

## North Summit Fire District Budget vs. Actual January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>10003 · Operating Fund Deposit</b>				
1026 · Ambulance Transport Revenue	53,403.65	227,000.00	-173,596.35	23.5%
1022 · County EMS ILA	1,000,000.00	1,000,000.00	0.00	100.0%
1025 · Impact Fees	71,471.10	10,000.00	61,471.10	714.7%
1007 · Cost Recovery	5,390.18	10,000.00	-4,609.82	53.9%
1009 · Grants	40,018.00	10,000.00	30,018.00	400.2%
1010 · Equipment Sales	0.00	5,000.00	-5,000.00	0.0%
1013 · Visa Card Cash Back	317.00	500.00	-183.00	63.4%
1016 · Property Taxes	183,059.14	2,005,000.00	-1,821,940.86	9.1%
1019 · Inspection Fee	10,707.32	15,000.00	-4,292.68	71.4%
1020 · Interest	43,329.57	15,000.00	28,329.57	288.9%
<b>Total 10003 · Operating Fund Deposit</b>	1,407,695.96	3,297,500.00	-1,889,804.04	42.7%
<b>Total Income</b>	1,407,695.96	3,297,500.00	-1,889,804.04	42.7%
<b>Gross Profit</b>	1,407,695.96	3,297,500.00	-1,889,804.04	42.7%
<b>Expense</b>				
7610 · Debt Service Interest	0.00	10,000.00	-10,000.00	0.0%
<b>6500 · Operations</b>				
6524 · EMS Supplies	3,761.72	20,000.00	-16,238.28	18.8%
6523 · Transfer to Impact Fees	0.00	10,000.00	-10,000.00	0.0%
6522 · Community Relations/Outreach	240.13	6,500.00	-6,259.87	3.7%
6521 · Transfer to Capital	0.00	344,612.00	-344,612.00	0.0%
6518 · Office Supplies	12,619.30	10,000.00	2,619.30	126.2%
6510 · Building and Grounds	61,424.68	70,000.00	-8,575.32	87.7%
6506 · Background Checks	1,016.85	4,000.00	-2,983.15	25.4%
6505 · Contract Services	16,096.30	60,000.00	-43,903.70	26.8%
6501 · Insurance	47,501.89	60,000.00	-12,498.11	79.2%
6502 · Accounting other.	250.00	25,000.00	-24,750.00	1.0%
6509 · Utilities	21,731.52	35,000.00	-13,268.48	62.1%
6512 · Fleet Maintenance	63,034.13	70,000.00	-6,965.87	90.0%
6511 · Fuel	13,860.86	35,000.00	-21,139.14	39.6%
6513 · PPE / Equipment / Uniforms	72,326.84	70,000.00	2,326.84	103.3%
6515 · Minor Equipment	23,309.24	20,000.00	3,309.24	116.5%
6516 · Training Expenses	5,085.52	25,000.00	-19,914.48	20.3%
6517 · Employee Food and other	763.04	15,000.00	-14,236.96	5.1%
6519 · Subscriptions/Memberships/Publi	27,546.71	40,000.00	-12,453.29	68.9%
<b>Total 6500 · Operations</b>	370,568.73	920,112.00	-549,543.27	40.3%

**North Summit Fire District  
Budget vs. Actual  
January through June 2024**

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
<b>6600 · Payroll Expenses</b>				
<b>6621 · Fringe Benifits</b>	278,392.99	762,964.00	-484,571.01	36.5%
<b>6601 · Salaries</b>	678,480.46	1,594,224.00	-915,743.54	42.6%
<b>6613 · Payroll Processing Fee</b>	2,250.10	10,200.00	-7,949.90	22.1%
<b>Total 6600 · Payroll Expenses</b>	959,123.55	2,367,388.00	-1,408,264.45	40.5%
<b>Total Expense</b>	1,329,692.28	3,297,500.00	-1,967,807.72	40.3%
<b>Net Ordinary Income</b>	78,003.68	0.00	78,003.68	100.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>7500 · Capital Purchase</b>				
<b>24.01 · Mini Pumper</b>	325,217.72			
<b>23.05 · 2023 F150 2304</b>	11,057.55	10,080.00	977.55	109.7%
<b>23.04 · 2023 F150 2303</b>	15,125.50	10,080.00	5,045.50	150.1%
<b>Total 7500 · Capital Purchase</b>	351,400.77	20,160.00	331,240.77	1,743.1%
<b>Total Other Expense</b>	351,400.77	20,160.00	331,240.77	1,743.1%
<b>Net Other Income</b>	-351,400.77	-20,160.00	-331,240.77	1,743.1%
<b>Net Income</b>	<b>-273,397.09</b>	<b>-20,160.00</b>	<b>-253,237.09</b>	<b>1,356.1%</b>

