

# **Rules & Regulations Anderson County Fire System**

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**RULES AND REGULATIONS FOR THE ANDERSON COUNTY FIRE SYSTEM**

**REVISED 3/17/06**

(Approved at commission meeting)

- I. These rules supersede all previous rules and regulations.
- II. Objective: The objective of the Anderson County Fire Protection Commission shall be the prevention and extinguishment of fire and the protection of life and property.
- III. General rules & regulations: Authority of the Anderson County Fire Commission- 1962 Code of Laws sections: 14-891, 14-893 as amended, sections 6-11-1410,6-11-1420, 6-11-1430, 6-11-1440, and 6-11-1450 of the Emergency Powers Act of Fire Districts. 1992 act # 578 of the South Carolina General Assembly
- IV. Roberts Rules of Order shall govern all meetings of the Anderson County Fire Protection Commission provided that they are consistent with the sections set forth in these regulations.
- V. In cases where station by-laws conflict with County Rules, the County Rules will prevail.

SECTION 1

General Duties of the Fire Protection Commission

1. Develop a comprehensive county fire department.
2. Acquire certain property, dispose of certain property, and exchange certain property both real & personal.
3. Enter into contracts and agreements.
4. To borrow money against future taxes when necessary.
5. Engage a county fire chief and headquarters personnel as needed, and engage other agents as necessary.
6. Adopt rules & regulations for the proper operation of the entire county fire department.
7. Cooperate with all other fire and emergency agencies to provide emergency services and fire protection.

SECTION 2

Detailed Duties of the Fire Protection Commission

1. To seek advice & help from the Insurance Service Office and the South Carolina Department of insurance.
2. To determine the locations of fire stations as approved by the Insurance Service Office.
3. To approve or disapprove rules & regulations for fire stations and their boards of directors.
4. Establish specifications for fire stations.
5. To suspend or remove any firefighter or officer for improper or inefficient operation of his or her department.
6. To conduct monthly public business meetings, and special meetings and hearings both public and executive as needed.

7. To furnish annual reports, budgets, and annual audit to the Anderson County Legislative Delegation.
8. To establish duties & responsibilities for the county fire chief.
9. Approve job descriptions for headquarters staff.
10. To conduct annual elections for officers for each fire department.
11. To determine response areas for all departments.
12. To review all insurance claims, personal, accidental, & liability.
13. To approve all hiring, termination or suspension of headquarters staff upon recommendation of the county fire chief.
14. Establish salaries for headquarters staff.

SECTION 3  
Anderson County Fire Chief

1. Chief Operating Officer of the Anderson County Fire Department. Accountable to the Anderson County Fire Protection Commission.
2. Objective: Support the local fire departments by providing guidance, leadership, training and logistical support.
3. Using commission policies as guidelines, he or she will be responsible for direct supervision of headquarters staff and indirect supervision of local county fire stations.

Duties of the County Fire Chief

1. Assist the commission in the establishing and proper operation of all county fire stations.
2. Assist in elections and swearing in of officers for local county fire stations.
3. Issue fire department ID cards.
4. Provide any & all reports requested by the commission. Render all assistance possible when called upon at any emergency scene.
5. Cooperate with all surrounding emergency service agencies.
6. Suspend any firefighter or officer pending a hearing by the local station or the commission.
7. Coordinate with the commission for the operation of the headquarters staff.
8. Develop qualifications and job descriptions for all staff positions.
9. Select, hire, review, &/ or terminate headquarters staff.
10. Prepare annual operating and capital expenditures budget for the county fire department.
11. Prepare & maintain standard administrative & operating procedure for headquarters.
12. Job evaluations, job reviews and salary administration for headquarters staff.
13. Serve as incident commander as conditions warrant such as: large scale incidents, absence of a station officer, at the request of an incident commander, incidents where personnel safety issues arise.
14. In the absence of the county fire chief, the assistant county fire chief will act with the full authority of the county fire chief. If the assistant county chief is unavailable, the county fire chief will appoint a designee to act on his authority.

SECTION 4  
Organization of the Board of Directors

Once the need for the station has been established, the Fire Commission will notify the citizens in the service area that a station will be established. The community will then elect a Board of Directors. The number of board members must be sufficient to adequately conduct business on behalf of the fire station.

1. Members of the board must own property, live, or work in the area they represent. If a member fails to meet these requirements (sells the property, moves, etc.) he or she will be required to resign.
2. Firefighters from within the service area may serve on the board of directors. The chief may serve on the board, however; he or she may not serve as chairman.
3. The majority of the board members must be non-firemen.
4. The board must give notification of all meetings as required by the Freedom of Information Act of 1987; Section 30-4-10.
5. Elections of board officers should be held to elect a minimum of 3 officers. A chairman, vice-chairman, & secretary/treasurer. Other positions may be elected at the discretion of the board.
6. A member may only serve on the board of one fire department.

Duties of the Board of Directors

The Board of Directors will be responsible for:

1. Naming the station, securing the site for the station, the deed to the land, securing & maintaining the charter of the station.
2. Obtaining & maintaining non-profit status per state law
3. Cooperate with the fire commission in conducting fire department business & finances.
4. Creating a constitution & bylaws governing the operation of the Board of Directors. This constitution must be approved by the Fire Commission.
5. Cooperate with the Fire Commission & the county fire chief to obtain funding for the fire station & specifications for the fire station.
6. Assuming financial responsibility pertaining to the construction & future operation for the fire station.
7. Cooperate with the Fire Commission & the county fire chief to determine sites for substations as needed and specifications for substations.
8. Holding public meetings quarterly. Holding special meetings as needed.
9. Providing a copy of the minutes of all meetings to the Fire Commission.
10. Holding annual elections for board members & officers by March 1<sup>st</sup> of each year. Documentation of the election must be provided to the Fire Commission. Terms of board members should be arranged to allow staggered terms.
11. Supervise the spending of all funds taken in by the fire station. This will include: money allotted by the Fire Commission, state 1% funds, and funds raised by the station.
12. Maintaining at least two (2) separate accounts for the purpose of accounting. One for county funds and one for station raised funds.

