operations.

### **Inventory:**

An annual equipment inventory shall be scheduled in at the December Board meeting, to be completed by the Chief together with other active fire company members in January. An equipment inventory list shall be submitted to the Board at its January Board meeting to maintain an adequate record of the assets owned or leased to update the insurance policies, etc. Inventory shall include all department equipment but does not need to include items contained within the kitchen or items belonging to the Auxiliary.

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### **News Release Policy:**

All news releases will be cleared by the Chairperson of the Board and/or the Fire Chief or the Incident Commander (IC) at the specific incident. Add Articles submitted to the local newspaper or other media outlet must be approved by the Chief; Chair and one other Trustee before submission. All articles shall be made with the upmost respect given to the article person or persons of interest.

## **ADD Privacy of Volunteer Personal Information/HIPAA Policy**

### **Confidentiality Statement:**

All Trustees and Fire Company members shall execute a HIPAA confidentiality statement to be filed at the Fire Station. ADD All Personnel files are to remain locked in office file cabinet. Only the Chief and the Chair of the board shall have access to the personnel files and only if a valid need for review is apparent.

## Monthly equipment checks of district equipment, cleanliness of the apparatus and fire station:

- The active membership is responsible to see after every incident or training session that all the equipment is ready for service, the cleanness of the apparatus and fire station.
- A monthly or after incident equipment check off list will be completed to insure proper documentation is being maintained on mechanical problems, winterization, etc. regarding all the district equipment.
- The fire station, along with the district equipment will be kept clean and properly organized. All vehicles will be washed and cleaned pending weather conditions.
- All SCBA bottles that are used for an incident or training, will be refilled with air and properly stored on the district equipment or in the SCBA spare bottle rack. **Revise to read:**

## Apparatus and Equipment

This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for inspection of apparatus, equipment, and support vehicles.

### A. Apparatus and equipment shall be:

1. Maintained in a constant state of readiness.
2. Refueled whenever the fuel level drops below  $\frac{3}{4}$  of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
3. Kept clean at all times.
4. Inspect for signs of rodent infestation and take measures to remove nest, and use preventative measures to deter further infestation.

### B. All maintenance, both preventative and repair, shall be recorded in the appropriate vehicle logbook.

### C. After each use

1. Every vehicle used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the vehicle logbook.
3. Defects that cannot immediately be corrected shall be noted in the vehicle logbook and reported to the Chief or Officer in Charge.
4. If a defect requires that a vehicle be placed out of service, the person doing the inspection shall notify the Chief or Officer in Charge.

### D. Monthly Inspections.

1. All apparatus and equipment used shall be inspected once a month. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
2. Refueled whenever the fuel level drops below  $\frac{3}{4}$  of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
3. All engine-powered equipment shall be run for a minimum of five minutes. Their fuel tanks shall be refilled whenever the level drops below  $\frac{3}{4}$  of a tank. The oil will be checked and oil shall be added if necessary.

## **Purchasing Supplies and Maintenance items:**

1. The Board authorizes the Chief or a designated volunteer fire company member to replace medical and firefighting supplies that are utilized for an incident or authorized training, to purchase fuel, oil, antifreeze, windshield fluid and ant-freeze fuel or air brake additive or maintenance parts as needed to keep all District owned vehicles and pumps ready to respond to an incident using the CCRFD credit card or, where applicable, the CCRFD credit account.
2. In the midst of an incident, the CCRFD Incident Commander may make emergency purchase decisions to enhance the fire ground operations (example a backhoe to help with overhaul operations) not to exceed \$500.00. A full report must be made at the next scheduled Board meeting.
3. The Fire Company is authorized to purchase soda pop and potable water needed for incidents, or training, and to purchase office, cleaning, and grounds maintenance supplies, not to exceed \$50.00 without board approval.
5. Copies of the receipts for the purchase add and a list of items purchased must be submitted to the Board treasurer for payment and accountability. Add The Treasurer will provide a copy of the list and receipt to the board Chair for review.
6. A full report of all purchases must be made to the Board at the next scheduled meeting.
7. All new equipment to be purchased for Fire Company or District operations must be approved by the Board. A special board meeting may be called if the timing of a purchase is critical. Proper public notice is required. Add Equipment purchased or received as a donation must be annotated on the current Inventory document for accountability.

