

# Cedarville Firemen's Association



## Probationary Packet

## **Welcome to the Cedarville Firemen's Association!**

We are pleased to share with you this opportunity to serve the community of Cedarville. This packet will help you get started. (Especially the "Where Do I Begin?" page!)

The first thing you need to do is find out what section you are in. Look for your name on the whiteboard in the hallway. Notice the number beside it. This is your number and you will identify yourself as 11## where ## represents your number and 11 stands for Cedarville. The first two names in the column are your Lieutenant and Sergeant. These people should be your first points of contact if you need anything. The current list of phone numbers can be found in the Radio Room to the left of the mailboxes. You are also assigned a mailbox. Make sure you check it regularly. Also, if you need to leave a note for someone, their box is an excellent place to put it.

Every Monday night at 6:30, training is held at the fire station. Training alternates between Fire and EMS weekly. It will help if you attend all trainings even if you are not certified. Training night is also an excellent way to meet other people on the department and become familiar with the fire department equipment. The calendar in the hallway shows the training topic for each night. This is a great way to fulfill your training requirements (see the Training Guidelines in this packet).

The last thing you need to know about is the monthly association meeting. This meeting is held on the second Tuesday of every month at 8:00 PM (dinner is included!). This is when everyone gets together to discuss department business. You are required to attend these meetings unless you are excused by an officer (Association President, Vice President, Secretary, Treasurer, Lieutenant or higher). Three unexcused absences in a row will result in dismissal.

### **Contents of this packet:**

- **Information**
  - Where Do I Begin? – Start here to find out which end is up!
  - Fire Department/Association Interface – this will help you understand your role in the Cedarville Firemen's Association and its relation to the Cedarville Fire Department.
  - Hepatitis B Compliance Form – You must fill this out ASAP and return to Assistant Chief Kyle Miller. It is not important that you fill out the dates of vaccination if you don't know them. Contracting Hepatitis B is preventable. It is highly recommended that you get this vaccination. The Fire Department will cover the costs if you elect to get the vaccination.
  - Training Guidelines – Read this carefully! You must meet these requirements
- **Standard Operating Guidelines (SOGs)** – These documents discuss the procedures we follow during our various functions as members of the fire department. SOG's are important to operations during a fire or EMS call, so make sure you read AND understand these documents!
  - Accountability SOGs – How we keep track of people on the scene of an incident.
  - EMS SOGs – Description of procedures for EMS calls.
  - Fire SOGs – Description of procedures for Fire calls.
  - Driving SOGs – Responsibilities for driving fire/EMS apparatus.
  - RIC SOGs – Description of procedures for Rapid Intervention Crews.
- **Constitution and By-Laws**

### **Important items on the website:**

- <http://www.ctvfd.org/sogs.htm> - Another copy of the Fire Department SOGs
- <http://www.ctvfd.org/Constitution%2013MAR2007.pdf> - Association Constitution & By-Laws
- <http://www.ctvfd.org/Maps.htm> - Maps that you must learn to become a driver.
- <http://www.ctvfd.org/Vehicles.htm> – Contents of each truck for review before testing.

Once again, we are excited to have you join us!

# Where Do I Begin?

## *So, you want to go on calls...*

In order to go on calls, you should complete the following.

1. **Fill out paperwork.** Make sure Assistant Chief Kyle Miller has a copy of your current physical and the Hepatitis B compliance form. If you have not been vaccinated for Hepatitis B the fire department will cover the cost for this vaccination.
2. **Watch the Blood Borne Pathogens Video.** You can find this video on the officer's computer in the meeting room. You should watch it with an officer present who can sign off that you have done it. Generally Chief Scott Baldwin or Assistant Chief Kyle Miller are at the station during the day and can help you with this.
3. **Make sure your CPR Certification is current and turn in a copy to your Lieutenant's Box in the Radio Room.** If you need to take CPR, contact the EMS Captain, Les Jeffers.
4. **Get training on the Air Cascade System and on one fire or EMS vehicle.** Anyone who is currently 'checked off' on these things may assist you with training. You can find phone numbers on the spreadsheet to the left of Assistant Chief Miller's desk hanging on the wall. You can find out if someone is checked off by looking at the whiteboard in the hallway. If they have an 'R' (for Rider) or 'X' (for Driver and Rider) next to their name in the column of Cascade System or a Truck Number, then they are qualified to train you. There is now a "non-EMS Certified" category of Medic Rider (signified by a red instead of blue "R" on the training board) for those non-certified members who wish to assist on EMS calls (ie. firefighters who can serve as drivers, or for non-certified personnel who ride along for lift assistance). If you are checked off as a medic rider before receiving any EMS certification, then you must re-test on the medic after you receive your initial EMS certification. When reviewing the trucks you can go to <http://www.ctvfd.org/Truck%20Training.htm> for information about each truck.
5. **Test on the Air Cascade System and on one fire (E11, L11, T11, R11) or EMS (M11/M13) vehicle.** An officer must test you (they must be a Rider on the vehicle you want to test on in order to test you). You should check on the whiteboard in the hallway to see who the officers are. Start with your sergeant. If (s)he is not able to help you (s)he will point you in the right direction. For M11/13, you may either train with any member who is a rider on the medic, and then be tested by an EMS officer, or you may be trained by an EMS officer and then take your rider test with any line officer (provided that officer is an EMS provider). Non-certified officers may train and test non-certified members on the medic, but all EMS providers are required to be trained and/or tested by an EMS officer.
6. **Get pager and radio equipment.** Assistant Chief Kyle Miller will provide you this equipment after you have completed steps 1-5.
7. **Go on calls!** You're ready to go on calls. There are lots of things to do even if you don't have a fire or EMS certification. If you are not fire or EMS certified make sure that you tell the officer and/or driver of the truck **BEFORE** you get on the truck that you aren't certified. Make sure that you tell the officer/driver on each call - don't assume that they remember from last time; they have a lot of people to keep track of!

## *So, you want to take a Fire or EMS class...*

Look on the whiteboard in the hallway that is closest to the outside door for fire/EMS course offerings. Fill out a training request form near the door in Assistant Chief Miller's office and turn it into your Lieutenant's box. He will assist you from there. You will generally be required to sign a 1 year contract. After completing your contract you are eligible for reimbursement.

## *So, you're already an EMT...*

You will find the Miami Valley Standing Orders here: <http://www.gmvemsc.org> under training materials. You should study these and take the included pre-test included at the end. Then, contact EMS Captain Les Jeffers to determine if you need to take the practical section and contact John Smith (937-352-2505) to schedule to take the written section at Greene Memorial Hospital.

## *So, you want to get off of probation...*

Complete the probationary requirements and become Fire or EMS certified (any level). You will also have to be a probationer for at least four months. Getting off probation is at the discretion of the Executive Council and the voting members of the Firemen's Association. In order to get off probation, you must complete all the training requirements outlined in section IV Probation Requirements in the Training Guidelines. Watch your email for NIMS 100, 700, and 200 classes being offered, or take the classes online at [www.fema.gov](http://www.fema.gov). Go to the online training section → course catalog, choose I700, 100, or 200, register for the class, and follow the instructions. If you get confused with this, contact Assistant Chief Kyle Miller and he can help you get to where you need to be. Lastly, when Haz-Mat training is offered next, you must take it.

## *So, you don't want to get kicked off the department...*

Stay up to date on training and run requirements as outlined in the Training Guidelines. Also, you must complete the requirements to get off of probation within one year of joining.

## *So, you still have questions...*

Contact your sergeant or lieutenant for more information.

# Fire Department and Firemen's Association Organization

*Adapted from Chief Baldwin's presentation by Melissa Scholes*

In Cedarville, we have two separate entities involved in our fire and EMS service: the Cedarville Fire Department and the Cedarville Firemen's Association. It is important to understand the differences and interactions between the two.

## **The Association**

The Cedarville Firemen's Association is a not-for-profit organization. It functions similarly to a union in the way it handles business. The Association is a contractual entity. The function of the Association is to support the Cedarville Township Fire Department.

*The Association is headed by Executive Officers* that are elected every year by the voting membership. They are governed by Federal and State law, and are locally governed by the Firemen's Association constitution (which can be found at the back of this book). They are recognized by the state of Ohio and the Articles of Incorporation. The Executive Board is made up of:

- President (Tom Woltman)
- Vice President (Jonathon Smith)
- Secretary (Melissa Scholes)
- Treasurer (Mark Thordsen)