13. Providing regular periodic financial statements to the Fire Commission.
14. Providing financial statements to the Commission or the Commission auditor upon request.

The County Fire Commission reserves the right to audit the expenditures of any station at any time. The Commission may temporarily take over financial operation of the station by a vote of the full commission if they feel that financial matters are not being properly monitored by the Board of Directors.

## SECTION 5 Organization of the fire station

The Board of Directors along with the Fire Commission & the county fire chief will oversee the organization of the fire station.

1. All members must reside in the stations service area.
2. Members must take all basic training as required by the county training division.
3. All county firefighters must possess a valid South Carolina Drivers license.
4. The station must maintain a minimum 19 firefighters including a minimum of 5 officers (chief, assistant chief, captain, 1<sup>st</sup> lieutenant, 2<sup>nd</sup> lieutenant). There will be no limit to the number of firefighters.
5. The minimum age for a firefighter will be 18 years old. Members may participate in the Junior Firefighter Program beginning at the age of 14 -18 years. (see section 9 of the Commission by laws)
6. Once the department has met the training requirements, the members may proceed with the election of officers. This election must be supervised by the county fire chief or his designee and at least 1 fire commissioner.
7. The officers will be responsible for developing by laws to govern the operation of the fire department. These by laws must be approved by the fire commission.
8. The department will hold regular training sessions to maintain skills necessary to perform the job of a firefighter. Special classes will be held as needed to maintain compliance with local, state & federal regulations.
9. The Anderson County Fire Department is a participating member of the South Carolina Fire fighter Mobilization System (SC Law Title 23 Chapter 49 Section 23). All County owned fire apparatus will be registered and available if needed through this effort. Listing of stations, station owned equipment and personnel is voluntary, but encouraged.
10. All applicants for membership must follow the this procedure for membership:
  - a. Fill out an application with the department. The station chief must have the applicant fill out a SLED background check form.
  - b. The station chief or designee must submit the SLED form to the Investigations Division at fire headquarters.
  - c. The Investigations Division will forward the form to SLED according to SC State law Section 40-80-20 and Section 40-80-50.
  - d. Once the background check in complete, the investigator will report his findings to the station chief.

- e. If the applicant is eligible according to state law & county regulations, the station chief may offer the applicants name to the station membership for consideration.
- f. If the applicant is accepted, the station chief must notify headquarters immediately so the necessary paperwork can be completed (insurance, firefighter registry etc.)
- g. The station chief must keep an inventory of all equipment issued to all firefighters.
- h. If a firefighter resigns or is terminated from the station, the chief or station officer must notify headquarters immediately.
- i. Any firefighter who leaves the membership of the station is responsible for returning all issued equipment, and property.
- j. Any firefighter that has been formally charged with a crime may be suspended by the county chief, station chief or fire commission until the issue has been resolved. Once the issue has been resolved, the fire commission, the station chief & the county chief will decide what further action to take (termination, suspension or reinstatement.)

If an applicant has been charged with or convicted of a crime which could potentially embarrass the fire department, the county chief and fire commission may conduct an independent investigation before the applicant is considered for membership.

#### SECTION 6 Fire Station Elections

1. All county stations must hold officer election during the months of January & February of each year.
2. A quorum of the total membership must be present & qualified to vote.
3. A 2/3 majority vote is required to retain all officers from the previous year. Absentee ballots will count in the quorum.
4. The election must be supervised by the county fire chief or his designee, and at least one fire commissioner
5. Roberts Rules of Order shall govern all meetings of county fire department.
6. A member must have been in the station for at least one year to be eligible to vote or hold office.
7. All nominations & elections will be held by secret ballot.
8. Any vacancies in the officer's ranks must be filled by a special election within 30 days of the vacancy.
9. Junior firefighters are voting members of the station.
10. Members may vote by absentee ballot for officer elections. Ballots must be in a sealed envelope and signed by the member. They should be turned over to the Commissioner or the County Fire Chief or his designee the night of the election. Votes by telephone will be at the discretion of the Commissioner overseeing the election.

SECTION 7  
Officer Requirements & Duties

1. Any member must be a station member in good standing for one year to be considered for officer. Any member on suspension or probation will not be considered for an officer's position.
2. Officers must abide by & enforce all station & county rules, regulations & policies.
3. Any current member of the station that meets all qualifications to be an officer but does not live within the fire district may be eligible for election if approved by the District Commissioner.
4. All officers must have a valid South Carolina Driver's License.
5. All stations must have the following officers: Chief, Assistant Chief, Captain, 1<sup>st</sup> Lieutenant, & 2<sup>nd</sup> Lieutenant. Other officers positions may be filled at the discretion of the Chief &/or membership if they deem it necessary. (i.e.: station officer, 3<sup>rd</sup> lieutenant, safety officer etc.)
6. All officers will be elected for a term of 1 year. The chief, assistant chief & captain must be at least 23 years old with at least 5 years experience or 25 years old with at least 3 years experience. He or she must have completed the minimum training requirements set down by the training division & station bylaws. He or she must have the ability to handle station business & fire ground command, and hold the respect & confidence of the membership.
7. All officers are accountable to the Anderson County Fire Protection Commission & the county fire chief. Any officer may be removed by the full commission. Any officer may be suspended by the county fire chief.
8. First & Second Lieutenants must be at least 21 years old. These officers are accountable to the station chief, and may be removed by the full commission. They may be suspended by the station chief or the county fire chief.
9. The officers of the department shall develop a set of rules to govern the operation of the station. These rules must be approved by the fire commission & the county fire chief. These rules must not conflict with any Code of Law or the rules of the Fire Protection Commission.
10. The station chief or designee will be responsible for conducting regular training. This training shall consist of any & all subjects required by law & training standards developed by the commission. The officer in charge will be responsible for keeping records for all training & forwarding a copy of these records to the county training officer.
11. All officers will be responsible for safety & conduct of all firefighters while on duty. They will also be responsible for the morale & efficient operation of the fire station.
12. The officer in charge at any emergency scene will be responsible for enforcing a personnel accountability system as developed by the training division to effectively & safely track all personnel on scene.
13. The station chief will be responsible for keeping efficient records of fire reports, training, inspections, apparatus & equipment maintenance, hose tests, personnel information, firefighter mobilization information, and operation of the department. These records must be forwarded to the appropriate division at county fire headquarters.