## **Reimbursement to Fire Company members for authorized purchases and expenses:**

1. Invoices or Receipts for authorized purchases **remove** along with a signed district expense voucher must be submitted to the Board treasurer for reimbursement to the Trustee or Fire Company member.

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2. Authorized purchases in addition to those listed above are:

- a. Any supplies or materials approved by the Board, purchased for maintenance or new construction on District owned property.
- b. Any Board approved private contractor employed for approved maintenance or new construction on District owned property.
- c. A stipend not to exceed a monetary value of \$300.00 per fiscal year upon Board approval for the maintenance of District owned grounds and buildings performed by a designated Fire Company member pending budget constraints.
- d. Mileage at the official IRS allowable rate for use of personal vehicles for attending Board approved Trustee or Fire Company member training sessions outside of the District, for attending

Fire Company related meetings such as the Lewis and Clark County Rural Fire Council, and for such other District business pre-approved by the Board.

e. Actual costs of meals and lodging required for attendance at Board approved training sessions and other official District business.

f. Medical equipment

### **Use of district equipment for controlled burns:**

Any active member may use district equipment for monitoring controlled burns when the landowner has a valid and activated burning permit. All use must first have permission of the Chief who must consider whether sufficient equipment, water, and personnel will be available to keep the planned control burned within the designated containment lines or fire perimeter.

ALL CCRFD personnel involved with the controlled burns will be required to wear all Full Personal Protective Equipment (PPE) while involved with the monitoring of control burns.

NOTE: CCRFD is not responsible to supply residents of Canyon Creek with apparatus or water supply as per definition in Montana's debris burning requirements. Volunteers helping with controlled burns will be given credit towards yearly training hour requirements.

The landowner may not use or operate any CCRFD equipment or apparatus during any control burn on or off their property.

### **(ADD) Injury and Illness Reporting**

If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the CCRFD, his/her medical expenses may be covered by the provisions of the Worker's Compensation Act.

An injured or ill member must immediately notify his/her Fire Chief of the injury/illness and incident and complete appropriate paperwork.

### **Physical and Mental Capabilities**

Any fire fighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and will not be expected to perform tasks that may potentially harm them.

Any fire fighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and will not be expected to perform tasks that they do not feel safe doing.

### **Alcohol Use:**

All CCRFD members will not be allowed to respond to calls or operate a CCRFD vehicle if intoxicated per the Montana Code Annotated guidelines for driving under the influence of alcohol or drugs. Any member found to be non-compliant will warrant further investigation. Any member issued a citation for DUI/DWI must report to the Chief within 48



hours. Any violation by the chief will be reported to the Board of Trustees within 48 hours.

Revised to read: Alcohol and Controlled Substance Misuse

The CCRFD believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of CCRFD.

CCRFD maintains a zero-tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance, legal or illegal drug or alcohol.

#### Definition of Fire Department Functions

For the purposes of this policy, the definition of fire department functions includes all CCRFD operations and training. These functions include, but are not limited to:

- driving and/or operating Department apparatus, vehicles, or equipment
- responding to or performing fireground, medical, or trainings
- traffic control operations
- incident command
- participation in Board of Trustee meetings
- participation in fire department training activities
- participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

#### Prohibited Conduct

No member shall participate in or perform any functions for or on behalf of the CCRFD after having consumed any alcoholic beverage within the previous eight-hour period or while under the influence of alcohol.

No member shall participate in or perform any functions for or on behalf of the CCRFD when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief.

**Testing Requirements:** In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, if a member shows signs of use, then the Fire Chief or Chairperson of the Board can request a test for that member. The member will not be able to respond or go to any further activities of the CCRFD until the results are returned to the Chief or Chairperson of the Board.