## **Public Comment Instructions**

If you would like to make public comment, please email [publiccomments@northsummitfire.org](mailto:publiccomments@northsummitfire.org) by 12:00p.m. on the day of the meeting. Your comments will be made part of the meeting record.

If you are participating via Zoom, and wishing to interact with the Board during the public comment, please:

1. Go to <https://us02web.zoom.us/j/82555909958>
2. Enter meeting ID: 825 5590 9958
3. Type in your full name, so you are identified correctly.
4. Set up your audio preferences.
5. You will be muted upon entering the meeting.
6. If you would like to comment, press the “Raise Hand” button at the bottom of the chat window.
7. When it is your turn to comment, the moderator will unmute your microphone. You will then be muted again after you are done speaking.



Benjamin L. Nielson  
*Fire Chief*

Nicholas G. Jarvis  
*Deputy Fire Chief*

Tyler J Rowser  
*Administrative Battalion Chief*

## Staff Report

Meeting Date: August 15, 2024

To: North Summit Administrative Control Board

From: Benjamin L. Nielson, Fire Chief

Subject: 2<sup>nd</sup> Batch of Operational Procedures

**Purpose:** To recommend and implement operational procedures for the Fire District Personnel.

**Background:** NSFD has not had any operational procedures in the past. It has taken some time to get these written and vetted. A sub-committee was created of Board Members John Adams, Louise Willoughby, and Chief Nielson.

**Current Status:** The following procedures are being recommended:

310 - High-Rise Incident Management

311 - Elevator Entrapments

312 - Elevator Restrictions During Emergencies

313 - Swiftwater Rescue and Flood Search and Rescue Responses

315 - Wildland Firefighting

317 - Carbon Monoxide Detector Activations

319 - News Media and Community Relations

320 - Scene Preservation

321 - Child Abuse and Neglect

322 - Disposition of Valuables

323 - Performance of Duties

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North Summit Fire District  
Board Packet 08.15.24

324 - Adult Abuse

325 - Traffic Accidents

326 - Line-of-Duty Death and Serious Injury Investigations

327 - National Fire Incident Reporting System (NFIRS)

328 - Community Volunteer Program

330 - Grocery Shopping On-Duty

331 - Chaplains

332 - Active Shooter and Other Violent Incidents

333 - Unmanned Aircraft Systems.

906 – Apparatus/Vehicle Backing

**Benefits:**

**Recommendation:** NSFD administrative staff recommends that the NSFD ACB make a recommendation to the Summit County Council for adoption of these operational procedures.

# High-Rise Incident Management

## 310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

### 310.1.1 DEFINITIONS

Definitions related to this policy include:

**High-rise** - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by District vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

## 310.2 POLICY

It is the policy of the North Summit Fire District to utilize the Incident Command System (ICS) for high-rise incident management.

## 310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial-arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

## Elevator Entrapments

### 311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

### 311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. It is the policy of the North Summit Fire District to ensure the safe extrication of people trapped in an elevator while also providing for the safety of firefighters during the operation.

### 311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify District-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

### 311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lockout/tagout actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on-scene. Elevator entrapment rescue procedures typically include, but are not limited to:

## *Elevator Entrapments*

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- Lockout/tagout procedures to ensure continued stability of the elevator.
- Moving the elevator car.
- Use of an adjacent elevator car.
- Forcing the elevator doors open.
- Breaching the elevator shafts.
- Use of roof or side emergency exits.