14. The officer in charge must report any and all injuries and/or accidents to headquarters as soon as possible.
15. The Station Chief or his designee will be responsible for maintaining adequate fire protection resources for his or her district at all times. This shall include requesting additional resources as needed for emergencies. During non-emergency events (parades, public service, etc) at least one engine must remain in the call area. (adopted by Commission 1/15/08)

SECTION 8  
Firefighters and Duties

1. A station must maintain a minimum of 19 firefighters who have completed the procedure outlined in section 5 above & completed the necessary training required by the commission.
2. All firefighters must live in the fire district that they serve. Any firefighters or officers that have been in the station prior to October 17, 2001 are exempt from this requirement until they relocate. If they relocate to a residence that is still outside the district, they will no longer be exempt and must resign. Any exemption to this rule will be handled on a case by case basis, and must be approved by the district Commissioner or Commissioners if 2 separate districts are involved, and the County Fire Chief and the Station Chiefs of both stations involved. In any case, the firefighter must serve a district that directly adjoins the district in which they live.
3. All firefighters must follow all rules & regulations set forth by state, federal, and local laws, the fire commission, and station by laws.
4. All firefighters must perform all duties in a safe manner.
5. All interior structural firefighters must pass a physical examination as prescribed in OSHA 1910. A yearly physical will be offered for all firefighters.
6. All members must be physically & mentally capable of performing fire-related duties in a safe manner.
7. Honorary members must have medical clearance from a physician to perform any fire department related duties.
8. Honorary or inactive members must be listed on the station roster in order to be covered by the Commission's Worker's Compensation Insurance.
9. Firefighters that are actively involved in fireground duties such as fire attack, pump operation and over haul and salvage should be listed as active on the station roster.
10. Members may be suspended by the station chief, station officers, or the county fire chief. A member may be removed by vote of the officers or the full Commission.
11. Any member or officer convicted of any offense under South Carolina Law Code 16-3-16 (arson), 16-11-25 (filing a false report), or 16-17-570 (turning a false fire alarm) will be automatically dismissed. Any member who has knowledge of crimes outlined above, but does not report it will also be dismissed. Removal under these terms will be permanent & may not be appealed through grievance.
12. All firefighters work under the direct supervision of the officer in charge, and are expected to carry out all duties and instructions given by an officer.
13. In the absence of an officer, the senior firefighter will be in charge.

14. A firefighter can be a member of only 1 county department, but may assist another department with permission of the officer in charge. Any firefighter who responds with a station other than his own will be accountable to the district officer in charge.
15. Firefighters, who wish to be a part of the County Fire System, but live in a municipality, must volunteer with the station closest to their residence.

## SECTION 9

### Junior Firefighters

(Passed by Commission 10/19/10)

1. Any person between the ages of 14 and 17 wishing to be a part of the Anderson County Fire Protection Commission system must participate in the South Carolina State Junior Firefighter Program. See Attachment

## SECTION 10

### Equipment

approved by Commission 6/7/05

1. Each county fire station will be equipped with apparatus & equipment required by recognized standards to adequately & efficiently provide fire protection.
2. All county fire personnel are responsible for proper use, handling and maintenance of county property & equipment. The station chief will be ultimately responsible making sure all equipment is in working condition at all times. The station chief will be responsible for reporting any needed repair to the county chief or the shop foreman.
3. Abuse of equipment will not be tolerated. Any willful damage or abuse of any commission owned property will result in disciplinary action.
4. No fire apparatus or related equipment may be used for private purposes or removed from the fire station or apparatus. The station chief may grant an exception to this rule for emergencies, special circumstances, special events, or public service.
5. No one except fire personnel shall have access to any fire apparatus area or fire equipment without permission of the station chief or an officer.
6. The station chief will sign for all new fire apparatus & equipment upon acceptance.
7. All fire hose must be tested and reports submitted to county headquarters.
8. An annual inventory of county equipment must be completed by July 1<sup>st</sup> of each year.
9. All fire department vehicles must be properly titled.
10. All test, repairs, and maintenance of county owned equipment will be the responsibility of fire headquarters
11. County owned equipment must remain on county owned apparatus unless approved by the county fire chief.
12. County owned apparatus must be equipped in compliance with the minimum equipment list in order to comply with ISO requirements.
13. All station tankers purchased under the county tanker allotment must be maintained and equipped in compliance with the county tanker policy.
14. If station owned equipment is substituted for county equipment, it must meet or exceed the specifications of the county equipment.

15. The stations will be responsible for testing, maintenance, replacement, and damage to station owned equipment. However, the county will continue to maintain (flow test, repair, fit test, hydro test) all SCBA whether station owned or county owned.
16. If stations replace county equipment with station equipment, they are responsible for storing & accounting for the county equipment. This equipment must be turned in with the apparatus it was assigned to or when it is due to be replaced.
17. Loss or damage to county owned equipment will be investigated by the county fire chief and the commission. If the loss or damage is found to be due to negligence, the station may be responsible for replacement or repair.
18. Stations may be audited at the discretion of the county fire chief or the fire commission to make sure all county owned equipment is accounted for, and all affected vehicles are properly equipped.
19. Stations shall not issue any equipment (turnouts, radios, ID cards, vehicle tags, etc.) to firefighters until they have passed the SLED background check. Firefighters should sign for all equipment. This list should be kept in the personnel file, and all equipment should be accounted for when the firefighter leaves or is terminated. All equipment must be returned within 7 days of leaving the department.
20. Any changes to county owned fire apparatus must be approved by the county fire chief, the maintenance supervisor and/or the maintenance committee.
21. Any equipment affixed to county owned equipment, (lights, etc) become property of the county fire department.

