

# Pine Ridge Volunteer Fire Department

Company 68



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## **STANDARD OPERATING GUIDELINES**

### **SECTION 1** **PURPOSE**

This document describes the Pine Ridge Volunteer Fire Department (*PRVFD*) organization and is intended to be a guide for members' behavior, duties and use of *PRVFD* equipment. It also contains procedures to be followed when acting as a member of the *PRVFD*.

Notice that this document is a "Guideline" and not an absolute directive. Tactical situations are *incident driven* and procedures are sometimes modified to mitigate the situation in a more efficient, effective or safer manner. Special circumstances sometimes also allow non-emergency department procedures to be modified with proper authorization.

### **SECTION 2** **MISSION STATEMENT**

**The Mission of the Pine Ridge Volunteer Fire Department is to protect the quality and mode of life in the Pine Ridge community for present and future generations through interaction with our community; and compassionate service.**

### **SECTION 3** **SPHERE OF INFLUENCE**

The *PRVFD* primary sphere of influence is the *Pine Ridge community* defined as all properties with entrances off Cressman Road, Lower Cressman Road, Upper Cressman Road, Glenwood Lane and Pinewood Lane. *PRVFD* may also respond to *Mutual Aid* calls if requested.

## SECTION 4

### ORGANIZATION

1. The *PRVFD* is officially recognized as Company 68.
2. The *PRVFD* is dispatched to emergency incidents by the *CAL FIRE / FCFPD* Emergency Command Center.
3. The *PRVFD* is governed by its *Constitution and Bylaws* which takes precedence over all other documents.
4. The *PRVFD* is a volunteer organization. No officers or members shall receive monetary compensation for their service.
5. The *PRVFD* is recognized by the IRS as a 501 (c) (3) non-profit organization.
6. The term members or membership includes Elected Officers, Firefighters, Road Rangers, Dispatchers, Auxiliary Members, Honorary Members, and any other individuals or groups that are officially affiliated with and governed by the *PRVFD*.
7. Members may be *Active* or *Inactive* as determined by current circumstances.
  - a. *Active* members are ready to perform their assigned duty when required.
  - b. *Inactive* members are those that are unavailable for duty due to medical incapacitation, extended travel, important personal situations or temporary disciplinary rulings.
8. The *PRVFD* is composed of six basic groups: *Elected* Members, Firefighters, Road Rangers, *Tactical* Group, *Support* Group, and *Honorary* Members. The Fire Chief oversees all groups.
  - a. **Elected Group:** In accordance with the *PRVFD* Constitution and Bylaws, the Fire Chief, Assistant Chief, Secretary, and Treasurer are Elected Officers and comprise the Elected Group.
  - b. **Firefighters** - Firefighters are on call to respond to all incident calls and take appropriate action as directed.
  - c. **Road Rangers** - The Road Rangers direct emergency equipment and provide traffic control during an incident.
    - i. **Quad Squad:** The Quad Squad is a separate division within the Road Ranger organization. They travel on 4-wheel ATVs (quads) and are outfitted with complete wildland PPE. They direct traffic, deliver food, beverages and supplies to Firefighters, patrol for spot fires and perform additional tasks as determined by the *IC* or their own officers.
  - d. **Tactical Group:** The Tactical Group is composed of Firefighters and Quad Squad members that actually respond to calls and perform emergency service.

- e. **Support Group:** The Support Group is composed of members that do not respond to calls but perform valuable service in the background. This includes Dispatchers and Auxiliary members who perform maintenance and administrative work.
  - i. **Dispatchers** - The Dispatchers receive the call for assistance from the Emergency Command Center or directly from the community. They then notify the *Tactical Group* for appropriate response.
  - ii. **Auxiliary Members:** Auxiliary membership is available for those that want to assist the department and be part of the organization but cannot or do not want to respond to calls. Auxiliary members perform valuable maintenance and administrative tasks.
- f. **Honorary Members:** Honorary members are individuals that have rendered exceptional service to the organization. They enjoy membership privileges, but do not respond to calls and are not required to attend meetings or training sessions.