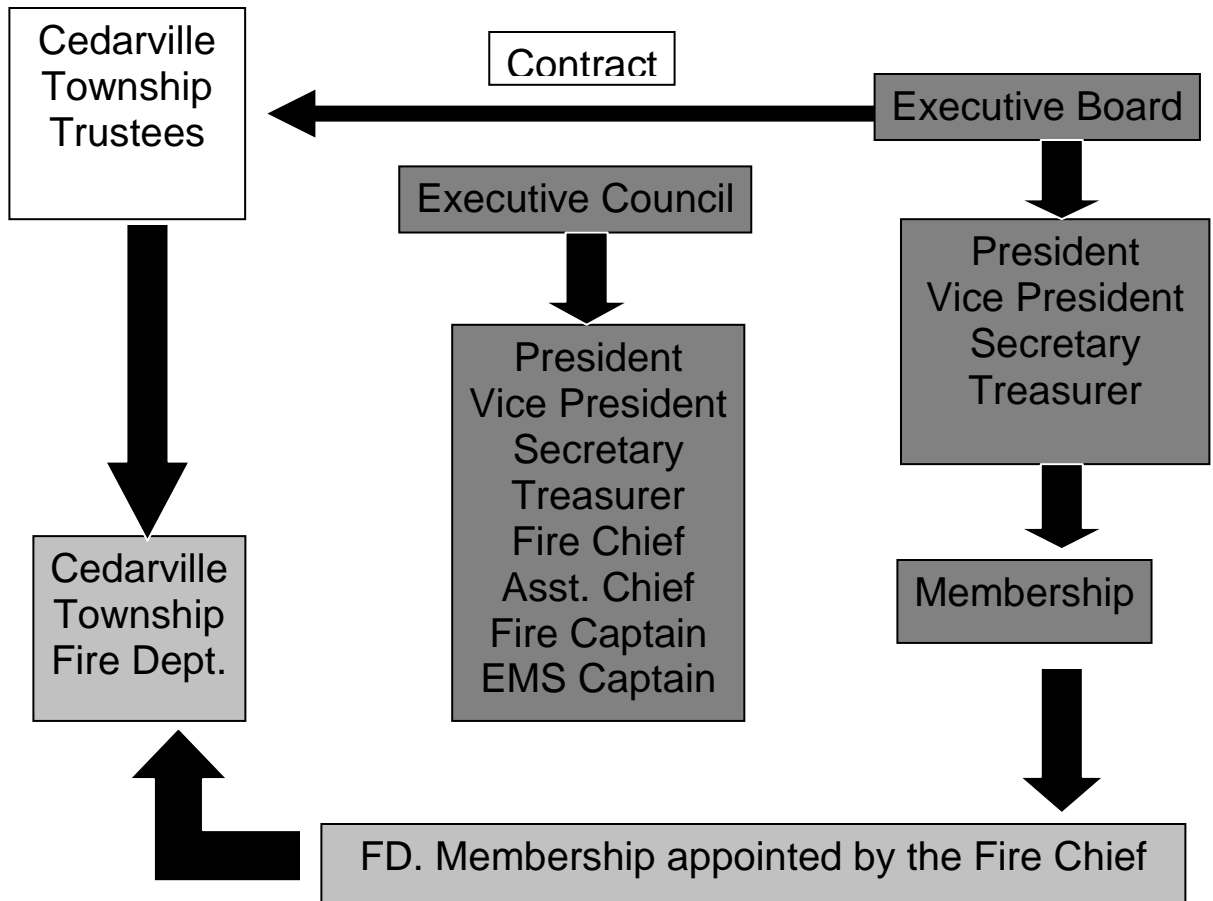
*There are different categories of membership in the Association:*

- Voting Membership
  - Non-probationers who are permanent full-time residents of the Cedarville Village or Township
  - Full voting rights in the Association
  - Voting rights on Fire Department officers is limited to those appointed to the Fire Department
- Associate (Non-voting) Membership:
  - Can be appointed to the Fire Department
  - May not vote on Association issues
  - Can vote on Fire Department officers if appointed to the Fire Department
- Probationary Membership:
  - No voting rights
  - 4-12 month period beginning when probationer is accepted into the Association
  - Training and learning period
- Honorary Membership
  - Past member
  - An individual that has been a major supporter
- Inactive membership
  - Must be requested upon leaving active membership of the Association
  - Must have been active a minimum of 5 years to be considered
  - Retains voting privileges

### *The Process from Start to Finish:*

- Pick up an application, fill it out completely, and turn it in.
- Background/Driver's License check
- Application goes to the Executive Council for review
- The Executive council appoints you to the Association as a probationary member.
- As a Probationer:
  - Assigned to Section A, B, or C.
    - Meet your section officers and members
  - Receive a probationary packet
    - Contains the Association constitution and Fire Department SOG's
  - Complete mandatory training
    - BBP, CPR, Haz-Mat Awareness/Operations, NIMS, Fire/EMS Certs
    - Become a rider on vehicles
  - Receive communications equipment and Personal Protective Equipment (PPE)
  - The 4-12 month time period of probation may be extended at the discretion of the Executive Council if extenuating circumstances exist.
  - The Executive Council will monitor your progress
    - Completion of Training
    - Certifications
    - How active you are in activities/trainings
    - Number of calls you respond to
    - Attendance at Monday night trainings
    - Attendance at monthly Association business meetings
  - Executive Decision
    - When the Executive Council agrees you have or have not met the requirements of your probation period, they will recommend to the Association at a regular monthly business meeting to change your status:
      - Deny you membership
      - Make you a Voting Member (must live in the Village or Township year-round)
      - Make you an Associate Member
- Now you are an Association Member!
  - Continue attending trainings and furthering your education
  - Follow the training and response guidelines
  - Attend Monday night trainings
  - Attend business meetings
  - Attend and assist with Association functions (CedarFest, etc.)
  - Get checked off a rider and driver of all applicable apparatus
  - Learn what, how, and why we do what we do
- Next step: Fire Department Member
  - When the Fire Chief thinks you're ready:
    - You will be appointed to the Fire Department
    - You will be sworn into different functions:
      - EMS
      - Fire
      - Other

# Association Relationship to Department



# Hepatitis B Compliance Form

OSHA and the CDC have identified the potential exposure of health care workers to the hepatitis B virus (HBV) in the course of performing their duties. For the protection of our members we are offering the HBV vaccination as well as follow-up evaluation to all members that are exposed to blood or other potentially infectious materials.

In accordance with recommended OSHA guidelines this vaccine and any necessary follow-up evaluations will be offered at no cost to the member. You have the ability to decide whether or not you want the vaccine.

At the bottom of this memo you may indicate your choice. Please return this memo with your signature within 10 days.

- I want to receive the vaccine and follow-up testing
- I have already received the vaccine
- I do not wish to receive the vaccine

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_  
DATES OF VACCINATION

## **Cedarville Township Volunteer Fire Department Training Standards**

**FIRE STANDARD** – A minimum of 24 hours of Fire Department training per year.

**EMS STANDARD** – A minimum of 16 hours of EMS Department training per year.

### **GUIDELINES**

An active member of the Cedarville Township Fire Department is someone who participates both in training and runs throughout the year.

#### **I. MEMBER REQUIREMENTS**

A. **FIRE** - An active FIRE member will:

- ⇒ Have a minimum of 24 (twenty-four) hours of fire training per year
  - ⇒ It is preferred to have a minimum of 6 (six) hours per quarter
- ⇒ Be current on \*mandatory certifications
- ⇒ Make a minimum of 6 (six) \*\*runs per quarter

B. **EMS** - An active EMS member will:

- ⇒ Have a minimum of 16 (sixteen) hours of EMS training per year
  - ⇒ It is preferred to have a minimum of 4 (four) hours per quarter
- ⇒ Be current on \*mandatory certifications
- ⇒ Make a minimum of 6 (six) \*\*runs per quarter

C. **BOTH** - An active FIRE and EMS member will:

- ⇒ Have a minimum of 24 (twenty-four) hours of FIRE training per year
  - ⇒ It is preferred to have a minimum of 6 (six) hours per quarter
- ⇒ Have a minimum of 16 (sixteen) hours of EMS training per year
  - ⇒ It is preferred to have a minimum of 4 (four) hours per quarter
- ⇒ Be current on \*mandatory certifications
- ⇒ Make a minimum of 6 (six) \*\*runs per quarter

**\*MANDATORY CERTIFICATION TRAINING** - When mandatory training is given during a quarter, that training must be completed during that quarter.

- ⇒ Blood Borne Pathogens
- ⇒ Spinal Clearance (EMS)
- ⇒ Professional CPR
- ⇒ Haz-Mat Awareness and Operations (as class becomes available)
- ⇒ Standing Orders (EMS)

**\*\*RUNS** – include Fire and EMS calls only. A Public Service is not considered to be a Fire or EMS call.

#### **II. STIPULATIONS**



A. **TRAINING HOURS** - The training committee will meet quarterly to review each members status.

- ⇒ If your totals are consistently below the preferred minimums, the \*\*\*training committee has the discretion to set up a meeting. Each case will be looked at on an individual basis.
- ⇒ If anyone has special circumstances that arise with training hours, you need to take it before the training committee immediately.

B. **FIRE and EMS RUNS** - The training committee will meet quarterly to review each members status.

- ⇒ If your totals are consistently below the preferred minimums, the \*\*\*training committee has the discretion to set up a meeting. Each case will be looked at on an individual basis.
- ⇒ If anyone has special circumstances that arise with making runs, you need to take it before the training committee immediately.

\*\*\***TRAINING COMMITTEE** - The training committee has full discretion to terminate membership, extend grace period, wave requirements, or grant active status.

### III. TRAINING INFORMATION

A. **OPPORTUNITIES** - Any record of training goes to the training officer, then will be distributed accordingly to be logged in the training notebook.

- ⇒ Debriefing after calls
- ⇒ Teaching / Assisting in training
- ⇒ Scheduled department training / testing
- ⇒ Any approved outside training opportunities

B. **OUTSIDE TRAINING** - If you attend a Fire or EMS required training other than from Cedarville Township Volunteer Fire Department, you need to give a copy of a certificate or instructor signed syllabus to the training officer.

C. **RIDERS TRAINING** - Fire and EMS personnel will take care of their Riders Training requirements during the probationary period and are encouraged to continue to be educated on the equipment throughout the year.

### IV. PROBATION REQUIREMENTS

A. **FIRE** probationer must receive the following:

First quarter of probation (three months):

- ⇒ Knowledge of the air system
- ⇒ Rider trained on one fire vehicle – E11, L11, T11, or R11
- ⇒ Mandatory certification training
- ⇒ NIMS I-700

Second quarter of probation (three months):

- ⇒ Village and Township maps
- ⇒ Rider trained on second fire vehicle

- End of probation:
- ⇒ Certification
  - ⇒ NIMS I-100
  - ⇒ Rider trained on third fire vehicle

**B. EMS probationer must receive the following:**

- First quarter of probation (three months):
- ⇒ Knowledge of the air system
  - ⇒ Rider on Medic / Ambulance 11 / 13
  - ⇒ Mandatory certification training
  - ⇒ NIMS I-700

Second Quarter of probation (three months):

- ⇒ Village and Township maps
- ⇒ Rider trained on Rescue 11

End of probation:

- ⇒ Certification
- ⇒ NIMS I-100
- ⇒ Standing Orders and Spinal Clearance

## **V. RESPONSIBILITIES**

**A. FIRE LIEUTENANTS**

- ⇒ Will be responsible for the members in their section, including fire sergeants
- ⇒ Will have up to 5 (five) days after the month is over to have paperwork completed.
- ⇒ Will review the book at the end of the second month of the quarter and update the members in their section.

**B. FIRE CAPTAIN**

- ⇒ Will be responsible for all of the line officers, except the fire sergeants
- ⇒ Will have up to 5 (five) days after the month is over to have paperwork completed.
- ⇒ Will review the book at the end of the second month of the quarter and update the members in their section.