## SECTION 11

### Fire Department Communications

1. All fire apparatus must be equipped with a minimum of 1 vehicle mounted mobile two-way radio, and 1 handheld portable two-way radio containing at least Anderson Fire Department channels 1 & 2.
2. The county fire chief and station chief will have control of all 2 way radios. Members may not purchase radios or have personal radios programmed with any county fire channels without permission from the station chief & the county fire chief.
3. The station chief will be responsible for the use of all two-way radios in their station.
4. Any problems with radio equipment, reception, or transmission must be reported to the county fire chief, or the communications supervisor.
5. All two-way radios used on county fire frequencies are to be used for fire station business only.
6. Radio traffic should be kept to a minimum. All transmissions should be as short & concise as possible.
7. Emergency traffic will take priority over all transmissions Examples: toning out stations, firefighter down, calling for assistance.
8. All firefighters using two-way radios should listen for other traffic before keying up the radio, and should hold traffic until frequency is clear.
9. All traffic shall be professional. Any person using abusive, profane or filthy language on a fire channel will be dismissed.

10. In the event of a miscommunication from dispatch (i.e. assist station, incorrect boundary), the lead station should notify by radio or telephone in a professional manner. Any complaints concerning dispatch shall be addressed to the communications supervisor at headquarters or the County Fire Chief.
11. Any personnel caught misusing a radio, keying up over transmissions, or doing anything to hinder transmissions will be automatically dismissed from the county fire system. Anyone who has knowledge of personnel hindering transmission, and does not report it will be dismissed from the county fire system. Dismissal under these circumstances will be permanent, and may not be appealed through grievance. All offenders will also be prosecuted to the furthest extent of any applicable law.

SECTION 12  
Driving Regulations  
Approved by Commission 6/7/05

1. All firefighters must have a valid South Carolina driver's license and adequate automobile insurance as required by state law. In order to drive any fire vehicle, a firefighter must be at least **18 years old**, and have a valid county ID card. He or she must also possess one of the following licenses: commercial driver's license, class E (formerly class II), class F (formerly III) license, or a "Special Firefighter Endorsement" sticker affixed to the back of his or her class D (formerly class I) license (S.C. Law 56-1-135).
2. All drivers must take and pass the Emergency Vehicle Drivers Training provided by the Fire Commission. This is in addition to the licensing test.
3. All drivers must be approved by the station chief and the county fire chief, and complete at least 12 hours of driver/operator training during the year.
4. Personnel shall not drive or operate any fire vehicle nor respond to any emergency while under the influence of alcohol or drugs.
5. When responding to calls in emergency mode, in a fire apparatus, drivers must stop at all red lights and stop signs and make sure traffic is stopped before proceeding. Drivers must travel at a safe speed for the traffic, road and weather conditions. The maximum speed shall be no more than 10 miles per hour above the posted speed limit. Apparatus shall not pass a stopped school bus in any direction, or disregard activated railroad-crossing arms.
6. Personnel must exhibit "Due Regard" when driving and operating department vehicles.
7. All personnel shall be seated in the cab and wear safety belts when riding in department vehicles.
8. Personnel are prohibited from riding on the outside of vehicles (tailboard, running boards, etc.) whenever the vehicle is operating on a public road at road travel speed.
9. Anyone riding in department vehicles must have a valid county fire department ID card.
10. Transportation of a non-fire personnel from an emergency scene or roadway incident must meet the following criteria the individual cannot have life threatening injuries, Fire Chief or Incident Commander will determine a specific destination, Fire apparatus will only be used if no other vehicle transportation is available, if seating is available at least 2 fire personnel should accompany the individual, dispatch should be notified of the situation and keep times for record of the transportation, in a reasonable time the Fire Chief or Incident Commander should notify the Anderson County Fire Chief of the transport.

11. A following distance of at least 500 feet must be kept between each responding fire vehicle when responding to and returning from emergency calls.
12. A following distance of at least 500 feet must be kept between fire vehicles and personal vehicles when responding to or returning from emergency calls.
13. An accident will be defined as any situation where any part of the vehicle is damaged, or the vehicle damages any property.
14. In the event of **any** accident involving any fire department vehicle, the driver must stop and render aid to anyone involved in the accident. Then the driver should notify county headquarters to contact EMS (if necessary), the proper law enforcement agency (if necessary), the station chief, and the county fire chief.
15. **All accidents regardless of severity shall be reported to fire headquarters immediately. No repairs will be made until the proper paperwork has been completed. Failure to do so may result in the station being financially responsible for any repairs.**
16. Any fines or penalties assessed as the result of an accident will be the responsibility of the vehicle driver.
17. A committee comprised of the county fire chief, the district fire commissioner, and the station chief will investigate any accident involving a fire department vehicle. If the committee finds that the accident or damage was caused by the driver's negligence, disciplinary action may be taken. This action may be a warning, suspension, or termination as recommended by the investigation committee. In some cases, the station may be held responsible for damages incurred as a result of negligence. In the event that the county or station chief is involved, the assistant chief will investigate.
18. The use of red lights and sirens on personal vehicles is discouraged. If used, the lights and sirens must meet minimum standards required in S.C. vehicle law Section 56-5-4700 & 56-5-4970.
19. The station chief must approve or disapprove the use of light and sirens on personal vehicles.
20. Personal vehicles shall not be used to block roads or intersections for responding apparatus, or at fire scenes.
21. The drivers of personal vehicles are responsible for actions, accidents, fines, penalties, or damages that occur when they are responding on calls.
22. Personal vehicles that respond and are equipped with lights & siren must be adequately insured. This includes supplemental emergency vehicle insurance if required by the driver's insurance carrier. A copy of proof of insurance shall be kept on file at the station. Firefighters whose vehicles do not meet the above standard for insurance & equipment may utilize warning devices only when their vehicle has arrived on scene and comes to a stop.
23. All personal vehicles with or without lights and sirens shall travel no faster than the posted speed limit, and should adjust speed according to weather, traffic, and road conditions. They shall obey all traffic rules.
24. Any firefighter that has his or her license or insurance revoked must notify the station chief or his designee immediately. Failure to do so will result in suspension or dismissal from the fire station.
25. All station chiefs shall verify the driver's license for firefighters annually. A copy of the license shall be kept on file at the station.
26. All driving & disciplinary matters shall be confidential.