## **SECTION 5**

### **PERSONNEL BEHAVIOR and DUTIES**

1. Whenever a member is on duty and/or wearing *PRVFD* identified clothing, he/she must present themselves in a respectable and responsible manner. Their behavior and appearance are a direct reflection on the Department.
2. Members should make every attempt to participate in all *PRVFD* activities. This includes calls, training sessions, business meetings and any other functions called by the officers.
3. It shall be the duty of each tactical member, upon receiving a call for an emergency incident, to respond as quickly as possible per Standard Operating Guidelines for his/her assignment.
4. **Members shall not respond to a call if they have been consuming alcohol.**
5. Members will not be allowed to participate in firefighting or other emergency support activity unless they are wearing their appropriate personal protective equipment (PPE).
6. It is the duty of each member to maintain and properly utilize his/her personal protective equipment.
7. It is the duty of each member to take direction and obey the officer in charge or designated person.

## SECTION 6 TRAINING

1. Training is vitally important for all members. It is our training that determines our effectiveness when we respond to a call.
2. Training sessions are normally scheduled twice per month with the exception of December, when there is usually no training. Additional training sessions, exercises, or drills may be scheduled any time at the discretion of the Training Officers.
3. The Training Officers shall determine the date, time, location, curriculum and instructor for each session and communicate such information to the involved members.
4. The Training Officers may coordinate training with outside agencies and/or utilize outside instructors at their discretion.
5. The Training Officers shall maintain accurate records of each training session, including the names of all participants, training dates and certifications.
6. The purpose of this subsection is to motivate and promote training session attendance. The following system shall become effective January 1, 2014. This is a very conservative requirement that all *tactical members* (Firefighters and Quad Squad) should be able to accomplish easily. Of course it is hoped that many additional training sessions will be attended as well:
  - a. To be *in compliance* with this SOG, all *tactical members* shall attend a minimum of three (3) training sessions during a 12 month time period. The initial time period commences January 1, 2014 for *tactical members* at that time. For a new *tactical member*, the time period commences on the date when the new member is inducted into membership.
  - b. When a *tactical member* satisfactorily completes three training sessions or more during the initial time period, he/she is deemed *in compliance*.
  - c. A new 12 month time period shall begin at the conclusion of the preceding time period.
  - d. If any *tactical member* attends less than three training sessions during the initial 12 month time period, he/she is deemed to be *out of compliance* and **will not be allowed to respond to incident calls**. At the conclusion of the initial time period, a new 12 month time period commences and the delinquent member shall have an opportunity to again participate in training sessions. When three training sessions are satisfactorily completed, the delinquent member shall be restored to full duty immediately.
  - e. If the delinquent member fails to complete three training sessions during the second 12 month time period, he/she shall be asked to tender their resignation due to waning interest or circumstances beyond their control. If the delinquent member refuses to resign, expulsion procedures shall be instigated in accordance with Section 6 of the PRVFD Constitution and Bylaws.
  - f. This cycle of training attendance and time periods shall continue as long as the

member is active.