### **311.5 TRAINING**

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in District-approved elevator entrapment rescue procedures.



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## Elevator Restrictions During Emergencies

### 312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

### 312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

### 312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.

### 312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

# Swiftwater Rescue and Flood Search and Rescue Responses

## 313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

## 313.2 POLICY

It is the policy of the North Summit Fire District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

## 313.3 PROCEDURE

Upon notification of a potential water rescue incident, District members and the Dispatch Center personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to ensure the development of situational awareness of the area, knowledge of potential hazards for rescuers, and specific strategic objectives for the rescue, in addition to tactical objectives and assignments for each responder.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation. All members actively involved in any swiftwater rescue event should don a personal flotation device and head protection before commencing any rescue efforts.

# North Summit Fire District

## Policy Manual

### *Swiftwater Rescue and Flood Search and Rescue Responses*

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- (c) Surface support personnel who are not properly trained, certified and equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way. All support personnel must have on a personal flotation device at a minimum anytime they are operating within 15 feet of the water.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practicable, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

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## Wildland Firefighting

### 315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

### 315.2 POLICY

It is the policy of the North Summit Fire District to provide wildland fire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The District will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

### 315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the North Summit Fire District, it is the responsibility of the Incident Commander (IC) to assess the potential for the fire to extend into either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the IC shall immediately have the Utah Division of Forestry, Fire & State Lands; the Northern Utah Interagency Fire Center (NUIFC); or the U.S. Forest Service (USFS) notified of the incident. The IC shall also send notification up the chain of command to the on-duty Battalion Chief, and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the North Summit Fire District it is also the responsibility of the IC to assess the potential for the fire to involve areas in bordering jurisdictions. If the IC determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct the Dispatch Center to notify the appropriate jurisdictions.

### 315.4 WILDLAND FIRE OPERATIONS

#### 315.4.1 AIRCRAFT OPERATIONS

Members operating at wildland fires shall adhere to District guidelines when operating in coordination with aircraft.

# Carbon Monoxide Detector Activations

## 317.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

## 317.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the North Summit Fire District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

## 317.3 RESPONSIBILITIES

### 317.3.1 THE DISPATCH CENTER RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event record (if the responding apparatus are equipped with Mobile Data Terminals). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

### 317.3.2 ARRIVING UNITS

Arriving units should establish National Incident Management System/Incident Command System (NIMS/ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Assess for necessary rescue and safely move potential victims from the affected location. Activate a medical response if necessary.
- (b) Evaluate the situation through interviews prior to entering the building.
- (c) Assess airflow ventilation conditions and general building conditions.
- (d) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (e) Have facepieces on and air flowing:
  1. Whenever information is inadequate to rule out toxic levels of CO.
  2. If anyone has displayed symptoms of CO poisoning.

### 317.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.

# North Summit Fire District

## Policy Manual

### *Carbon Monoxide Detector Activations*

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- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.
- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
  - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
  - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
    - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
    - (b) Do not attempt to repair or alter an appliance or heating unit.
  - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
  - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
  - 1. Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
  - 2. Complete any required property notification and provide a copy to the property owner or tenant.

## News Media and Community Relations

### 319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents, and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

### 319.2 POLICY

It is the policy of the North Summit Fire District to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

### 319.3 PRESS INFORMATION OFFICER DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will designate a Public Information Officer if the District does not have a full-time Public Information Officer. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single Public Information Officer will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple Public Information Officers and a Joint Information Center (JIC) with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community, and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the IC, obtain an incident briefing, and be assigned the Public Information Officer radio designator for the incident.

### 319.4 DISSEMINATION OF INFORMATION

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on-scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high-rise, technical rescue)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios

## *News Media and Community Relations*

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- (f) Projected duration of the incident
- (g) Approved evacuation notices and restricted areas

### **319.5 RESTRICTED INFORMATION**

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

### **319.6 MEDIA INQUIRIES**

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time, while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If the Public Information Officer finds it necessary to remain with media representatives, the IC may be asked to assist in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next-of-kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact the Dispatch Center supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident.