27. The station officers will investigate any complaints or observations of personnel driving recklessly. If the station chief feels that action is warranted, the firefighter may face disciplinary action as outlined.
28. The Fire Commission reserves the right to have any personnel involved in an accident involving fire vehicles tested for alcohol or drug use.
29. Drivers must use a spotter anytime they are backing any vehicle.
30. County owned apparatus will not leave the station except for emergency calls, maintenance, training, station wide functions, or unless authorized by the station chief.

Section 13  
Driving Violations & Disciplinary Actions

**Category I:**

1. If a firefighter has at least 4 points against his or her license in one year, he or she must notify his or her station chief. Anyone having 6 points against their license will be suspended from driving fire vehicles for 1 year.
2. Firefighter observed driving recklessly or complaint of reckless driving -  
Written warning, suspension, or termination depending on severity,  
And at the discretion of station officers board.
3. Conviction of a violation as a result of at-fault accident with or without injury involving a fire vehicle -  
Suspension of driving privileges of station or county owned vehicles pending review of station chief and officer's board.
4. Any additional violations of above policies within one year -  
Suspension of driving privileges for a minimum of one year.  
To be reinstated upon approval of the officers.
5. Violation of rules regarding emergency responses in fire apparatus or use of lights & sirens will be reviewed by the station chief & officers, and may be subject to:
  - 1<sup>st</sup> offense: written warning
  - 2<sup>nd</sup> offense: 30-day suspension from the fire station, & all specialty teams (HAZMAT, ladder, ACERT etc.).
  - 3<sup>rd</sup> offense: termination from Anderson County Fire Dept.

**Category II:** Immediate suspension of fire vehicle driving privileges until license has been cleared and driving privileges reinstated by the county fire chief & commission.

1. DUI
2. Reckless Driving
3. DUS
4. Driving without a license

5. Any felony driving violation

Any accident will be investigated as specified in item Section 12 number 16. Disciplinary action will be taken after the review has been completed.

Section 14  
Special Events

Approved by Commission 5/17/2011

These rules will apply when fire stations are planning to use vehicles in parades or other community events.

1. Station Chief will have to authorize which apparatus can be used (county or station owned) for the parade or event.
2. Station Chief will have to authorize how many vehicles can be used. At no time should all apparatus be committed to an event.
3. The chief will have to take in consideration where the location of parade or event will take place.
4. The driver and assistant driver will need to carry their turn out gear with them.
5. If dispatched to a call while at a community event, the driver should do a complete walk around of the apparatus before entering the cab. The driver should check to make sure that all compartments doors and equipment are secure, and to make sure all bystanders are safely away from the vehicle. The assistant driver should stay outside of the vehicle and clear a path for the vehicle until it is a safe distance away from any bystanders.
6. Once an apparatus has committed to a parade route, it is considered out of service and unavailable for calls for the duration of the event
7. The driver will report to dispatch the location and time of the event or parade before leaving station.
8. The driver and assistant driver will be the only firemen allowed to ride in cab of truck.
9. Under no circumstances will any fireman, family member or any civilian be allowed to ride on the outside of the fire truck. This means on top, tail board or front bumper during the event or parade.
10. The driver will be held responsible and if he allows anyone to ride on the outside of the fire truck during a parade or event he will be suspended.
11. After the parade or event is over the driver will return to station. Driver will report to dispatch after entering their fire district.
12. The station Chief is responsible for making sure the district is covered by adequate manpower and equipment when [participating in special events or parades.
13. VIOLATION OF THIS POLICY WILL RESULT IN A MINIMUM 90 DAY SUSPENSION OF THE STATION CHIEF.

SECTION 15  
General Rules

1. Any firefighter who responds to an emergency call, meeting, or training session under the influence of drugs or alcohol shall be dismissed.

2. Any officer who suspects that a member has imbibed drugs and/or alcohol may order them removed from the scene or fire station, and must report the violation to the County Fire Chief or his designee immediately. The member in question is subject to drug testing at the discretion of the Station Chief, the County Fire Chief, and/or the County Fire Commission. In the event that the test is positive for drugs and/or alcohol, the member may be removed from service at the discretion of the County Chief or Fire Commission. Any officer observing behavior from a member that may indicate the use of drugs and/or alcohol has the duty to report the member to the Station Chief, the County Fire Chief, or the County Fire Commission. Failure to report such an incident will result in disciplinary action against the officer. (adopted by Commission 8/19/08)
3. There will be no gambling, immoral conduct, use of alcohol or drugs, abusive or profane language at any fire station or any emergency scene.
4. Any firefighter guilty of disrespect, disobedience, or insolence will be suspended, or removed from the county fire system by the station chief, the county fire chief or the fire commission.
5. Anyone guilty of violating the above rules will be punished under any applicable South Carolina Law
6. Any problems or complaints concerning headquarters staff or dispatch should be addressed to the county fire chief.
7. All members are reminded that they represent the Anderson County Fire Department and should conduct themselves in a professional and proper manner at all times. Any member found guilty of actions that could potentially embarrass or harm the fire system could face disciplinary action by the station chief, the county fire chief, or the fire commission.
8. Any firefighter who is on medical leave from his or her regular employment will not respond to any emergency scene unless he or she has written consent from the doctor treating them. They may participate in meetings and training within guidelines set by their doctor.
9. Any firefighter that is being treated by a doctor under the county's workers compensation insurance will not respond to any emergency scene without written consent from the doctor. They may attend meetings, and training within guidelines set by the doctor.
10. In all cases written consent must be presented to the county fire chief before the firefighter participates in any activity relating to the fire department.
11. The Fire Commission will not be responsible for injuries that may occur if a firefighter violates the rules regarding response while injured.
12. A member may participate in "light duty" as prescribed in writing by a doctor.
13. Once a member has been released by the doctor, a written statement from the doctor must be forwarded to the county fire chief before the member returns to full duty.
14. Members of any station that are receiving disability benefits must have a written statement from a physician clearly defining any limitations to their job performance. Membership will be contingent on approval by the Worker's Compensation carrier for the Fire Commission.
15. Members that are receiving disability benefits must realize that their volunteer employment with the Fire Commission could affect their benefits. Therefore, they will be required to file a waiver and hold harmless agreement to be filed in the member's personnel file.
16. Any firefighter classed as support personnel must be closely supervised at all times.