## **SECTION 7**

### **ENGINEER CERTIFICATION AND DUTIES**

1. Routinely, only certified Engineers shall operate *PRVFD* fire apparatus. In the event that an Engineer is unavailable, a qualified Firefighter may assume his place and operate the apparatus when authorized by an officer.
2. The Fire Chief, Asst. Fire Chief or their designee shall grant certification after the applicant demonstrates his/her operational skills to their satisfaction.
3. **Members shall not operate any *PRVFD* vehicle if they have been consuming alcohol.**
4. Each Engineer shall be assigned to a specific vehicle which he/she shall be in charge of. In a sense, the Engineer should take ownership of the apparatus and treat it like it was his own. The Engineers basic duties and responsibilities are as follows:
  - a. To insure the safety of all personnel riding on or working around the apparatus.
  - b. To always position the apparatus in a manner that will allow quick egress in the event of fire encroachment.
  - c. To be intimately familiar with all aspects of the apparatus including pump system operation, all onboard equipment and equipment storage locations.
  - d. To perform weekly safety and maintenance checks as described in Section 8 of this document. The *Weekly Vehicle Inspection Form*, in the cab, is to be used as a guide and be completed at the time of the inspection.
5. All certified Engineers must possess a current DMV driver's license of the appropriate classification and with the endorsements that include their assigned vehicle.
6. All certified Engineers should drive the vehicles and operate the pumping system frequently to maintain their skills and exercise the apparatus.
7. All certified Engineers operate the equipment at the pleasure of the Fire Chief and he may revoke certification at any time.
8. Any certified Engineer who becomes physically or mentally unable to perform the duties of an Engineer must notify the Chief as soon as they become aware of their limitations.

## **SECTION 8**

### **APPARATUS READINESS, MAINTENANCE AND REPAIR**

1. Fire apparatus shall be maintained in a state of operational readiness at all times during fire season.

- i) Full of fuel.
  - ii) Full of water.
  - iii) Battery fully charged.
  - iv) Clean inside and out.
2. Fire related equipment shall be maintained in a state of operational readiness at all times during fire season.
- i) Hand tools sharp and in safe useable condition.
  - ii) Chain saws, generators, mobile pumps and any other engine driven equipment to be full of proper fuel and ready to run.
  - iii) Drip torches full of proper fuel.
  - iv) SCBA bottles, oxygen bottles and fire extinguishers all full and at rated pressure.
  - v) Medical bags fully stocked and ready to go.
  - vi) Oxygen kit, extra bottle and accessories ready to go.
  - vii) AED operational and the weekly inspection log up to date.
3. Routine performance checks shall be performed weekly by the assigned engineer. Performance check sheets shall be completed and initialed. Performance checks on winterized vehicles can be performed monthly.
4. Preventive maintenance (lube, oil& filter change, tire pressure, etc.) shall be routinely performed by the assigned Engineer or qualified person on a timely basis and recorded.
5. Detailed service and repair records shall be maintained by the *Secretary/Treasurer*.
6. If something doesn't work properly or you suspect a problem, notify the Fire Chief so repairs can be made.

## **SECTION 9**

### **APPARATUS OPERATION**

1. The following guidelines apply to the operation of all *PRVFD* vehicles whether in emergency or non-emergency mode.
2. The Engineer or driver is responsible for the safe operation of the equipment at all times. However, all individual firefighters are responsible for their personal safety on and around the equipment.
3. All drivers must possess a current DMV driver's license of the appropriate classification and with the endorsements that include the vehicle they are going to drive.
4. All drivers shall be certified by *PRVFD* officers, or their designee, to properly and safely operate emergency vehicles and safe *Code 3* operation.
5. **Seat belts shall be worn at all times, by crew members, when riding on fire apparatus.**

6. All passengers will remain seated until the vehicle is at a complete stop.
7. The first crew member shall ride in the cab with the Engineer. This person should be an officer, if available. The right front seat crew member shall be the designated *Co-Driver*.
8. The *Co-Driver* shall assist the Engineer with siren, horn and light operation, radio communication and navigation.
9. Additional crew member shall ride in the crew compartment.
10. Upon arrival at the destination, the *Co-Driver* shall disembark first and proceed to the rear of the vehicle. All other occupants shall remain in their positions until the Engineer directs them to disembark.
11. If no further movement of the vehicle is required, the *Co-Driver* will chock the rear wheels per department policy.
12. If backing of the vehicle is required, the *Co-Driver* will direct the Engineer in the backing movement. At no time will the Engineer perform any backing movement unless the *Co-Driver* is in view directly or in the rear view mirrors. If the Engineer does not have visible contact with the *Co-Driver*, **the vehicle shall not be moved.**
13. Additional crew member shall not exit the vehicle until it is stopped, chocked and the Engineer gives the OK.
14. There is a warning button available to the crews on most of the engines that allow them to signal the Engineer or driver. Universal signals, using the warning button, are as follows:
  - a. **One short blast** = Stop or remain stationary
  - b. **Two short blast** = Go. Ok to proceed cautiously.
  - c. **Three blasts or repeated blasts** = Emergency situation. Move out. Clear the area!