**C. TRAINING COMMITTEE**

- ⇒ Will review the training notebook quarterly.
- ⇒ The training committee consists of the following: Association President, Vice-President, Treasurer, Secretary, Fire Chief, Assistant Fire Chief, Fire Captain, and EMS Captain.

## **VI. Maternity Leave**

### **A. FIRE**

- ⇒ Training requirements will be waived 12 weeks from delivery date. After 12 weeks, training will begin by attending scheduled events or by video training. If for any reason, 12 weeks is not sufficient, send a letter concerning the situation to the training committee. An additional 3 months may be granted with the training committee approval.
  - Video – sign out the videos for a 48 hour time
- ⇒ Run totals will be waived 1 year from delivery date.

### **B. EMS**

- ⇒ Training requirements will be waived 12 weeks from delivery date. After 12 weeks, training will begin by attending scheduled events or by video training. The State of Ohio requires that training be kept current every 3 years.
  - Video – sign out the videos for a 48 hour time
- ⇒ Run totals will be waived 1 year from delivery date.

\*\*\* Mandatory Requirements must be kept current.

Professional CPR, HAZ-MAT, BBP, and Standing Orders

# Cedarville Township Volunteer Fire Department

## Incident Site Accountability Standard Operating Guideline

### June 30, 2005

#### Purpose

This standard operating guideline describes a system of incident site accountability. The purpose is to account for all personnel, at all times during an incident. Use of this system will provide enhanced safety for the individual member, and will provide the incident command staff an improved means to track and account for all personnel working at the incident.

#### Scope

This standard operating guideline shall apply to all members of the department and any mutual aid personnel during emergency incidents as detailed within this standard operation guideline as well as any other time deemed necessary (training burns, etc.). Other department's accountability systems (passports, collar tags, etc.) will be integrated on scene into our system.

#### Responsibility

Accountability requires a commitment from all members to work within the safety system of an incident.

1. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident
2. Command will always be responsible for including accountability as a key element in the development of the incident action plan, and must consider and react to any barriers to effective accountability.
3. Line officers will always maintain an accurate tracking and awareness of crews assigned to them. This will require the officer to be in their assigned area and to maintain close supervision of crews assigned to them.
4. Commanders, officers, sector supervisors, and firefighters will maintain an awareness of each others physical condition and will use the command structure to request help, relief, and reassignment of fatigued or injured members.
5. Company officers, sector supervisors, and individual firefighters are accountable for the safety of themselves and other members of their team sector. Personnel will maintain a constant awareness of the position and function of all members working with them. Remember, all crews go in together, stay together, and come out together.
6. Members must stay in contact with each other by voice, vision, or touch.
7. The minimum crew size required to enter the exclusion zone is two members, with at least one member having an operating portable radio. If the radio fails while working in the exclusion zone, the crew will exit unless they have another operating radio.
8. All crews will work for command, branches, or sectors –**no freelancing!**

#### Personnel Accountability System (PAS) Equipment

PAS equipment shall consist of three items. The first of these are the individual members PAS tags. These ID tags are located on the underside of the back of the member's helmet, Velcro in place, and contain their first and last name. There should be four PAS tags on each helmet. Two tags will be placed on the apparatus ID pad with the other two remaining on the helmet. If an accountability officer is established at an entry point, the third PAS tag will be given to him/her upon entry and returned back upon exit from the area. The fourth PAS tag will always remain on the helmet.

The next item in the PAS is the apparatus ID pad. This is also held in place by Velcro and contains the vehicle unit number (e.g. 1111). During incidents requiring use of the accountability system, individual PAS tags will be placed on the appropriate apparatus ID pad, one on each pad in the apparatus. The drivers PAS tag will be placed upside down with all other occupants PAS tags placed right side up. One apparatus ID pad will be brought to command or the accountability officer while the other apparatus pad remains in the vehicle. The company officer/OIC on each piece of apparatus shall be responsible for ensuring that the apparatus ID pad is brought to the incident commander or accountability officer.

The third item in the PAS is the accountability board. There is an accountability board on Engine 1111 and in Chief 1100. An apparatus ID pad from each vehicle on scene should be placed in its corresponding area on the accountability board. Apparatus ID pads will be returned to the company officer/OIC when their unit has been placed in service by command.

The company officer/OIC on each piece of apparatus shall be responsible for ensuring that the PAS is utilized on every appropriate response.

#### Personnel Accountability Reports (PAR / Roll Call)

The roll call (PAR) provides for rapid accounting of all personnel at the scene as well as for those in staging. When roll call (PAR) is requested by the incident commander, the sector supervisor shall take immediate roll call of all members in their sector and report in to command. An example of this is as follows:

“Main Street command to all units on scene, initiate a roll call (PAR).”

“Interior to command, I have all members accounted for”

A roll call (PAR) is required in all the following situations:

1. A report of a missing or trapped firefighter.
2. A change from offensive to defensive operation.
3. A sudden hazardous event at the incident – flashover, backdraft, collapse, etc.
4. At a report of fire or incident under control.
5. After an evacuation alert.
6. At any time the incident commander is in doubt of the accountability of all crews.

#### PAS Officers / Accountability Officers

The PAS Officer / Accountability Officer is responsible for maintaining an accurate tracking of personnel on scene. The incident commander may serve in this manner as well until a PAS Officer / Accountability Officer can be established. The Safety Officer should not serve as the PAS Officer / Accountability Officer.

#### PAS Implementation at Incidents

The PAS shall be implemented at every incident except single medic unit responses and medic assists.

The PAS is divided into three levels of accountability; Level 1, Level 2, and Level 3.

1. Level 1: During level 1 accountability, members will place their PAS tags on the apparatus ID pads with one pad always remaining with the apparatus. Level 1 shall be used on every response, with the exception of single medic unit responses and medic assists. The use of level 1 shall be automatic since command will not instruct members to do so. Members should place their PAS tags on the apparatus ID pad as they board the apparatus.

2. Level 2: The incident commander initiates level 2 accountability on incidents in which there is significant potential for a firefighter to become lost, trapped, or injured. Such calls include but are not limited to: wilderness areas rescue, special rescues, structure fires, wildland fires, smoke in structure calls, gas leaks, and any other time the incident commander desires. During level 2 accountability, the incident commander assigns a PAS Officer / Accountability Officer to collect the apparatus ID pads from the apparatus company officer/ OIC and bring them to the command post.
3. Level 3: This is also known as point of entry accountability. This is most often implemented during haz-mat, confined space, collapse, and other special rescue incidents. During level 3 accountability, a PAS Officer / Accountability Officer assigned by command is placed at every entry point. The PAS Officer / Accountability Officer collects and maintains the PAS tags at the point of entry for any member operating in the exclusion or "hot" zone. The PAS Officer / Accountability Officer , in conjunction with the Safety Officer, monitors operation time for members within the exclusion zone. All members not operating in the exclusion zone at these incidents will operate under level 2 accountability.

#### Rapid Intervention Crew

A rapid intervention crew shall be assembled at all working structure fires, special rescue incidents, and whenever deemed necessary by the incident commander as soon as adequate staffing is available. This crew shall consist of at least two members and shall be available for rescue of a member or team if the need arises. These crews shall be equipped with the appropriate clothing including SCBA, portable radio, and tools.

#### Lost / Missing Members

An absent member of any crew/team/sector will automatically be assumed lost or trapped in the exclusion zone until otherwise determined safe. Crew leaders and sector supervisors must immediately report any missing personnel to command. For any report of missing personnel, incident command must request the next greater alarm assignment (i.e. first alarm goes to a second alarm). Incident command must next initiate a roll call (PAR) for all companies and personnel on scene and in staging. Command must also send the rapid intervention crew to the last reported working area of the lost firefighter(s) to begin a search.

#### Terminating PAS

The use of PAS will be terminated by the incident commander when the situation is contained and all units go in service.

EFFECTIVE June 30, 2005

\_\_\_\_\_ Date: \_\_\_\_\_

D. Scott Baldwin  
Fire Chief  
Cedarville Township Volunteer Fire Department

Cedarville Township Volunteer Fire Department  
EMS Standard Operating Guidelines  
March 30, 2007

1. Personal Safety is your first priority.
2. Patient care is your second priority.
3. Always operate equipment safely and under control. Vehicle occupants shall be **seated with seat belt on**.
4. On scene communications will utilize GFE-EMS 1 on the 800 MHz system.
5. On all calls requiring a multi-vehicle response, IMS will be implemented. For a typical medical call, it will be up to the senior medical or officer on scene if IMS will be utilized.
6. EMS officer is in charge of seeing that patient care is fulfilled.
7. On a MVA, the first arriving unit shall establish incident command, preferably a fire officer. The EMS officer is in charge of patient care unless commanded otherwise. EMS personnel shall report to command for assignment.
8. If no line officers are on the scene, the senior fire person, department member, shall assume incident command and the senior medical person department member should be in charge of patient care. One person must be in charge in seeing that patient care is being fulfilled.
9. The driver of the ambulance / medic shall remain with the vehicle unless commanded otherwise. The vehicle shall always be operated with safety being the first priority. It is not mandatory for the driver to be EMS certified. It is not mandatory for the driver to don gloves unless patient contact is expected. The driver shall keep track of the number of personnel in the building.
10. Any personnel that may come into contact with the patient shall don gloves and must follow the exposure control program.
11. Personnel arriving on the scene shall check with command, or the ambulance driver, if command has not been established, to see where their service may be needed.
12. There should not be more than four people in the building at one time unless ordered by an officer.
13. Minimum ambulance / medic crew shall consist of two EMS certified personnel (one must be a department member) when transporting to a medical facility.
14. Maximum ambulance / medic crew should consist of a driver and three EMS certified personnel unless ordered otherwise.
15. A new run sheet shall be filled out, inventory sheet completed, copies made for EMS billing service, and all paperwork filed in the correct location after the call.