### **319.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS**

Authorized members of the media, local leaders, their representatives, and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions, or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

The Public Information Officer shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.



# North Summit Fire District

## Policy Manual

### *News Media and Community Relations*

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Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.
- (c) In the case of a fire incident, the Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

#### **319.7.1 TEMPORARY FLIGHT RESTRICTIONS**

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Dispatch Center. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

#### **319.8 NEWS RELEASES**

News releases are documents specifically prepared for release to the media. News releases should be authored by the Public Information Officer and approved by the Fire Chief, the IC, or the authorized designee prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved District standard.

#### **319.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event, such as a promotion or the opening of a new fire station; news conferences can also be used when a representative of the District desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the District spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations,

# North Summit Fire District

## Policy Manual

### *News Media and Community Relations*

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and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate District personnel of the date, time, and location of all news conferences. District members attending the news conference should wear their dress uniforms as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

## Scene Preservation

### 320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide District members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances District members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 320.1.1 DEFINITIONS

Definitions related to this policy include:

**Evidence** - Any item or arrangement of items that may provide relevant information to an investigation.

**Scene** - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred; it need only be a location where items of evidentiary value are available for collection or documentation.

### 320.2 POLICY

It is the policy of the North Summit Fire District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

### 320.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including, but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified District members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where District members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

## Scene Preservation

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- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

### **320.4 ENTERING SCENES**

When District members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of District members, scenes may be categorized into two distinct types: stable or unstable.

#### **320.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of District members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of District members.

When District members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, District members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

#### **320.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of District members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When District members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

### **320.5 PRESERVATION OF EVIDENCE AT CRIME SCENES**

Whenever practicable, District members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, District members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or

## *Scene Preservation*

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law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

### **320.6 MEDICAL SUPPLIES AND DEBRIS**

When District members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by District members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, District members should clearly identify all such materials to the controlling authority at the scene.

## Child Abuse

### 321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

### 321.2 POLICY

It is the policy of the North Summit Fire District to ensure local law enforcement or the Division of Child and Family Services (DCFS) is notified of suspected child abuse as required by law.

### 321.3 MANDATORY NOTIFICATION

Members of the North Summit Fire District shall notify local law enforcement or DCFS when there is reason to believe that a child has been subjected to abuse or neglect, or when they observe a child subjected to conditions or circumstances that would reasonably result in abuse or neglect (Utah Code 80-2-602).

Members who have reason to believe that a child has died as a result of abuse or neglect shall report that fact to the local law enforcement agency (Utah Code 80-2-604).

For purposes of notification, abuse includes but is not limited to non-accidental harm or threatened harm of a child (e.g., physical, emotional, or developmental injury or damage), sexual abuse (e.g., bigamy, incest, lewdness), sexual exploitation of a child, human trafficking of a child, or the intentional death of the child's parent caused by a natural parent (Utah Code 80-1-102).

#### 321.3.1 NOTIFICATION PROCEDURE

Notification shall be made immediately or as soon as practicable to law enforcement or DCFS (Utah Code 80-2-602).

The District Emergency Medical Services supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or DCFS within 48 hours (Utah Code 80-2-606).

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse or neglect is a misdemeanor and may also result in discipline (Utah Code 80-2-609).

### 321.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy.

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## Disposition of Valuables

### 322.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

### 322.2 POLICY

The North Summit Fire District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

### 322.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

## Performance of Duties

### 323.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 323.2 POLICY

It is the policy of the North Summit Fire District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 323.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

### 323.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 323.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with District policy, guidelines, rules, directives and orders

### 323.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.



## *Performance of Duties*

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### **323.7 DRIVER LICENSE**

All members shall possess a valid state-issued driver license.

All members should be familiar with the state vehicle code, any manuals specific to driving or operating District apparatus and all other applicable District policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

### **323.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable District policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

### **323.9 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any District badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

## Adult Abuse

### 324.1 PURPOSE AND SCOPE

This policy provides members of the North Summit Fire District with guidance regarding when notification is to be made to Adult Protective Services (APS) or local law enforcement of suspected abuse of certain adults.