The Fire Department may require the collection and testing of samples for the following purposes:

- Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
- Investigation of a fireground or training accident
- When there is a reasonable suspicion of alcohol and/or controlled substance use

## **Drug Use:** Revised with above paragraph

Any fire or EMS member will not be allowed to respond to calls or operate a vehicle if taking prescription drugs or Schedule one narcotic which may impair their judgement or ability to function. A fire fighter prescribed a Schedule one drug or medication labeled as possibly causing impaired judgement of any kind must present said prescription to the chief for evaluation and will be told of

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their alternative job duties while on the prescription. Members must have medical clearance to return to full duty.

## **Social Media/Patient Protection:**

All videos/pictures or information regarding an incident must not be posted to ANY social media platform without expressed consent from the Chief. Information regarding patients are protected by HIPPA. All information that could be deemed useful to law enforcement must be submitted to the Chief as soon as possible.

Members witnessing any possible physical abuse of a patient must immediately report the circumstances to authorities. Revised to read:

## **Social Media**

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession. In order to avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the CCRFD at those scenes. For the purposes of this policy, personally owned devices include but are not limited to: film cameras; digital cameras; video recording cameras and devices, cell phones and cell phone cameras.
- Personnel may photograph, document, or record emergency scenes utilizing department owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident that are collected by any member of the department in this manner are and shall remain property of the department.
- Such electronic media and/or other documentation shall be for internal, investigative or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or Chairperson of the Board of Trustee. The Fire Chief is authorized to transmit this type of information outside the department in association with an ongoing fire investigations as may be necessary as part of the fire investigation process.

- Fire department operations allow us access to situations, investigations and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPPA and other regulations so as not to jeopardize patient confidentiality; fire, accident or crime scene investigations; or shine an unprofessional light on the department.

Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department.

### **Contracting of district equipment and personnel:**

1. Contracting of district equipment and personnel must be approved by the Board unless during an incident, in which case the Chief may approve and provide full accounting to the Board.
2. Fire Company members may not use their District issued personal protective equipment or any other District owned equipment while performing services for an independent private contractor.

### **Leave of absence as an inactive member:**

1. A member may be granted a leave of absence for a specified time appropriate to each circumstance. All requests for leave must be made in writing to the Chief and approved by the Board.
2. Upon returning for active membership the Chief will assess the member's readiness and make a recommendation to the Board whether the member is ready for duty or whether additional training and/or a probationary period is required. The Board must approve reinstatement to full membership.

### **Operation of District equipment by non-members:**

1. District EMS vehicles and fire fighting vehicles may be operated by Fire Company members only, unless restricted authority for a special purpose is given to any other person by the Board.
2. Operation of all district vehicles must be coordinated with the Chief.

### **Incident Reports completed after an incident:**

All written documentation will be completed following an incident to meet the NFIRS requirements of the district and the Montana State Fire Marshall office and the EMS Bureau. All completed paperwork will be reviewed by the Fire Chief to ensure the report is complete and will be filed in a locked cabinet in the office. If Image trend is used for reporting a printed copy will be placed in the cabinet by the Chief.

### **Emergency Lights and Sirens:**

1a: Emergency response with apparatus and emergency lights is activated only by dispatch and received by the emergency responders through the paging/active 911 system. Use of emergency lights will be set by priority level given in the dispatch paging or by direction of CCRFD Chief or Assistant Chief.

1b: CCRFD Emergency lights and sirens may be used when responding from CCRFD station to an emergency call if it is pertinent to do so based on bringing safety to the driver of the apparatus and to the public. Be courteous with siren use based on time of day/night. Use of lights and sirens do not allow the user to disregard traffic signs, lights, and speed limits.

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1c: Emergency Lights and siren when used on CCRFD apparatus is to be used for requesting right of way from oncoming traffic. Right of way should not be expected nor should it be forced despite Repealed Montana annotated code 61-8-346. Be courteous of other drivers.