17. The station chief, his designee, or the incident commander must provide adequate supervision for all personnel at any incident or station function. At no time should any member perform duties that are above his or her abilities.
18. Any accidents, injuries, or losses that are to be claimed on any county insurance must be reported to the county fire chief as soon as possible. Failure to do so may result in denial of a claim, or the station being financially responsible for loss, damage, or injury.
19. Failure to comply with the Rules & Regulations set forth by the Anderson County Fire Protection Commission will result in disciplinary action. This will include oral or written warnings, suspension, termination and/or criminal or civil charges based on severity of the infraction.
20. Firefighters should not photograph or record emergency scenes where these actions could violate patient/victim privacy or be derogatory to the Anderson County Fire System. All emergency scenes should be treated as potential crime scenes and all aspects of the scene treated as evidence; therefore, it must remain private and for official use only.
21. Firefighters should remember that while responding to and acting at all emergency scenes, they are Commission employees. Any actions on scene, or related to the scene including but not limited to photography, videography, social network posting, etc. are subject to review and action by the Commission.

SECTION 16  
Grievance & Appeal Procedure

The Anderson County Fire Protection Commission intends for all members to be treated fairly and consistently in all matters related to the fire system. Therefore, if a member feels that he or she has been treated unfairly, the commission provides a grievance process so that members may have their complaints heard fairly and answered in a timely manner.

Grievances will follow this process:

1. The member must file his or her grievance with the station chief in writing within 10 days of the action or occurrence. This should give a detailed description of the complaint. The station chief must investigate the complaint, and give a written answer within 10 working days of receiving the grievance.
2. If the member is not satisfied with the station chief's decision, he or she must file a written appeal to the county fire chief within 10 days of receiving the station chief's answer. The county fire chief must investigate the complaint and give a written answer within 10 working days of receiving the complaint.

3. If the member is not satisfied with the county chief's decision, he or she must file a complaint with the full commission through his district commissioner with 10 working days of receiving the county chief's decision. The member must file the grievance at least 10 days prior to a regularly scheduled Commission meeting. The Commission will render a decision at the next regularly scheduled Commission meeting after receiving the grievance.
4. The commission's decision will be final.
5. Grievance forms are available at fire headquarters.

Any station requesting an exception or variance regarding any County By-law must submit their request in writing to the district Commissioner at least 10 working days prior to the next scheduled Commission meeting. The district Commissioner will forward the request to the full Commission for review at the next scheduled meeting. The station may request to be put on the agenda to speak in favor of their request.

Anyone wishing to be on the agenda must give at least a one-week notice of their intentions. Therefore, any requests to speak on the agenda must be made by 5pm on the Tuesday prior to the next scheduled meeting.

Section 17  
Purchase of station owned vehicles

These rules will apply when stations are considering obtaining apparatus or vehicles.

Prior to negotiating any purchase or the station should:

1. Submit information on the vehicle to the Maintenance Supervisor, the County Fire Chief, and the District Commissioner as to the condition, and age of the truck. The information should include an explanation for needing the vehicle. The Maintenance Supervisor, County Chief, and District Commissioner will provide advice and guidance
2. Request maintenance records from the seller. Including but not limited to pump or ladder test records for the prior 3 years, and any major repairs or wreck damage.

General guidelines:

1. The station will be responsible for upkeep and repairs to the truck and any equipment assigned to it.
2. The station may use the headquarters shop & personnel to do maintenance and repairs on station owned apparatus; however, repairs to County equipment will take precedence over station owned equipment. Headquarters will bill the station for parts and any work that may have to be done by an outside vendor.
3. The station must maintain and keep records on all equipment. (hose tests, pump test, regular maintenance, etc) A copy of these records must be submitted to headquarters.
4. The station will be responsible for equipping the truck for its intended use.
5. The truck must have a GVWR capable of carrying all equipment, personnel and full tank of water if applicable without being overloaded.
6. The station will be responsible for paying for insurance on the vehicle if it causes the station to exceed the number of vehicle allowed by the Commission.
7. The station may be responsible for any excessive insurance costs caused by insuring a station owned apparatus. This will be determined by the Commission.
8. The station will receive yearly station allotment for the vehicle as long as it does not exceed 6 total vehicles.
9. Any apparatus purchased by a station must not be older than 15 years old. If the station purchase a vehicle from another station within the county system and the vehicle is currently within the county system, this rule will not apply.
10. The station must show a need for the apparatus and present this information to the Commission for consideration.
11. The Commission reserves the right to deny insurance on the vehicle if this policy is not followed for purchase, use, maintenance and response of apparatus.

Response:

1. County owned apparatus must respond first for any structural alarms unless it is an assist call where a tanker may be needed first.
2. Any station owned pumper should respond as a support vehicle on any structure fire except in the case of multiple alarms where a county owned pumper is not available.
3. Station owned pumpers may respond first out for vehicle fires, vehicle accidents, grass fires, service calls, etc.
4. In all cases, response should be kept to a minimum number of vehicles as needed to adequately and safely complete the assignment.