## **SECTION 10**

### **REQUESTS FOR EMERGENCY ASSISTANCE**

1. All Tactical members shall respond to calls received from the Emergency Command Center (ECC), by radio or pager, or from a PRVFD Dispatcher, by telephone, in accordance with the *Call Procedure Policy*.
2. When a call is received, each responding individual must gather up his/her equipment and determine the best method of transportation to the incident. The goal is to reduce the number of vehicles on the road, and at the incident scene, to a minimum.
3. If the emergency is close enough to get to on foot, the Firefighter should walk to the incident scene.
4. Depending on your location, you can wait for an engine at the intersection of Upper and Lower Cressman Road (the "Rock") or the intersection of Cressman Road and

Glenwood Lane.

5. If your location is anywhere between a fire engine and the incident, you should wait at the side of the road for the fire engine to arrive and pick you up. Don't wait too long, the engine may have already passed.
6. Otherwise, drive to the incident scene but park some distance away and well off the road.
7. If possible, coordinate with other members and share a ride.

## SECTION 11 ACCOUNTABILITY

1. All Tactical members possess two accountability tags with Velcro on the back. When you arrive at the incident scene, stick one of your tags on the vehicle you are assigned to and give the other tag to the *PRVFD* officer at the scene. That officer will deliver the tags to the IC. Do not go to the IC yourself for an assignment.
2. At the conclusion of the incident, or whenever you are released, you are responsible for picking up your two tags.

## SECTION 12 PROCEDURES

### 1. Post-Incident Cleanup:

- a. All Firefighters are responsible for retrieving their *accountability tag*, personal protective equipment and any assigned tools or other equipment that they have been using.
- b. All Firefighters shall assist in the retrieval and stowing of all engine gear such as hand tools, hose, fittings, ladders, etc. All items must be properly and securely stowed on the proper vehicle.
- c. When engines are released to return to quarters, a designated *Co-Driver* shall ride in each vehicle. Notify ECC that your vehicle (ID#) is "**available**". Make a note of the time that the Dispatcher will give you.
- d. When you arrive in quarters, notify ECC that your vehicle (ID#) is "**in quarters**" and make a note of the time and incident number that the Dispatcher will give you.
- e. Unless other arrangements have been made by the Fire Chief or designated *Incident Commander*, all firefighters shall return to the station when released from the incident scene to assist in the cleanup of apparatus and equipment.
- f. All cleanups will be done at the direction of the assigned Engineer or Designated person in charge.
- g. A complete *PRVFD Incident Report* shall be completed by the *Fire Chief* as soon as possible after completion of the incident.

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**SECTION 13**  
**FIRE SAFETY and PUBLIC RELATIONS ACTIVITY**

1. The Department shall provide fire safety suggestions and guidance if requested by individual property owners within the *PRVFD* sphere of influence.
2. Periodic safety inspection tours may be made within our defined area. Any unsafe conditions found and/or suggestions for improvement will be communicated to the responsible property owners or *Cal Fire* at the discretion of the officer in charge.
3. Standby fire control service can be provided to our residents during legal burning of vegetation piles.
4. Fire apparatus (accompanied by qualified personnel) and all related equipment shall be available to the *Pine Ridge* property owners for services which are compatible with our equipment capabilities. A Chief officer shall determine capability. These services may include storm drain cleaning, washing/cleaning projects, water delivery, or use of auxiliary equipment or tools. It is suggested that persons utilizing the equipment for non-emergency services make a donation to the *PRVFD*.