1d: Use of emergency lights do not give right to using excessive speed beyond the posted speed limit except as listed in Montana annotated code 61-8-107. Law enforcement can still give personal citations for excessive speed. Be cognizant of the type of emergency and drive responsibly according to the situation.

### **Use of lights and siren on Personal Vehicles (POV):**

Add Lights and Sirens on POV are not allowed per MCA 61-9-104 and MCA 61-8-102(2).

### **Sexual Harassment:**

It is the policy of the Canyon Creek Fire District that all members have the right to work in an environment free from all forms of harassment. The Canyon Creek Fire District does not condone, nor will it tolerate, any type of harassment directed towards its members. Therefore the Canyon Creek Fire District will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise. All new members must take Sexual Harassment training as part of CCRFD orientation and all members must take training biannually.

#### **Prohibited Activity**

- No members shall either explicitly or implicitly ridicule, mock, deride, or belittle any other member of the Canyon Creek Fire District.

- o Members shall not make offensive or derogatory comments based on race, color, sex, religion, or national origin either directly or indirectly to another member. Such harassment is a prohibited form of discrimination under Federal laws and is also considered misconduct within the Canyon Creek Fire District and is subject to disciplinary actions.

- o Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission or rejection of such conduct is used as the basis for decisions regarding the offended party's status or position within the Canyon Creek Fire District. Sexual harassment can also occur if such conduct has the purpose or effect of unreasonably interfering with a member's ability to perform his/her duties due to the creation of a hostile, intimidating, or offensive working environment.

#### **• Member's Responsibilities**

o The Fire Chief or his/her designee shall be responsible for preventing acts of harassment within the Canyon Creek Fire District. This responsibility includes, but is not limited to:

- Monitoring the work environment on a regular basis for signs that harassment may be occurring
- Informing all members on the types of behaviors prohibited by the Canyon Creek Fire District and the procedures involved for reporting and resolving complaints of harassment
- Stopping any observed acts of harassment and taking appropriate steps to intervene when suspected harassment is or has occurred.

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• The Fire Chief or his / her designee has the responsibility to assist any member of the Canyon Creek Fire District who wishes to file a complaint of harassment in documenting and filing such a complaint.

• Each member of the Canyon Creek Fire District is responsible for assisting in the prevention of harassment through the following acts

o Refraining from participation in, or encouragement of, such activities that could be perceived as harassment

o Reporting acts of harassment to an officer

o Encouraging a member who confides that he/she is being harassed to report these acts to an officer

• In the event of a complaint involving harassment, neither party shall make any statements to the press or other outside agency (except legal counsel) until such time that the initial investigation has been completed

### **Failure to take action to stop known harassment shall be grounds for disciplinary action.**

• Complaint Procedures:

o Members encountering harassment shall tell the person that his / her actions are unwelcome and/or offensive. If the behavior persists, the member shall document all incidents of harassment in order to provide the full basis for an investigation and pending disciplinary action.

o My member who things he / she is being harassed shall report the incident(s) to the Fire Chief or his / her designee as soon as possible. My delay in reporting an incident involving suspected harassment can undermine the investigation of said incident.

o The Fire Chief or his / her designee will document the incident in question, including in such documentation any and all written or other evidence gathered by the complainant.

o Once the complaint has been received and documented an internal investigation shall take place, with both parties being given ample opportunity to present their respective cases before any action is taken. The investigation shall include a determination whether other members are being harassed by the person involved, and whether any other members participated in, encouraged, or witnessed the incident(s).

o The Fire Chief shall inform both parties of the results of the investigation in writing within 25 days of the complaint.