(Approved by Commission February 5, 2011)

Attachment 1  
South Carolina Junior Firefighter Program



*SC STATE FIREFIGHTERS' ASSOCIATION  
JUNIOR FIREFIGHTER PROGRAM  
RECOMMENDED GUIDELINES  
September 2010*

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# ***JUNIOR MEMBER GUIDELINES***

## ***(JUNIOR FIREFIGHTER AND JUNIOR RESCUER GUIDELINES)***

### **Background**

The need for well-trained and highly-motivated volunteer firefighters, rescue, and EMS personnel throughout America's communities has never been greater. Over 70% of the fire and rescue personnel who protect our nation are volunteers. Yet, statistics show that while fire and rescue departments call volume is steadily increasing, the number of volunteers is decreasing. The causes for the downward trend in volunteers are varied, including increasing time demands of two-income families, more rigorous training standards, and limited advocacy for volunteering among youth. Retention and recruitment of new members has never been more challenging. In response to the challenge of recruiting volunteers, many departments have initiated programs to encourage the involvement of youth through Explorer programs and Junior Firefighter/Rescue member programs.

Encouraging young people to enter the emergency services as a career often places departments in competition with careers that pay better, and provide a better preparation and learning structure for school age youth. Junior Member programs provide an opportunity to encourage and interest youth in the field of emergency service, as well as training and educational mechanisms to prepare them for future employment.

Whether volunteer or career, departments may benefit from programs that allow participation by youth in the activities of the emergency services.

The South Carolina State Firefighters' Association recognizes the need for this initiative to reach out to South Carolina's youth and engage them in non-operational roles within emergency departments. Reaching out to people when they are young has long-range effects, and encouraging youth to take part in the emergency services is extremely beneficial to local communities and departments. Benefits of junior programs include:

- Allowing youth to gain insight and interest in becoming long-term members of the emergency services
- Increasing awareness among youth about volunteering and supporting the fire and rescue services
- Providing departments with additional help in accomplishing non-firefighting or non-emergency tasks
- Leadership development for America's youth who will be tomorrow's leaders
- Educating parents and mentors on the importance of encouraging volunteerism

In an effort to encourage Junior Firefighter and Rescue Responder programs, the SC State Firefighters' Association established this Junior Member Standard to offer guidance to fire and rescue departments in developing and administering programs in conjunction with SC Code of Laws section 41-21-110 and the Federal CFR parts 570-579 (Please reference 41-21-110 at the end of this document). While designed to take into account recognized programs nationwide, the Association recommends that departments research additional requirements that may be implemented between editions of this standard.

All agency officers and firefighters should review this document thoroughly and be fully aware of their responsibility to junior members.

## ***Overview***

Junior members shall be separated into two groups: (1) minors 16 and 17 years of age; and (2) minors 14 and 15 years of age. Fire Departments and Rescue Squads should make sure their By-Laws, Constitution, Charter, and/or member insurance reflect the proper authority to have junior members. Participating agencies should take necessary precautions to ensure adequate supervision for male and female junior members. Departments should encourage parental involvement in the program. Junior members are eligible for membership in The SC State Firefighters' Association as regular members with full benefits.

## ***General Restrictions***

This standard does not address minors under the age of 14 (fourteen). In general, the following guidelines should be used to restrict the activities of Junior Members. When not specifically listed or discussed, all activities should be limited to those considered non-emergency. The restrictions have been reviewed by the South Carolina Department of Labor, Licensing and Registration legal counsel, and appear to be in compliance with all applicable state and federal child labor laws.

- Junior Members shall not be substituted for trained personnel.
- Junior Members shall be equipped with appropriate personal protective equipment to accomplish the assigned tasks
- Junior Members who ride on apparatus or other department vehicles shall be seated and must wear a seat belt.
- Junior Members shall not drive department vehicles.
- Junior Members shall not enter or perform ventilation procedures on a burning structure
- Junior Members shall not use any tools or gloves on energized electrical equipment
- During events, the junior members shall be clearly marked in order to easily identify them from a distance. This may be accomplished by different methods including different colored helmets or helmet striping, different colored coats, or special vests.

In addition, specific guidelines are provided based on age groups.



## **Guidelines for Minors 16 and 17 Years of Age**

### **Minors who are 16 and 17 MAY:**

- Ride as a passenger in the cab of a fire truck or in a rescue vehicle. The Junior shall be seated with his/her seat belt securely fastened;
- Attend and take part in supervised training to include SC Fire Academy courses found on the approved course list jointly developed by the SC Fire Academy and the SC State Firefighters' Association, and local training events as supervised and approved by the Fire Chief.
- Participate in department functions within the rehabilitation area of an emergency scene. This could include setting up the engine or light truck, assisting in water supply efforts, handling of wood and other technical rescue materials, and other support functions, which do not expose the junior member to hazardous areas or atmospheres.
- Pick up hoses or other materials and clean up at the emergency scene after it has been declared safe by the Incident Commander.
- Enter a structure only when accompanied by an adult responder once the structure has been determined safe by the Incident Commander and not considered immediately dangerous to life or health (IDLH).
- Perform search and rescue activities, other than structural firefighting, high level, or other areas considered dangerous or IDLH.
- Operate a fire pump or equipment located outside the danger zone at the directions of the Incident Commander.
- Use pressurized hose lines, if properly trained, under the direction of an Incident Commander and out of the danger area.

### **Minors who are 16 and 17 MAY NOT:**

- Perform fire suppression involving structures, vehicles, or wildland fires per federal child labor guidelines 29 CFR 570.54.
- Perform high level, confined space, collapse rescue, or any rescue operation that places them in danger or areas of IDLH.
- Drive fire department or rescue vehicles.
- Perform firefighting "overhaul" activities (except when the structure has been declared safe by the Incident Commander and then only with an adult firefighter).
- Respond to a Hazardous Materials event (except for support functions within the cold zone).
- Participate or assist in any extrication activities at the scene of an accident or emergency (except in the capacity of a support function).
- Participate in any activities at the scene of an accident or emergency where fire or hazardous materials are involved, unless they are performing support functions from outside the danger area.
- Participate in actual "ice rescue" activities, but may provide assistance within any designated rehabilitation area or as a support member on dry land only.
- Direct traffic at the scene of a fire or other emergency.