### 324.2 POLICY

It is the policy of the North Summit Fire District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

### 324.3 MANDATORY NOTIFICATION

Members of the North Summit Fire District shall notify APS or local law enforcement when the member has reason to believe that an elder or vulnerable adult has been abused (Utah Code 26B-6-205).

For purposes of notification (Utah Code 26B-6-201):

- (a) Abuse includes but is not limited to the intentional infliction of harm or emotional abuse, the exploitation, or the neglect of an elder or vulnerable adult.
- (b) Elder adult means someone age 65 or older.
- (c) Vulnerable adult means an elder adult or dependent adult age 18 or older who has a mental or physical impairment which substantially affects the person's ability to provide for themselves or their own personal protection.

#### 324.3.1 NOTIFICATION PROCEDURE

Notification should occur immediately by telephone or by utilizing the online reporting form provided by APS (Utah Code 26B-6-205).

Failure to report an incident of known or reasonably suspected adult abuse is a misdemeanor and may also result in discipline (Utah Code 26B-6-205).

### 324.4 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy.

Requests for information about an incident referred to law enforcement should be referred to the investigating agency.

## Traffic Accidents

### 325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving District vehicles and District personnel on official business. This policy applies to accidents involving any District-owned vehicle and to accidents any time District business is being conducted, regardless of who owns the vehicle involved.

### 325.2 POLICY

It is the policy of this District to investigate all District traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

### 325.3 REPORTING RESPONSIBILITIES

All District members involved in a traffic accident in a vehicle owned by the District or while conducting District business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify an on-duty supervisor.

All District members involved in a traffic accident shall also complete and submit to the supervisor a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Battalion Chief of traffic accidents.

Once notified of a traffic accident, the Battalion Chief is responsible for ensuring that the District investigation and review occurs in a timely manner.

### 325.4 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

#### 325.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
  - 1. Minor injury to any District member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
  - 2. Minor damage to District property or vehicles.
  - 3. Minor damage to non-District property or vehicles while conducting District business.
- (b) A Level II accident is any traffic accident involving:
  - 1. Any injury to persons other than District members, except contract and other public agency employees noted in Level I.

# North Summit Fire District

## Policy Manual

### *Traffic Accidents*

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2. Any injury requiring immediate transport and treatment of any District member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the District or major damage to District property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this District.
  2. The death or anticipated disabling injury of anyone other than a member of this District, a contract employee or other public agency employee when the traffic accident involves any District member, vehicle or property.

#### 325.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Battalion Chief or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by a Battalion Chief or respective manager and a Battalion Chief selected by the Fire Chief, a designated Health and Safety Officer or risk manager and a labor representative of the involved member. The Battalion Chief or manager is the team leader.

#### 325.5 ACCIDENT REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I accidents will be submitted through the chain of command to the Battalion Chief in charge of the involved member. Reports involving Level II and Level III accidents will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the District's Custodian of Records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility.

# North Summit Fire District

## Policy Manual

### *Traffic Accidents*

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Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any District policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any District policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

# Line-of-Duty Death and Serious Injury Investigations

## 326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting of the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

## 326.2 POLICY

It is the policy of the North Summit Fire District to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include:

- The Utah Department of Transportation (UDOT)
- The Utah State Fire Marshal
- Local law enforcement
- Area fire department Fire Marshals
- Utah Occupational Safety and Health (Utah OSHA)

In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

## 326.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Battalion Chief or other individual designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the North Summit Fire District shall give their full and complete cooperation to the investigation team.
- (c) Utah OSHA may conduct an investigation of incidents involving the death of an employee.

# North Summit Fire District

## Policy Manual

### *Line-of-Duty Death and Serious Injury Investigations*

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- (d) The North Summit Fire District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal North Summit Fire District administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Utah Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-101 et seq.).