- o There shall be no retaliation against any member for filing a harassment complaint, assisting in the subsequent investigation, or acting as a witness for or against either party involved in the complaint.
- o Either party may file a grievance/appeal in accordance with the By-Laws and/or Standard Operating Guideline of the Canyon Creek Fire District if they disagree with the findings and/or actions resulting from the initial investigation. The Fire Chief shall make all documentation available to both parties in case of an appeal.
- o This policy does not preclude nor supersede any member from filing a harassment complaint or grievance with any appropriate outside agency. Revised to read:

## **Equal Opportunity, Discrimination, and Harassment**

The CCRFD will maintain a policy of non-discrimination with regard to all personnel and applicants for membership. CCRFD prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other basis prohibited by applicable federal, state or local laws. All aspects of membership within the CCRFD will be governed on the basis of merit, competence, and qualifications. All members and applicants are guaranteed equal opportunities.

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of member relationships and causes serious harm to the productivity, efficiency and stability of our organization. The CCRFD does not now, nor will ever endorse or condone any form of discrimination or harassment by any members.

All members have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.

**DEFINITION:** In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

***Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to***

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;

***Harassment on any basis (race, sex, age, disability, etc.) exists whenever***

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.

- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

## RECOGNIZING HARASSMENT

Discrimination or harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be fellow co-workers, Officers, Chiefs, and others.

### *Some examples:*

#### **Verbal:**

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

#### **Non-Verbal:**

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

## COMPLAINT PROCEDURES

Any member who believes he or she is being discriminated against or harassed, or any, who becomes aware of discrimination or harassment, should promptly notify his or her Fire Chief. If the individual believes that the Chief is the harasser, the Chairperson of the Board should be notified. If the individual is uncomfortable discussing discrimination or harassment with his or her Fire Chief, the individual should contact one of the Trustees.

Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with members who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

## RETALIATION

Retaliation of any kind against any member bringing a complaint or assisting in the investigation of a complaint is prohibited. Such member may not be adversely affected in any manner related to their membership.

## DISCIPLINARY ACTION

The CCRFD views discrimination, harassment, and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

## FALSE COMPLAINTS

Any complaint made by a member of the CCRFD regarding discrimination or harassment in the workplace which is conclusively proved to be false, shall result in discipline. This

discipline may include dismissal from CCRFD. This section is not intended to discourage members or employees from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

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### **Smoking Policy:**

Smoking and Vape Pens add and all tobacco products in CCRFD station and in all apparatus is prohibited. Smoking must be at least 50 ft. from CCRFD fire station.

### **Weapons Policy:**

Canyon Creek Rural fire District firefighters and Board members will abide by all Federal and Montana State Department of Justice weapons policies. Add In order to protect CCRFD members from workplace violence, this policy is designed to implement and administer reasonable measures to ensure that the fire station remains a weapon-free workplace. The purpose of this policy is to assure member safety and the public's safety in the CCRFD Fire Station and on the scene of all Department incidents or events.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Weapons include, but are not limited to, visible and concealed weapons, including those for which the owner holds the necessary permits. Weapons can include firearms/guns, knives or swords with a blade longer than four inches, explosive or chemical materials, or any other objects that could be used to harass, intimidate, or injure another member.

**Add**

### **Acknowledgement**

By signing this form, I acknowledge that I have received and reviewed the CCRFD Standard Operating Guidelines (SOGs.)

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the CCRFD SOG's adopted (date) supersedes all prior handbooks or personnel policies on the subjects



contained in it and that the Board of Trustees have the right to change, modify, add to, substitute or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name \_\_\_\_\_  
Sign Name \_\_\_\_\_  
Date \_\_\_\_\_

The SOG's were approved by the Board on Sept 30, 2024 as Amendments to the SOG's can be brought forth to the board as needed.

Amendment on Sept 30 is annotated in blue

Current revisions are annotated in yellow and gray to replace

Changes submitted by Rick Grady in pink

Removal of section of SOP's in Green

Page count will be adjusted at final revision

Sept 30, 2024

Date

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Vice Chairperson

\_\_\_\_\_

Secretary

Draft Document for Public Comment Until Nov 17, 2024

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Treasurer

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Trustee

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Draft Document for Public Comment Until Nov 17, 2024