16. The run is not complete until the ambulance / medic is in service and all paperwork completed and filed. The run log shall be filled out legibly with the patient's name, address, removed from where if different than home address, medical facility transported to, illness or injury, incident times, month, day, year, run number, mutual aid given or received, and members that responded.
17. EMS run report form will be used filled out as follows:
  - A. Run number maintained in the upper right corner
  - B. Next to EMS service, write Cedarville Twp. F.D.
  - C. Unit ID is either Medic 11 or Medic 13
  - D. County is Greene
  - E. The ambulance / medic crew is responsible to keep times.
  - F. Run number for Medic 11 will start with the last two digits of the year plus 001.  
EXAMPLE: 07-001, the next would be 07-002, etc. The number for Medic 13 will follow the same format except before the year number place the number 2.  
EXAMPLE: 207-001, the next would be 207-002, etc.
  - G. Report must be kept as legible as possible, this is a legal document.
  - H. Report must be cleared by the officer in charge before being signed and turned into emergency department personnel.
  - I. Have the patient sign their initials in the box for release of information.
  - J. Obtain a face sheet if it can be accomplished in a timely manner, 5 to 10 minutes.
  - K. When signing a release for refusal of treatment, the supplemental run report form should be completed, explain the risks of refusal to the patient, have patient sign and date bottom of refusal form, and give a copy of the completed report to the patient.
  - L. Patient transport mileage noted
  - M. Return to service as quickly as possible.
18. Always verify drug bag exchange and expiration dates.
19. If a paramedic is needed, have dispatch drop one tone. If no response, run BLS or have an ALS intercept en route to the medical facility.
20. Patient care shall correspond to personal training and Greater Miami Valley EMS Council protocol. Medical direction is Greene Memorial Hospital. We operate under the medical license of Dr. Stephen Dixon and Dr. Linda Bailey.
21. If a passenger is to accompany the patient to the medical facility, they should ride in the front seat of the ambulance / medic **with their seat belt on.**
22. When a passenger is to accompany the patient to the medical facility, notify dispatch.  
EXAMPLE: Medic 11 is priority 3 to GMH with one patient and one passenger.
23. We must all work as a team and look out for one another's safety. If any problems arise, there will be a run review after the call is completed.
24. Must have Standing Orders, Blood Born Pathogen, CPR, C-spine clearance and Hazardous Material Awareness / Operations training.
25. Any equipment damaged or not working properly shall be reported to an officer as soon as possible and placed out of service. After returning to the station, tag the equipment, note the problem, sign, and date.



26. All personnel left at the station once the vehicles have responded shall remain at the station till released by command or when the ambulance / medic goes en route to the medical facility.
27. Vehicle designation shall be according to the level of care capable of being provided. If a Paramedic is on board, the vehicle shall be known as Cedarville **MEDIC** 11 / 13. For EMT Basics the vehicle shall be known as Cedarville **AMBULANCE** 11 / 13. If an EMT Intermediate is on board, **AMBULANCE** 11/13, Intermediate staffed.
28. Ensuring that the apparatus and all equipment is clean is every member's responsibility. Upon returning from a call or training evolution, all equipment will be cleaned as needed.
29. The officer in charge will release the crews from the station once all vehicles have been placed in service. It is the discretion of the officer in charge if a special need arises where you need to leave early.
30. Anything not covered in these guidelines, use personal knowledge and good common sense.

Revised March 30, 2007

\_\_\_\_\_ Date: \_\_\_\_\_

D. Scott Baldwin  
Fire Chief  
Cedarville Township Volunteer Fire Department

Attached:     Accountability SOG  
                  Driving SOG  
                  Backing SOG

Cedarville Township Volunteer Fire Department  
Fire Department Standard Operating Guidelines  
March 30, 2007

1. Your personal safety is your first priority
2. Always operate equipment safely and under control. Vehicle occupants shall be **seated with seat belt on.**
3. Full personal protective equipment shall be worn at all times unless commanded otherwise. This includes bunker pants with suspenders, bunker coat zipped up, leather or rubber boots, nomex hood, gloves, and helmet with chin strap attached. Minimum personal protective equipment should consist of bunker pants with suspenders, leather or rubber boots, gloves, and helmet with chin strap attached.
4. It is your responsibility to maintain your bunker gear in clean working order. Bunker gear shall be washed in the gear washer when it becomes soiled with dirt, hydrocarbons, or other debris. At a minimum, your bunker gear shall be washed every six months. It is your responsibility to record it in the gear book. Any items needing repair shall be written down with name, date, and problem description with a note placed in the gear officer's mail box.
5. IMS shall be established as soon as possible. First unit on scene shall start size-up and notify dispatch and all responding units on situation. You may request from dispatch a radio channel assignment (tactical). Ex: Tac 1
  - A. Fire / Investigation
    1. Structure use, size, and construction type
    2. Showing type, smoke, flames, fully involved
  - B. MVA / MVC
    1. Number and type of vehicles
    2. How many injured
    3. Is extrication is needed
    4. Any fire hazards
    5. Any hazardous materials involved - identify ASAP
6. Special Consideration – Accountability, need for RIC, 2 in 2 out, aerial platform work area.
7. MUTUAL AID as necessary: notify dispatch what you need and CAD will send next available unit.
8. All calls on investigations shall have a full response unless ordered otherwise.
9. On buildings with standpipes and sprinklers, the first engine in shall be positioned to pressurize the system. The second engine in should locate at another entry point to the building. One person needs to go to the alarm panel for verification of alarm location. Everyone shall stay with his or her piece of equipment till assigned a task.
10. Level 1 staging - all personnel remain with their vehicle  
Level 2 staging - all personnel except for the driver report to command  
Level 3 staging - all personnel report to command

11. Follow dispatch procedures and policies
  - A. For radio traffic, all communications should go through command.
  - B. Vehicles responding will confirm address with dispatch and number of personnel on board.
  - C. Notify dispatch when adequate personnel are responding (fire or EMS).
12. Secure the scene first for personnel safety.
13. Command shall advise dispatch when the situation is contained.
14. Never enter the scene without notifying an officer or command. All personnel must be accounted for and kept tract of. The officer may refuse to excuse you in order to continue the operation and / or clean up and place equipment in service.
15. Anyone working in a hazardous atmosphere shall don an airpack and activate their PASS device.
16. Should you become ill, injured, or exhausted, notify the IC so you can be relieved and attended to. Failure to report may jeopardize your workman's compensation or insurance.
17. You should never exhaust yourself completely in case a rescue is needed. Be sure you have reserved enough energy to at least go through one more airpack to make a rescue.
18. Any equipment that fails to function shall be pulled out of service and noted to an officer or command. After returning to the station, tag the equipment, date, sign, and note problem.

#### Vehicle Response for Different Situations

19. These shall be followed as close as possible unless commanded otherwise.
20. Class A foam will be used on all fires at 0.5 percent unless otherwise directed by command.
21. Structure Fire / Staffing
 

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
AMAR Engine	AMAR Engine	AMAR Engine
AMAR Engine	AMAR Engine	AMAR Engine
L11 2 / 2-4	T11 1 / 1-2	L11 2 / 2-4
T11 1 / 1-2	T13 1 / 1-2	T11 1 / 1-2
R11 1 / 1-3	AMAR Tanker	R11 1 / 1-3
M11 2 / 2-4	AMAR Tanker	M15 2 / 2-4
M13 2 / 2-4	R11 1 / 1-3	M11 2 / 2-4
	M11 2 / 2-4	
	M13 2 / 2-4	
22. Engine 11 shall lay a supply line on the way in or have Ladder 11 or Tanker 11 reverse lay and stage on the hydrant until assigned a task.
23. Ladder 11 may be used as a water supply out of a creek, pond, or swimming pool when necessary. It may also be used to relay water to Engine 11 out of a dump tank if necessary. You may check with command for assignment of Ladder 11 as supply vehicle. NOTE: You must have firm ground because of vehicle weight.

24. Automatic Fire Alarm / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
L11 2 / 2-4	T11 1 / 1-2	L11 2 / 2-4
T11 1 / 1-2	T13 1 / 1-2	T11 1 / 1-2
R11 1 / 1-3	R11 1 / 1-3	R11 1 / 1-3
M11 2 / 2-4	M11 2 / 2-4	M15 2 / 2-4

25. Vehicle Fire, CO Check, Power Lines Down / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
R11 1 / 1-3	T11 1 / 1-2	R11 1 / 1-3
M11 2 / 2-4	R11 1 / 1-3	M15 2 / 2-4
	M11 2 / 2-4	

26. On vehicle fires command may make tanker shuttle a priority depending on vehicle size and use.

27. Smoke, Odor Investigation / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
L11 2 / 2-4	T11 1 / 1-2	L11 2 / 2-4
T11 1 / 1-2	T13 1 / 1-2	T11 1 / 1-2
R11 1 / 1-3	R11 1 / 1-3	R11 1 / 1-3
M11 2 / 2-4	M11 2 / 2-4	M15 2 / 2-4

28. Hazardous Materials Incident / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
T11 1 / 1-2	T11 1 / 1-2	T11 1 / 1-2
R11 1 / 1-3	R11 1 / 1-3	R11 1 / 1-3
M11 2 / 2-4	M11 2 / 2-4	M15 2 / 2-4

29. High Angle, Trench Rescue / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
L11 2 / 2-4	L11 2 / 2-4	L11 2 / 2-4
R11 1 / 1-3	R11 1 / 1-3	R11 1 / 1-3
M11 2 / 2-4	M11 2 / 2-4	M15 2 / 2-4

30. Auto Accident / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
E11 3 / 3-6	E11 3 / 3-6	E11 3 / 3-6
M11 2 / 2-4	M11 2 / 2-4	M15 2 / 2-4
M13 2 / 2-4	M13 2 / 2-4	M11 2 / 2-4
R11 1 / 1-3	R11 1 / 1-3	R11 1 / 1-3
	T11 1 / 1-2	

31. Grass, Tractor, Combine Fire / Staffing

<u>Village</u>	<u>Township</u>	<u>University</u>
----------------	-----------------	-------------------

B11	2 / 2-4	B11	2 / 2-4	B11	2 / 2-4
E11	3 / 3-6	T11	1 / 1-2	E11	3 / 3-6
R11	1 / 1-3	R11	1 / 1-3	R11	1 / 1-3
T11	1 / 1-2	T13	1 / 1-2	T11	1 / 1-2
M11	2 / 2-4	E11	3 / 3-6	M15	2 / 2-4
		M11	2 / 2-4		