#### **326.4 INVESTIGATION TEAM**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Battalion Chief
- (b) Fire investigator
- (c) District Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

##### **326.4.1 DUTIES AND RESPONSIBILITIES**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the District, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.

# North Summit Fire District

## Policy Manual

### *Line-of-Duty Death and Serious Injury Investigations*

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- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the District or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

#### 326.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
  - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
  - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

#### 326.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.



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## National Fire Incident Reporting System (NFIRS)

### 327.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure District response information is properly reported to NFIRS.

### 327.2 POLICY

The North Summit Fire District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the North Summit Fire District to participate in NFIRS by reporting through the Utah Fire Incident Reporting System (UFIRS).

### 327.3 RESPONSIBILITIES

The Administration Battalion Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure District information is compliant with the NFIRS reporting format and that the information is forwarded to UFIRS.

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

# Community Volunteer Program

## 328.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers in non-fire suppression roles to help improve service to the community, increase District responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

### 328.1.1 DEFINITIONS

Definitions related to this policy include:

**Volunteer** - An individual who is not a member of the North Summit Fire District but who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include Fire Corps and Community Emergency Response Team (CERT) participants, unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

## 328.2 POLICY

It is the policy of the North Summit Fire District to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support District personnel or provide a service to the community.

## 328.3 PROCEDURE

Volunteers may assist District personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the District in its public education efforts and/or in other areas within the District, as needed. Volunteers are intended to supplement and support, rather than replace, firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to District operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

## 328.4 VOLUNTEER MANAGEMENT

### 328.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective

## *Community Volunteer Program*

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volunteer management within the District, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other District staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions. Such tasks include:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a relationship with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

### 328.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with District policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in the District and an ability to assist the District in serving the public. A volunteer with the District should:

- (a) Be at least 18 years of age for all positions other than an Explorer.
- (b) Be at least 14 years of age for an Explorer position.
- (c) Possess a valid Utah driver license if the position requires vehicle operation.
- (d) Be able to deal effectively and courteously with the public.
- (e) Be willing to commit to approximately 10 hours per week.
- (f) Complete mandatory training as determined appropriate by the District.
- (g) Possess any other qualifications specific to the volunteer assignment.

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of the volunteer.

## *Community Volunteer Program*

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### 328.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be required on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References
- (e) Credit check

### 328.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until he/she has been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

### 328.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignments.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious diseases and exposures prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

### 328.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

## *Community Volunteer Program*

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Volunteers shall conform to District-approved dress consistent with their assignments. Uniforms authorized for volunteers may be readily distinguishable from those worn by paid members. The uniform or identifiable parts of the uniform shall not be worn while off-duty. Volunteers may choose to wear the uniform while in transit to or from official District assignments or functions, provided that an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or District property at the termination of service.

### **328.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the volunteer's work and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

### **328.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or District policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the District. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper District personnel.

# North Summit Fire District

Policy Manual

## *Community Volunteer Program*

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### **328.7 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

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## Grocery Shopping On-Duty

### 330.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

### 330.2 POLICY

It is the policy of the North Summit Fire District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

### 330.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

## Chaplains

### 331.1 PURPOSE AND SCOPE

This policy establishes the guidelines for North Summit Fire District chaplains to provide counseling or emotional support to members of the District, their families and members of the public.

### 331.2 POLICY

The North Summit Fire District shall ensure that District chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

### 331.3 ELIGIBILITY

Requirements for participation as a chaplain for the District may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (b) Managing his/her household, family and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling or ministry experience.
- (f) Being in good health.
- (g) Possessing a valid driver license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

### 331.4 RECRUITMENT, SELECTION AND APPOINTMENT

The North Summit Fire District shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the District.

All applicants shall be required to meet and pass the same pre-employment procedures as District members before appointment with the exception of any entry level Firefighter knowledge or physical agility tests.

#### 331.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with District policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the District in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with District members before and during the selection process.



## Chaplains

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### 331.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Fire Chief and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the North Summit Fire District or the authorized designee.