32. Water Rescue, Recovery / Staffing

<u>Village</u>		<u>Township</u>		<u>University</u>	
E11	3 / 3-6	E11	3 / 3-6	E11	3 / 3-6
R11	1 / 1-3	R11	1 / 1-3	R11	1 / 1-3
M11	2 / 2-4	M11	2 / 2-4	M15	2 / 2-4
W11		W11		W11	
AMAR W41		AMAR W41		AMAR W41	
AMAR W14		AMAR W14		AMAR W14	

33. Water Rescue, Recovery: Anyone working at the water's edge shall have a life jacket and helmet on.
34. The driver should be the operator of that piece of equipment and responsible for the equipment on that vehicle unless commanded otherwise.
35. Any vehicle with a fuel supply less than 3/4 full shall be re-fueled prior to being placed in service.
36. Limit radio traffic to **essential** information only.
37. Each crew operating on a scene shall have a radio for communications.
38. If anyone gets into trouble, "Mayday, Mayday, Mayday" shall be transmitted. Command will confirm last known location and reason for mayday. All units will continue operation given unless directed by command for different assignment. A PAR shall be utilized.
39. To evacuate a structure, the command will be given over all frequencies being used. Equipment will give a one minute minimum duration blast of the air horns. A PAR shall be utilized.
40. When dangerous atmospheres may be encountered, use air monitoring equipment and ventilation before doffing SCBA use.
41. Free Lansing will absolutely not be tolerated.
42. Must have Blood Born Pathogen, CPR, and Hazardous Materials Awareness / Operation training.
43. Shall be certified as a rider or driver to be on a vehicle unless ordered by an officer.
44. All personnel left at the station once the vehicles have responded shall remain at the station until released by command. Inform command of the number of personal standing by.
45. When responding in personal vehicle with lights and sirens, members shall observe speed limits such as are consistent with laws, weather, and road conditions and with due regards

for safety of pedestrians and private property. All requirements set forth on the Ohio Revised Code shall also be followed.

46. All personnel shall follow the department guidelines for facial hair: no beards or goatees, mustaches cannot extend below the corner of the mouth, sideburns cannot extend below the ear.
47. Upon returning to the station, the officer in charge shall complete all paperwork required for the call. The run log shall be filled out with incident address, owner name and address, incident type, incident times, month, day, year, run number, mutual aid given or received, and members that responded. Information can be obtained on scene by filling out an incident report contained in the clipboard on Engine 11.
48. Ensuring that the apparatus and all equipment is clean is every member's responsibility. Upon returning from a call or training evolution, all equipment will be cleaned as needed.
49. The officer in charge will release the crews from the station once all vehicles have been placed in service. It is the discretion of the officer in charge if a special need arises where you need to leave early.
50. Anything not covered in these guidelines, use personal knowledge and good common sense.

Revised March 30, 2007

\_\_\_\_\_ Date: \_\_\_\_\_

D. Scott Baldwin  
Fire Chief  
Cedarville Township Volunteer Fire Department

Attached:     Accountability SOG  
                  RIC SOG  
                  Driving SOG  
                  Backing SOG

Cedarville Township Volunteer Fire Department  
Vehicle Operator Requirements  
April 2, 2007

New Driver Certification:

1. Must have valid drivers license.
2. Must be rider trained on vehicle.
3. Must complete map test for both Cedarville village and township.
4. Complete drivers training with a department member or officer.
5. Complete driving maneuverability test\*\* with a department officer

Current Driver Recertification:

1. Must be recertified on every vehicle a current driver of.
2. Responsible to keep own log of driving time.
3. Need minimum of two hours road time on each vehicle per year.
4. If time requirement achieved, will not have to take driving road test.
5. If time requirement not achieved, must do driving road test\* with an officer.
6. Driving maneuverability test\*\* will be completed on E11, L11, T11, and M11.

\* Driving road test will be predetermined route to incorporate NFPA standard.

\*\* Driving maneuverability test will consist of NFPA standard obstacle course.

EFFECTIVE June 30, 2005

REVISED April 2, 2007

\_\_\_\_\_ Date: \_\_\_\_\_

D. Scott Baldwin  
Fire Chief  
Cedarville Township Fire Department

Greene County Fire Departments  
Rapid Intervention Crew (RIC) SOG  
November 2, 2006

1.0 PURPOSE

- 1.1 To establish guidelines for the designation of a Rapid Intervention Crew (RIC) at emergency incidents.
- 1.2 To establish guidelines for Fire Department personnel when functioning as a member of the Rapid Intervention Crew.
- 1.3 To enhance the safety of personnel operating at emergency incidents.

2.0 DIVISIONS

- 2.1 All Fire Department personnel.

3.0 RESPONSIBILITY

- 3.1 All Officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- 3.2 All members have the responsibility to learn and follow this guideline.

4.0 DEFINITIONS

- 4.1 Immediately Dangerous to Life and Health (IDLH)— For the purposes of this procedure, this means any environment where conditions exist that could result in immediate, debilitating effects to exposed personnel. Examples of these environments may include toxic atmospheres, atmospheres with impaired visibility, degraded structural conditions, or high heat environments.
- 4.2 Initial Stages of an Incident—Includes the period of an incident when the first arriving companies are undertaking tasks.
- 4.3 Rapid Intervention Crew (RIC)—A rescue team at the scene of emergency incidents specifically designated to provide personnel for the rescue/removal of Fire Department personnel engaged in hazardous operations.
- 4.4 Hazardous Operations—Those activities that may place operating personnel at increased risk of injury or death. These operations may include operations in IDLH atmospheres (toxic or oxygen deficient), interior structural firefighting, hazardous materials incidents, confined space entries, technical rescue operations, or other activities that may subject Fire Department personnel to increased risks.
- 4.5 Initial Rapid Intervention Crew (IRIC) - A temporary two person RIC assigned at the onset of an incident to allow a two person team to enter an IDLH or unknown atmosphere.

5.0 INITIAL RIC

- 5.1 IRIC (Initial RIC) - complies with 2 in and 2 out requirement
- 5.2 Command will upgrade the IRIC to a full RIC as soon as practically possible.



- 5.3 One IRIC member must be dedicated to accountability of interior personnel. Their function is to account for location of interior crews and initiate a fire fighter rescue.
- 5.4 Exceptions to IRIC at Structure Fires  
When there is a known life hazard and immediate action could prevent loss of life. When the fire is in the incipient stage that could be controlled by a portable fire extinguisher.
- 5.5 Personnel arriving on the scene of a working structure fire prior to the assembling of the four persons necessary to initiate interior fire fighting operations may perform exterior actions in preparation for an interior attack. These actions may include, but are not limited to:
  - A. Establishing a water supply
  - B. Shutting off utilities
  - C. Placing ladders
  - D. Laying the attack line to the entrance of the IDLH
  - E. Establishing exposure protection

## 6.0 PROCEDURE

- 6.1 The objective of the RIC is to have trained, fully-equipped rescue crews on site, in a ready state, to immediately react and respond to firefighters in distress, or to otherwise provide egress assistance from a hazardous environment.
- 6.2 The role of the RIC is to provide for the immediate removal of trapped or injured firefighters and to establish and maintain safe routes of egress from the involved structure or hazard zone.
- 6.3 A RIC shall be established by Incident Command whenever an incident has progressed beyond the initial stages of the incident and extended hazardous operations are anticipated. In any case, the request for mutual aid companies requires the establishment of a Rapid Intervention Crew for the duration of hazardous operations.
- 6.4 The Rapid Intervention Crew will be referred to as the “RIC” or “rapid intervention” group.
- 6.5 A tactical radio channel is recommended for RIC operations. The GC-RIC channel on the 800MHz system will be the primary channel used.
- 6.6 The type and size of the company or crew will depend on the hazards of the situation and the availability of personnel, but shall not consist of less than three personnel, including the RIC Leader.
- 6.7 Incident Command will decide, based on structure size and construction type, the apparatus needed for RIC. At a minimum, one Engine Company will be used for RIC. It is recommended that a Medic unit be staged with the RIC Engine. Incident Command should consider the use and/or staging of a Rescue Company for large residential and commercial structures to provide additional cribbing and specialized tools. The staging of a second alarm assignment may also be considered for commercial occupancies.

- 6.8 Personnel assigned RIC functions shall be properly trained in the role of the RIC and shall be capable of performing anticipated RIC activities. Rapid Intervention Crews at technical rescue or other incidents requiring specialized training shall consist of personnel capable of functioning in the technical or specialized rescue environment.
- 6.9 Personnel assigned RIC functions shall be equipped with the personal protective equipment appropriate for the anticipated hazards.
- 6.10 In most cases, a mutual aid company will be designated as the RIC. If mutual aid companies are not utilized, host Fire Department personnel may be assigned to RIC functions.
- 6.11 RIC personnel shall be staged to best facilitate anticipated RIC operations. The RIC should be staged to support quick access to the hazard zone, support effective communications with Command or Operations, and to facilitate staging of equipment. The designated staging area should be determined based on the needs and layout of the emergency incident. For large or complex incidents, more than one RIC and RIC staging area may be designated; consider establishing a Rapid Intervention Crew group.
- 6.12 Whenever a RIC is deployed, a minimum of one **Paramedic** staffed Medic shall be assigned to support RIC operations.
- 6.13 Incident Command should consider the staging of an additional Engine Company and Medic to facilitate immediate replacement if the primary company's are utilized.
- 6.14 Whenever a RIC is deployed to assist trapped or injured personnel, a replacement RIC and Medic shall be designated and staged.
- 6.15 The RIC shall assemble and remain at the point of entry in a safe location, or in a designated staging area and monitor all communications as well as maintain a visual observation of all activities.
- 6.16 At no time shall any RIC member become involved in the fire ground tasks that will delay or hinder in any way the RIC member from immediately responding to a "mayday" call. "Freelancing" or independent firefighter operations will NOT be tolerated from any RIC member.
- 6.17 Command may find it necessary to deploy the designated RIC to perform immediate, high priority tactical functions. In such cases, a replacement RIC will be designated as expeditiously as possible.

*Example:* Assisting in the rescue and removal of trapped civilians.