### 331.5 IDENTIFICATION AND UNIFORMS

As representatives of the District, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplains will be issued North Summit Fire District identification cards, which must be carried at all times while on-duty. The identification cards will be the standard North Summit Fire District identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other District property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the District.

### 331.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the District, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

## Chaplains

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The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

### **331.7 DUTIES AND RESPONSIBILITIES**

Chaplains assist the District, its members and the community as needed. Assignments of chaplains will usually be to augment the Administration Division, but chaplains may be assigned to other areas within the District as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the District.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the District or the public into a religious affiliation while representing themselves as chaplains with this District. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the North Summit Fire District.

#### **331.7.1 COMPLIANCE**

Chaplains are volunteer members of the District and, except as otherwise specified within this policy, are required to comply with the Community Volunteer Program Policy and other applicable policies.

#### **331.7.2 OPERATIONAL GUIDELINES**

- (a) Chaplains will be asked to be available for call on an as-needed basis.
- (b) Chaplains operating at emergency incidents or large-scale District events shall operate within and as part of the Incident Command System (ICS) at all times,

# North Summit Fire District

## Policy Manual

### Chaplains

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including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.

- (c) Each chaplain should serve with the North Summit Fire District a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplains shall be permitted to ride with members during any shift and observe North Summit Fire District operations or training sessions, provided the on-duty Battalion Chief has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of the North Summit Fire District.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplains shall serve only within the jurisdiction of the North Summit Fire District unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

#### 331.7.3 ASSISTING DISTRICT MEMBERS

The responsibilities of a chaplain related to District members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

#### 331.7.4 ASSISTING THE DISTRICT

The responsibilities of a chaplain related to the North Summit Fire District include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.

# North Summit Fire District

## Policy Manual

### Chaplains

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- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the District.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of District members.
- (e) Attending District functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the District.

#### 331.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the District.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

#### 331.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

#### 331.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the District may work or volunteer for the North Summit Fire District in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any North Summit Fire District member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

## *Chaplains*

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### **331.9 TRAINING**

The District may establish a minimum number of training hours and standards for District chaplains. The training, as approved by the Training Officer, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for District members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity

## Active Shooter and Other Violent Incidents

### 332.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces, and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

### 332.2 POLICY

The North Summit Fire District will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The North Summit Fire District is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

### 332.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the North Summit Fire District's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local, and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VIs with fire, EMS, and law enforcement personnel, including but not limited to:
  1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations and associated outcomes.
  2. Effects and outcomes of cascading or complex coordinated incidents.
  3. Rapid entry and evacuation routes.
  4. Equipment needs.
  5. Communication interoperability.
  6. Tactical EMS (TEMS) personnel or Rescue Task Forces (RTFs) deployment.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI. Emphasis should be placed on the establishment of a Unified Command.

# North Summit Fire District

## Policy Manual

### *Active Shooter and Other Violent Incidents*

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- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency, the Interagency Board, or the National Fire Protection Association.
- (h) Common communications and terminology to be utilized by responding personnel.
- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Procedures and agreements governing self-deployment of emergency response personnel.
- (k) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (l) Coordination and planning with local hospitals regarding communication and patient distribution.
- (m) Procedures for dissemination of information to the public during and after an AS/VI.
- (n) Procedures for continuity of District operations during and after an AS/VI.
- (o) Establishing areas designated for victim reunification and recovery.
- (p) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the North Summit Fire District's plan annually and make any necessary updates.

#### **332.4 FIRST RESPONDERS**

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
  - 1. Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment, and extraction of any individuals with life-threatening injuries (e.g., in a warm zone).
- (f) Utilize TEMS support personnel or RTFs, if available.

# North Summit Fire District

## Policy Manual

### *Active Shooter and Other Violent Incidents*

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- (g) In areas where there is a known hazard or direct and immediate threat to life (i.e., a hot zone), members should await arrival of TEMS support personnel or RTFs.
  - 1. Members who find themselves unexpectedly in a hot zone should limit treatment to the control of life-threatening external hemorrhage by use of tourniquets or hemostatic gauze and the repositioning of airways.
  - 2. Rapid extraction to safety is paramount.
- (h) Coordinate full triage and transport of patients to definitive care outside the area of imminent threat.
- (i) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.