- 6.18 The responsibilities of the RIC include:
- A. Size up of the structure for egress points and potential hazards.
  - B. Monitor the number, location and condition of operating crews.
  - C. Placement of ladders to upper stories of a building for emergency egress;
  - D. Procurement and staging of necessary equipment.

- 6.19 Whenever a RIC is assigned, the following equipment should be available to the RIC and staged in the appropriate staging area:
- A. Thermal imaging camera
  - B. Forcible entry hand tools
    - 1. halligan tool
    - 2. flat-head or pick head axe
    - 3. pike pole
    - 4. sledge hammer or TNT tool
    - 5. bolt and/or wire cutters
  - C. Portable radios (one for each RIC member)
  - D. Hand lights
  - E. Two spare SCBA units (type used by operating personnel)
  - F. Stokes basket with rescue/search rope and webbing
  - G. SCBA RIC bag
  - H. Salvage cover or tarp on which to place RIC equipment
- 6.20 The above mentioned tool list is merely a starting point. Specific tools needed will depend on building construction.
- 6.21 The RIC will report directly to the Incident Commander or to the Operations group, depending on the structure of the Incident Command System in place for the incident.
- 6.22 When deployed, the RIC will respond to the last known operating area of a lost, trapped or injured firefighter. The RIC Leader shall keep Command or Operations, if established, appraised of the situation and any additional resources that may be required.
- 6.23 To notify Command of the need for deployment of the RIC, the crew in “trouble” or the division officer will activate the emergency button on their 800 MHz radio and declare a “MAYDAY”, “MAYDAY”, “MAYDAY”. All other fire ground suppression operations will continue. The emergency broadcast will include location of downed person or crew, condition if known, and the extent of the emergency, i.e. trapped, fell through a floor, ceiling down etc.
- 6.24 Command will activate the RIC, with the last known location and the type of emergency situation the crew has declared. A tactical radio channel will be established for RIC use. The GC-RIC channel on the 800MHz system will be the primary channel used.
- 6.25 All other operating crews will continue with there designated assignments. A PAR of all divisions will be called for by Command.

EFFECTIVE November 2, 2006

\_\_\_\_\_ Date: \_\_\_\_\_

D. Scott Baldwin  
Fire Chief  
Cedarville Township Volunteer Fire Department

# CONSTITUTION

Of the

# CEDARVILLE FIREMEN'S ASSOCIATION INC.

Cedarville, Ohio

# TABLE OF CONTENTS

ARTICLE I	NAME AND PURPOSE
ARTICLE II	MEMBERSHIP
ARTICLE III	OFFICERS
ARTICLE IV	SPECIFIC DUTIES OF THE OFFICERS
ARTICLE V	MONEY AND EQUIPMENT
ARTICLE VI	RULES FOR MEMBERSHIP
ARTICLE VII	MEETINGS
ARTICLE VIII	ALTERATIONS OF AMENDMENTS
ARTICLE IX	RULES OF ORDER
ARTICLE X	ORDER OF BUSINESS
ARTICLE XI	PRECEDENCE AND EFFECT

# ARTICLE I

## NAME AND PURPOSE

### SECTION 1

This organization shall be known as the Cedarville Firemen's Association, known hereafter as the Association. It is a corporation, not for profit, incorporated under the laws of the State of Ohio.

### SECTION 2

Its purposes are the preservation and protection of life and property from and during such fires, emergencies and life threatening perils as may occur in Cedarville Village and Cedarville Township, Greene County, Ohio, and the rendering of assistance to neighboring cities, villages, townships, and communities when requested under contracts, mutual aid agreements or direction by competent authority.

### SECTION 3

The Association accomplishes its purposes by providing to the Cedarville Fire Department trained and certified personnel to prevent and combat such fires, emergencies and life threatening situations. It does this by operating equipment and material for use in these situations and by advocating fire prevention and safety awareness to the fire department, Village and Township authorities, other organizations and the citizens and residents of Cedarville, Ohio.

### SECTION 4

The Association does not discriminate against any person based on race, religion, age, sex or national origin. Where the words he / his or gentleman appear, they may be read as she / her or lady as appropriate. The term Firemen's Association is meant to be used generically and is considered an appropriate title for the entire membership of the Association.

# ARTICLE II

## MEMBERSHIP

### SECTION 1

Membership of the Association shall consist of five (5) categories: probationary, associate, voting, inactive, and honorary. Refer to Article VI for Rules of Membership.

### SECTION 2

All issues pertaining to membership shall be conducted by secret ballot. Exception: Resignation from the Association shall be submitted in writing to the Executive council. No vote shall be required to ratify the resignation.

### SECTION 3

Probationary members shall be appointed by the Executive Council. They shall be entitled to no vote.

### SECTION 4

Associate members shall be elected by the Association by a three-quarter (3/4) vote of the voting members present. They shall be entitled to no vote. Exception: Associate members appointed to the Department shall be entitled to a vote on Department officer positions.

### SECTION 5

Voting members shall be residents of Cedarville Township, Greene County, Ohio, unless otherwise approved by the Association. They shall be 18 years of age or older, and of sober and good moral character.

Residency shall be defined as ones place of voting, or address filed on income tax form, or address on drivers' license; and intent to establish permanent residency. Voting members shall be elected by a three-quarters (3/4) vote of the voting members present. They are entitled to vote on all business presented to the Association. However, only Department members shall be entitled to vote on Department officer positions.

### SECTION 6

Inactive members were voting members who have requested a leave of absence. They must have 5 years of service as a member. A voting member, by personal written request, may be approved for inactive membership by three-quarters (3/4) vote of the voting members present. Reasons such as age, health, or personal job conflicts will be reasons for applying. They will maintain all rights and privileges of membership but are entitled to no vote. An inactive member may return as a voting member by written request and by approval of three-quarters (3/4) vote of voting members present.

### SECTION 7

Honorary members shall, by contributing financially or by performance of some beneficial act, be elected by a three-quarters (3/4) vote of the voting members present. They shall be entitled to no vote.

## SECTION 8

All probationary members of the Cedarville Firemen's Association shall take the following pledge: **"I state name, as a probationary member, pledge myself to fulfill to the best of my ability, the duties of a good Association member and to abide by the Cedarville Firemen's Association Constitution. Furthermore, to complete the requirements set before me and actively participate in Association functions. I will respect my fellow members and reflect a positive image as I represent the Association."**

All associate / voting members of the Cedarville Firemen's Association shall take the following prescribed pledge: **"I state name, as an associate/voting member pledge myself to fulfill to the best of my ability, the duties of a good Association member and to abide by the Cedarville Firemen's Association Constitution. Furthermore, I will continue to regularly attend meetings and actively participate in Association functions. I will respect my fellow members and reflect a positive image as I represent the Association."**



# ARTICLE III

## OFFICERS

### SECTION 1

The officers of the Association shall consist of, in order of authority; the President, Vice President, Secretary, and Treasurer. These officers shall be elected annually by the association.

### SECTION 2

The officers of the Association shall control and manage the business, funds, and property in the best interest of the Association. They will preside over meetings to address association business. They may adopt regulations not inconsistent with this Constitution; promulgate and enforce rules governing the use of the property and privileges of the association.

### SECTION 3

The Executive Council shall be comprised of the President, Vice President, Secretary, Treasurer, Chief, Assistant Chief, Fire Captain and EMS Captain.

The Executive Board shall be comprised of the President, Vice President, Secretary and Treasurer.

# ARTICLE IV

## SPECIFIC DUTIES OF THE OFFICERS

### SECTION 1

It shall be the duty of the President to preside at all regular and special meetings and to preserve order. He shall appoint all committees and be an ex officio member of same.

### SECTION 2

It shall be the duty of the Vice President to assist the President in the discharge of his duties and to officiate in his absence. The Vice President shall also oversee all fundraising events and Association property.

### SECTION 3

The Secretary shall keep a correct roll of all classes of membership of the Association and shall keep strict account of all absentees. He shall record a full account of the proceedings of all official meetings. He shall receive and disseminate all correspondence for the Association. He shall notify new Association officers of their election within one (1) week after same and furnish each with a copy of the Cedarville Firemen's Constitution. He shall post a current committee roster on the bulletin board. He shall assist in planning the Christmas banquet. He shall perform such other duties as the Association may assign him within the scope of this office.

### SECTION 4

The Treasurer shall collect all monies due to the Association and safely keep same for the use and benefit of the Association. He shall deposit all monies in the name of the Cedarville Firemen's Association, in a depository named by the Association. He shall provide, at the regular Association meeting, a written account of monies received and bills to be paid. He shall provide a monthly written report to the Audit Committee and Secretary after the report is approved by the Association.

### SECTION 5

The President and two (2) members appointed by the President shall act as Trustee's for the Association. They shall represent the Association in any and all dealings with the Township Trustee's and Cedarville Village Council, and perform such other duties as may be assigned to them. At least one (1) of them shall attend all Trustee meetings and report on them at the next Association meeting.

# ARTICLE V

## MONEY AND EQUIPMENT

### SECTION 1

All money on deposit or hereafter deposited under the name of the Cedarville Firemen's Association is the exclusive property of the Association and may be disbursed by the treasurer following a majority vote of the voting members present or under the authority of the Executive Board per Section five (5).

### SECTION 2

Any equipment used strictly for Association business, purchased by the Association will be solely the property of the Association until it is disposed of by a majority vote of the voting members present. Any equipment for fire department use purchased fully or partially by the Association shall automatically become the property of Cedarville Township.

### SECTION 3

Any member leaving the Association either voluntarily or by request automatically forfeits his equity in all equipment owned by the Association or Cedarville Township. Said equipment shall be returned to the Association or Cedarville Township within 30 days of forfeiting membership.

### SECTION 4

A standing audit Committee of at least three (3) individuals shall be established. The duties of the committee will be to audit the Treasurer's books quarterly and at the end of the reporting year. They will provide an annual written report of their findings to the Association.

### SECTION 5

The four (4) Association officers and the Fire Chief will be on the account signature card kept on file at the bank. Two Executive Board members may approve purchases which shall be submitted at the next Association meeting. Two Association officers or the Fire Chief and an Association officer must sign all checks and notify the Treasurer of the expense.

### SECTION 6

Expenditures are to be paid by a check.

### SECTION 7

Money or checks and bill or purchase orders received by someone other than the Treasurer should be placed in a sealed envelope with an explanation and deposited in the designated drop slot.

# ARTICLE VI

## RULES FOR MEMBERSHIP

### SECTION 1

All applications for membership will be presented in the following manner; (A) Applications will be presented to the Secretary, (B) then turned over to an Investigating Committee (Appointed by the Executive Council) consisting of a minimum of three (3) members who will do a background and records check. The Committee shall return the application along with their findings to the Executive Council within thirty (30) days. (C) The Executive Council will vote either to accept or reject the application. If accepted, the applicant will then be presented to the Association as a probationary member. At that time the probationer will be issued a handbook containing the Constitution.

The probationary period shall last a minimum of four (4) months, but not more than twelve (12) months. During this time the probationer shall achieve certification in Fire, Rescue or EMS. An extension, beyond twelve (12) months, may be granted only by the Executive Council for unusual reasons or when certification is imminent.

After the four (4) to twelve (12) month period the Executive Council may recommend the applicant for membership into the Association. The probationer must receive a three-quarter (3/4) majority vote of the voting members present to become an associate or voting member.

### SECTION 2

Any member missing three (3) consecutive regular meetings will automatically forfeit his membership in the Association. This provision, however, shall be waved providing before 7 pm on the night of the Association meeting the member obtains the express permission of one of the Executive Council members or Lieutenants to miss the meeting. Members may be excused from the monthly meetings for valid reasons. Some of the reasons are illness, accidents, work or school related requirements or family situations.

Any member missing two (2) regular meetings without being excused shall be notified in writing by the Secretary.

### SECTION 3

All members shall strive to conduct themselves in an upstanding manner at all times. When the conduct of a member appears to be in willful violation of this Constitution, the member may be placed on probation, suspended or expelled from the Association. These actions will depend upon the nature and severity of the alleged incident or incidents. Any member may file charges against another by a verbal complaint followed by a written statement within twenty-four (24) hours of the incident. These complaints shall only be made to an Association officer. The Secretary shall then notify the accused member in writing by certified mail (return receipt requested) within seven (7) days of receipt of written complaint of the alleged violation of the Constitution. If the accused member does not acknowledge notification, charges will stand as filed and appropriate action taken.

A formal hearing will be held within seven (7) days after receipt of certified letter to hear the charges and determine what action will be taken. At that time, the accused member may present his defense. At least three (3) Association officers and the person filing the accusation must

be present at the hearing. The hearing will proceed without regard of the presence of the charged party. After the hearing before the Association officers, a recommendation for disciplinary action will be made to the Voting members of the Association if warranted. A three quarters (3/4) vote of voting members present shall determine the final association action. Any member who has had three (3) complaints or charges upheld against him in five (5) years will be dismissed from the Association.

Acts for disciplinary action include, but are not limited to the following; incompetence, inefficiency, dishonesty, gossip, drunkenness, immoral conduct, slander, insubordination, discourteous treatment of the public and members, any act of oppression or tyranny, neglect of duty, violation of Constitution, any other failure of good behavior, or any acts of malfeasance as a member of the Cedarville Firemen's Association. This section is intended as a guide for disciplinary action only. It should not be used for personal reasons, but for the betterment of the Association.

#### SECTION 4

No person shall hold the Cedarville Firemen's Association, Cedarville Township, or any individual members liable for disciplinary action or dismissal from the Association.

# ARTICLE VII

## MEETING

### SECTION 1

The regular meeting of the Association shall be held the second Tuesday in each month at 8:00 pm unless otherwise specified by the President. If a quorum, of twelve (12) voting members in good standing, is not present by 8:30 pm the meeting shall be cancelled.

### SECTION 2

Only members and scheduled guests shall be admitted to the meetings.

### SECTION 3

The Association officers may call for a special meeting at any time they feel necessary with a twenty-four (24) hour notice.

### SECTION 4

After a quorum has been established, roll call taken and meeting begun, should a voting member enter the room, he shall be recognized by the President and his arrival time marked in the meeting minutes. If a member leaves during a meeting, at least twelve (12) voting members must remain to finish the meeting.

# ARTICLE VIII

## ALTERATIONS OR AMENDMENTS

### SECTION 1

No alterations or amendments shall be made to this Constitution unless proposed in writing at a regular meeting. The proposal shall be referred to the Association officers and if approved at the next regular meeting by a three-quarters (3/4) vote of the voting members present shall become effective immediately.

# ARTICLE IX

## RULES OF ORDER

The following procedures will govern Association meetings:

1. But one (1) member shall be entitled to the floor at one time.
2. Any member desiring the privilege of the floor shall address the Chair.
3. A member shall not be entitled to speak until properly recognized by the Chair.
4. A motion can not come before the Association until properly moved and seconded and declared open for discussion by the Chair.
5. Any member may call for the ayes and nays on any motion whereby each member shall be required to answer to his name on roll call, unless excused by the Chair.
6. All motions, unless otherwise stated in the Constitution, shall be decided by a majority of votes cast.
7. A member shall not speak for more than five (5) minutes, on any one subject at any time, or more than twice on the same subject, except by the permission of the Chair.
8. Whenever a point of order is raised by any member, the person having the floor shall relinquish it until the point is decided by the Chair, when, if proper, he may resume.
9. Whenever a motion is properly presented before the Association, it must be disposed of before another may be entertained. A motion shall not be subject to more than two (2) amendments.
10. A tabled motion shall not be taken up again during the same meeting.
11. A motion to reconsider must come from a member who voted with the majority when the action to be reconsidered was taken.
12. Any question of parliamentary procedure not mentioned in the Constitution shall be decided by Roberts Rules or other recognized authority.

# ARTICLE X

## ORDER OF BUSINESS

1. Pledge of allegiance
2. Opening prayer
3. Roll call
4. Approval of previous meeting minutes
5. Treasurer's report and presentation of bills
6. Committee reports
7. Communications
8. Report from Executive Council meeting
9. Unfinished business
10. New business
11. Run reports
12. Membership issues
13. Officers' reports
14. Good of the Association
15. Adjournment



# ARTICLE XI

## PRECEDENCE AND EFFECT

### SECTION 1

Provisions to this Constitution in direct conflict with the laws, ordinances, regulations or rules of the State of Ohio, Greene County, Cedarville Township, Cedarville Village, or the Cedarville Fire Department shall not be valid. Any provision of this Constitution which may become in conflict with any such law, ordinance, regulation or rule is automatically null and void and the applicable law, ordinance, regulation or rule shall prevail.

### SECTION 2

Any other Constitution and By-laws of this Association supposedly or actually in existence are hereby declared null and void.

### SECTION 3

We, the members of the Cedarville Firemen's Association, Incorporated, meeting in regular session at Cedarville, Ohio on March 13, 2007 by an affirmative vote of three-quarters (3/4) of the voting members present, do hereby ordain and proclaim this Constitution for the governance of our Association.

President: Kevin S. Dougherty Date: March 13, 2007

Vice President: Thomas L. Selden Date: March 13, 2007

Secretary: Kristin R. Miller Date: March 13, 2007

Treasurer: Michelle S. Baldwin Date: March 13, 2007

Fire Department Member/Probationer,

Because of your affiliation with the Cedarville Fire Department, the law provides you some protection for going on calls and consequently being late to work.

Please read the attached excerpt of the law to familiarize yourself with your responsibilities under the law (such as making due effort to notify your employer if you are late) and with the limits of the protection afforded you by the law. Please make sure you fill out and turn in the attached letter to your employer as soon as possible. It is your responsibility to notify your employer!

If you need another one because you have started a new job, please ask!

Dear Employer,

\_\_\_\_\_ , \_\_\_\_\_

This is to formally notify you that, \_\_\_\_\_, is a member of Cedarville Township Volunteer Fire Department as a volunteer firefighter, EMT, or first responder. Pursuant to HB 203 that took effect on March 15, 2001, I am notifying you of his/her status. HB 203 in part reflects the following change to the Ohio Revised Code:

To enact section 4113.41 of the Revised Code to prohibit an employer from terminating an employee who is a volunteer firefighter or volunteer provider of emergency medical services when that employee misses or is late to work because of an emergency to which the employee was dispatched as a volunteer firefighter or volunteer provider of emergency medical services.

Thank you for your support in this matter as we continue to attempt to provide for the emergency needs of the citizens in our area. Please call me if you have any questions or concerns!