#### **332.5 TRAINING**

The AS/VI plan manager should coordinate with the Training Officer so that members are provided with annual AS/VI training. The training should include:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- (d) Interagency training with law enforcement and other EMS personnel.
- (e) Reality-based training at locations that may be a potential target of a critical incident.

The AS/VI plan manager should ensure that all training sessions and exercises are documented and that all training records are kept in accordance with the District Records Management Policy.



## Unmanned Aircraft System

### 333.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aircraft system (UAS), and for the storage, retrieval, and dissemination of images and data captured by the UAS.

#### 333.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned aircraft system (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Utah Code 72-10-102).

**Visual observer** - A designated person who is not located with the UAS operator but is in communication with the pilot and can see the UAS in operation.

### 333.2 POLICY

A UAS may be utilized to enhance the District's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

### 333.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent an authorized reason, operators and visual observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

Locations where a person may have a reasonable expectation of privacy include:

- (a) In a residence.
- (b) In the enclosed yard of a residence.
- (c) On private property where activity cannot be seen from the street or ground level.

Methods that may be used to avoid recording private activity include:

- (a) Deactivating a recorder or imaging device until the UAS is away from the potentially private activity.
- (b) Turning the recorder or imaging devices away from persons or locations during UAS operations.

## *Unmanned Aircraft System*

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### **333.4 PROGRAM COORDINATOR**

The Fire Chief shall appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for agency operations.
- Ensuring that all authorized UAS pilots and visual observers have completed all required FAA and District-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging events. Deployment of a UAS shall require written authorization of the Fire Chief or the on-scene IC, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal fire investigations involving a UAS, including coordinating with local law enforcement.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS, including but not limited to:
  - Safety oversight.
  - Use of visual observers.
  - Establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continued airworthiness of a UAS up to and including its overhaul or service life limitations.
- Developing protocols to ensure that all data intended to be used as evidence for fire investigations are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including chain-of-custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Recommending program enhancements, particularly regarding safety and information security.

## *Unmanned Aircraft System*

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- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Fire Chief.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

### **333.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when undertaken as part of a fire investigation in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

#### **333.5.1 PERMISSIBLE USES**

Situations where a UAS may be considered for use include:

- Hazardous materials incidents.
- Structure fires.
- Mass casualty incidents.
- Search and rescue.
- Wildland fires.
- High-rise incidents.
- Natural and manmade disaster response.
- Video/photographs for investigative support.
- During training activities.
- Anytime an aerial view of the emergency scene is appropriate.

#### **333.5.2 PROHIBITED USES**

District UAS shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

# North Summit Fire District

## Policy Manual

### *Unmanned Aircraft System*

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#### **333.6 RETENTION OF DATA**

Data collected by the UAS shall be retained as provided in the established records retention schedule.

#### **333.7 OWNERSHIP AND USE OF DATA**

The use of any photography or electronic imaging made by District members while using a UAS shall comply with the requirements of the Photography and Electronic Imaging Policy and the Patient Medical Record Security and Privacy Policy.

#### **333.8 REPORTING**

The deployment of any UAS should be documented in the National Fire Incident Reporting System (NFIRS) report consistent with the requirements of NFIRS.

# Apparatus/Vehicle Backing

## 906.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

### 906.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Apparatus** - Any District vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Officer** - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

**Vehicle** - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the North Summit Fire District and used for District business.

## 906.2 POLICY

### Best Practice

To promote firefighter safety, it is the policy of the North Summit Fire District that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances. Hose lines shall be picked up by driving forward over the hose rather than backing.

## 906.3 OFFICER AND DRIVER RESPONSIBILITIES

### Best Practice

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

# North Summit Fire District

## Policy Manual

### *Apparatus/Vehicle Backing*

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The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

#### **906.4 SPOTTER RESPONSIBILITIES**

##### **Best Practice**

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.

# North Summit Fire District

## Policy Manual

### *Apparatus/Vehicle Backing*

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- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.