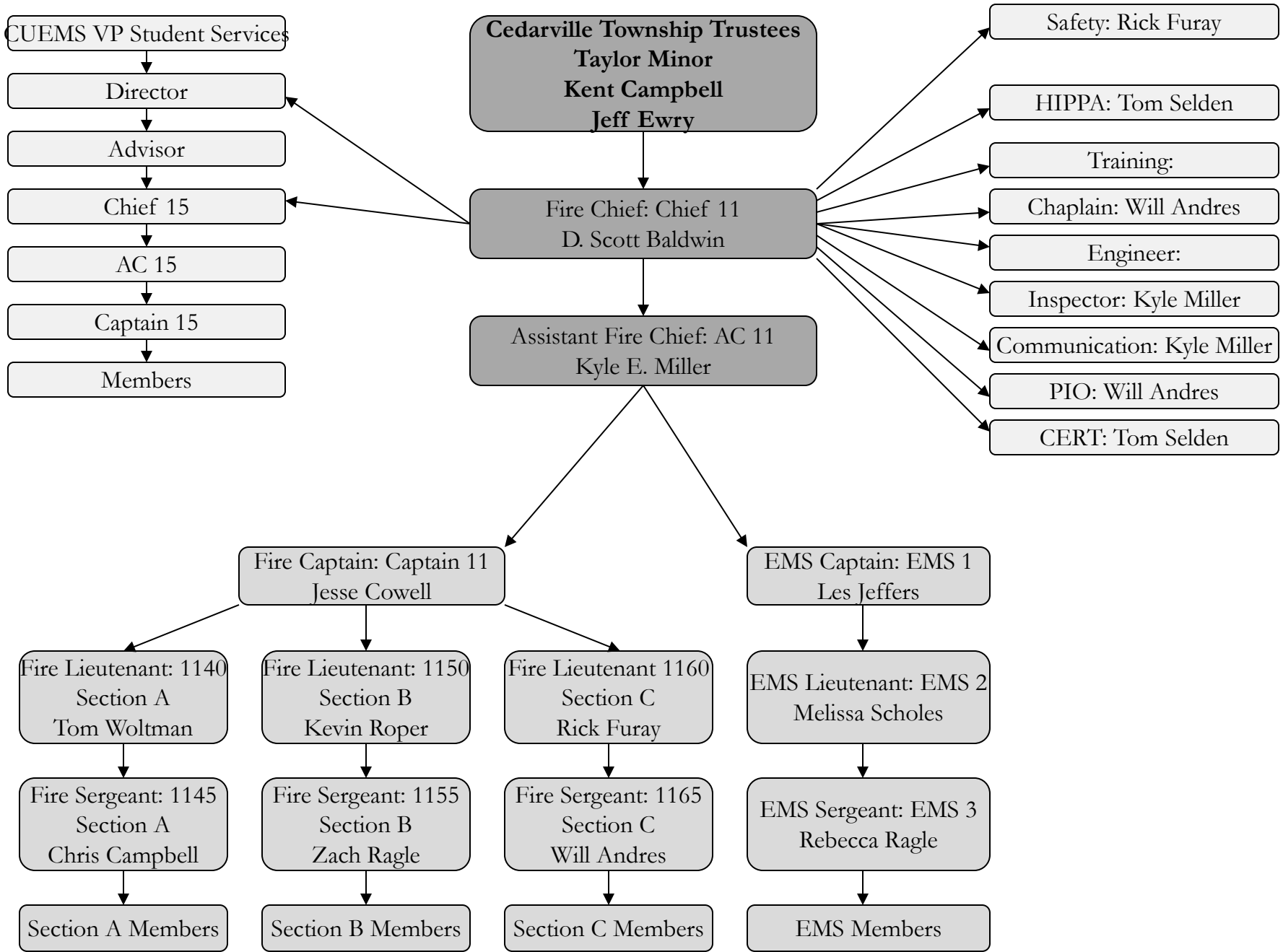
Sincerely,  
D. Scott Baldwin, Chief  
937-766-5851



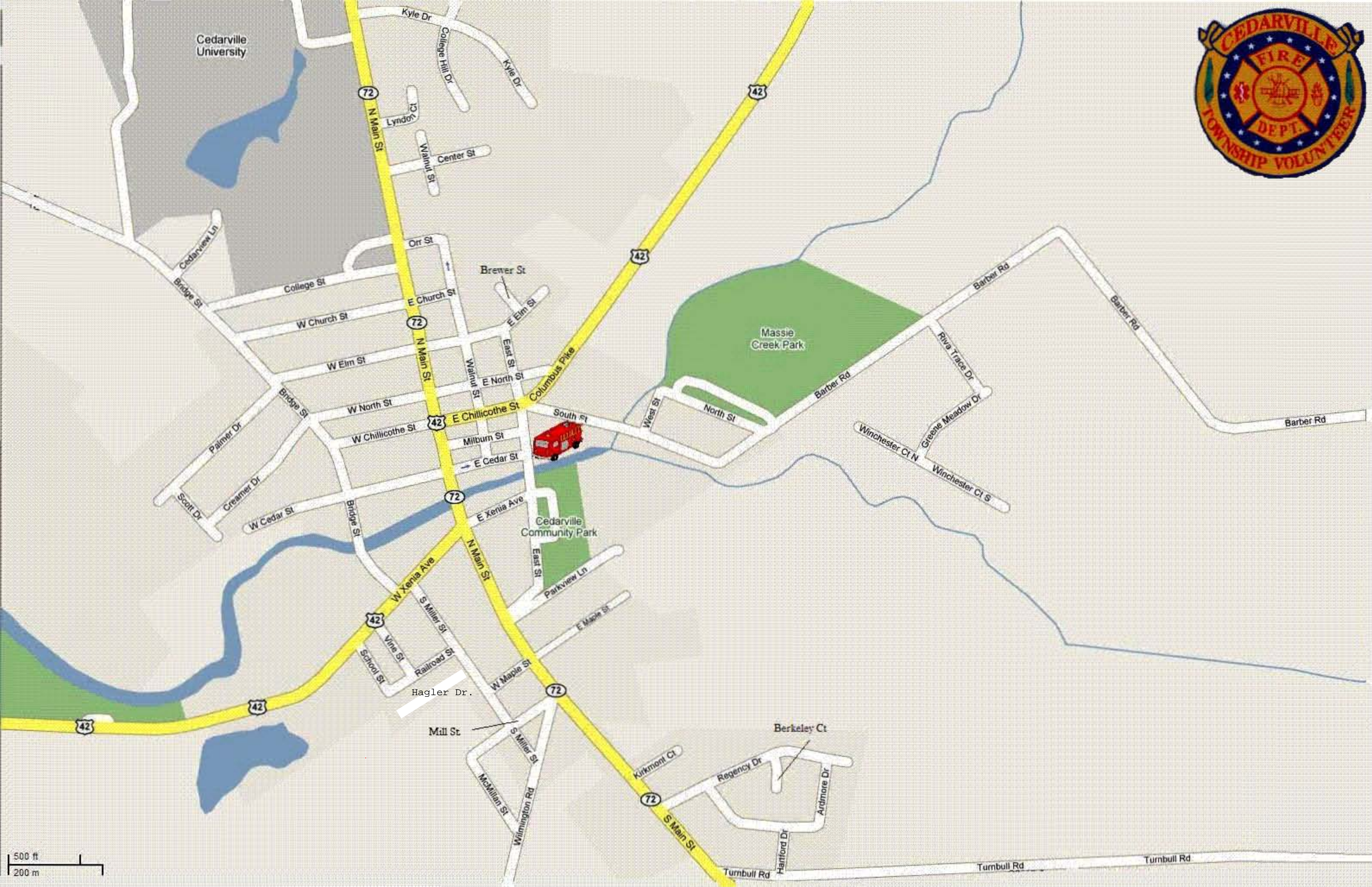
# *Cedarville Township Volunteer Fire Department*

## *Chain Of Command*

November 25,  
2008







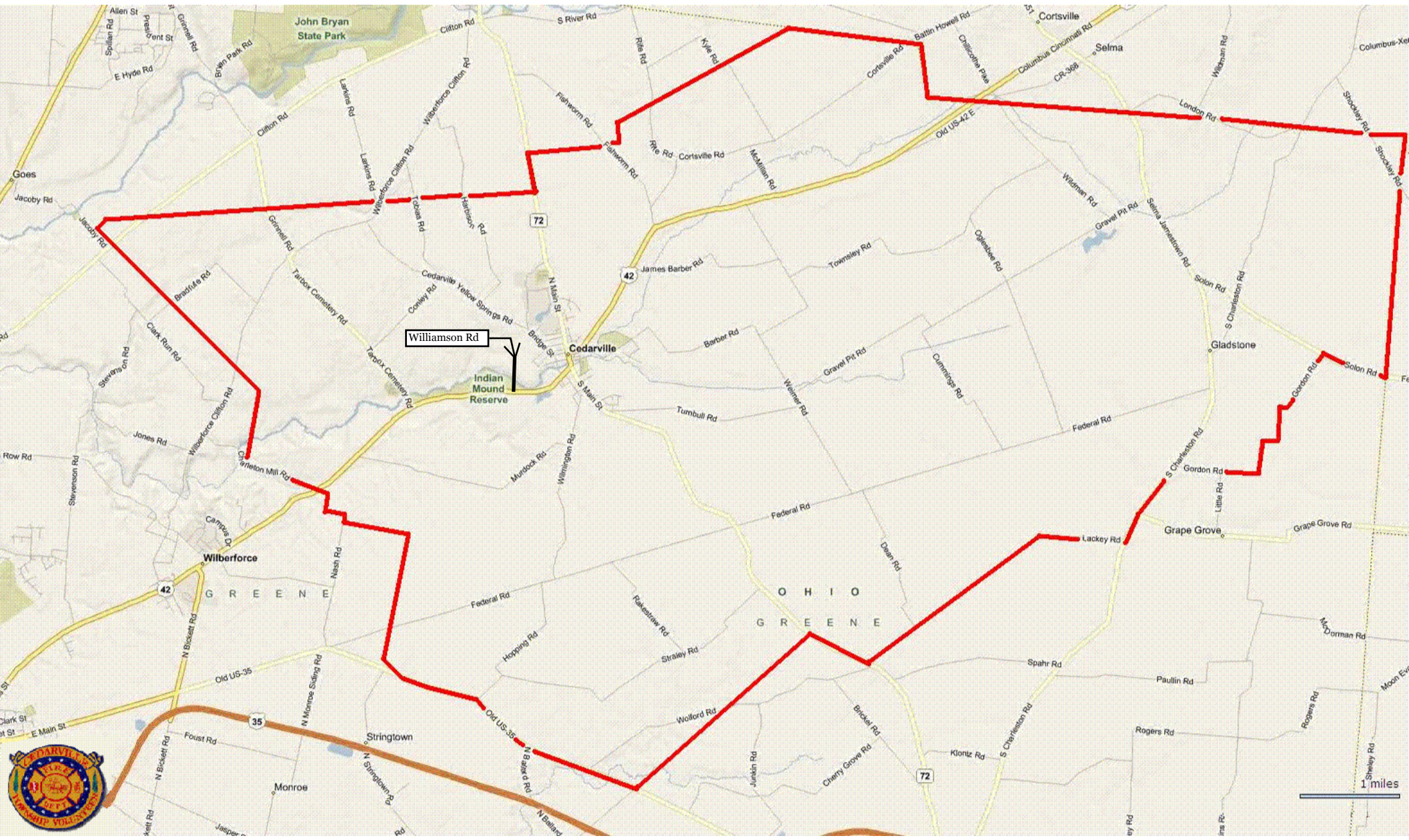
Cedarville University

Massie Creek Park

Cedarville Community Park

500 ft  
200 m





Williamson Rd

72

42

42

35

72

1 miles