- Train on departmental equipment or remove equipment from an apparatus unless under the supervision of an instructor.
- Youth under 18 years of age who are enrolled in school in Grade 12 or below may not be employed between 11 p.m. and 5 a.m. when there is school for the youth the next day. Sixteen and Seventeen (16 and 17) year old youths may get the hour restriction waived upon written permission from the parent/guardian and from the youth's principal/designee.
- Youth under 18 years of age who are enrolled in school in Grade 12 or below may not respond, in a non-emergency mode, to calls during school hours.
- Stand on any fire apparatus at anytime it is in motion

### **Guidelines for Minors Age 14 and 15 Years of Age**

In addition to those restriction listed for 16 and 17 year olds, the following are additional restrictions for minors age 14 and 15 years old.

#### **Minors who are 14 and 15 years of age and younger MAY NOT:**

- Perform any hazardous duties at the fire station;
- Ride in the cab of the fire apparatus responding to an emergency scene;
- Stand on any fire apparatus at anytime it is in motion

### **SC Code of Laws**

Section [41-21-110](#). (A) The Director of the Department of Labor, Licensing and Regulation, in cooperation with the State Firefighters Association, may establish a junior firefighters program, consistent with all applicable state and federal child labor laws, for the purpose of encouraging, educating, and training qualified youth to enter the fire service as a career. Notwithstanding any other provision of law, qualified youth under eighteen years of age shall be allowed to participate in training activities offered by local fire departments, the Office of the State Fire Marshall, and the Department of Labor, Licensing and Regulation. As used in this subsection, the term 'qualified youth' means an uncompensated fire department or rescue squad member who is between fourteen and eighteen years of age

**Attachment 2**

**BASIC FIRST RESPONDERS**

**RULES & REGULATIONS**

**PURPOSE:** To establish rules and regulations to govern First Responder Units within the ranks of the Anderson County Fire Department. To enable our County Fire Stations to form a First Responder Unit and have full support and approval from the Anderson County Fire Protection Commission.

**OBJECTIVES:** The objective of the Anderson County Fire Department is to provide the best possible service to the citizens of Anderson County. Our main objective is to provide fire protection and have the equipment, training and support to enable us to meet this objective. It is always an objective of the Anderson County Fire Protection Commission to fully support the Fire Stations, as they become more efficient in meeting their goals. Our mission statement is to Save Lives and Protect Property. The First Responder Units play a very important role in carrying out this mission. The objective is not to provide EMS service but to assist Anderson County's EMS service by providing basic first responder units. The objective of the Anderson County Fire Department First Responder Program is to provide immediate and professional emergency medical care to the sick and injured until Emergency Medical Services arrives.

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**ANDERSON COUNTY FIRE DEPARTMENT  
BASIC FIRST RESPONDERS**

Section 1..... Organization of a First Responder

Section 2..... General Guidelines

Section 3 ..... Training and Certification

Section 4..... Dispatch Procedures

Section 5 ..... On Scene Operations

## **I. ORGANIZATION OF A FIRST RESPONDER UNIT**

- A. The first responder unit shall be organized by working closely with the local EMS provider and the adjoining Fire Departments
- B. Each station wishing to form a First Responder Team must first have at least seventy five percent (75%) approval from each of the following: Officers, Firefighters, and Board of Directors of that station.
- C. The Chief of that station must obtain approval from the Anderson County Fire Protection Commission before the team will be dispatched to a first responder call.
- D. Each Fire Station must have officers for their first responder team and establish Rules & Regulations to provide guidelines for their team.
- E. Once all Training and Certification requirements are met, the following people and departments must be notified in writing and informed that all requirements have been met, per set standards, and the First Responder Operation for that station is ready to go into service.
  - 1. Anderson County Fire Chief
  - 2. Anderson County Dispatch
  - 3. Anderson County Fire Commission
  - 4. Public Safety Director
  - 5. Deputy Emergency Services Coordinator
  - 6. EMS that provides service in that stations' area.
  - 7. Adjoining Fire Stations whose fire district could be affected.
- F. The station must utilize a station owned vehicle for the purpose of running first responder calls. Pumpers must not be used as first responder vehicles except in extreme cases.

## **II. GENERAL GUIDELINES**

- A. Workmen's Comp insurance and liability insurance must be provided by an EMS provider for personnel performing duties above the First Responder level that are not covered by the Anderson County Fire Protection Commission.
- B. An EMS provider must furnish EMS supplies. The Fire Commission will not be financially responsible for replacing EMS supplies.

- C. The first responder operating procedures, rules and regulations shall be the responsibility of the local fire station and shall not supersede ACFD Rules and Regulations.
- D. All vehicle drivers must follow the driving rules set in the Anderson County Fire Commission by-laws.
- E. First responder operations shall in no way disturb the normal operations of the local fire station.
- F. The Fire Commission shall provide the use of any Anderson County Fire Department property, as needed.
- G. The Fire Commission will be responsible for providing a yearly physical and any required testing for all first responders.
- H. The Fire Commission will be responsible for any treatment required following any job related exposure.
- I. All First responders must be members of the county fire station that they respond with, and take required firefighter training as in the Commission by-laws.
- J. The Fire Commission will provide annual tuberculosis testing, and any other testing as required.

## **TRAINING AND CERTIFICATIONS**

- A. Minimum Requirements
  - 1. Must pass a nationally recognized and approved First Responder curriculum and CPR program.
- B. Ongoing Training:
  - 1.
  - 2. 12 Page Skill Check-off must be completed two times per year.
  - 3. Attend any additional training offered by various organizations (optional)
- C. Recertification:
  - 1. Maintain All Certifications
    - a. Must maintain required call/meeting/training requirements.
    - b. Approved first responder and CPR program
    - c. Up to date blood borne pathogen training including Anderson County Fire Commission policy, and universal precautions.

- d. A copy of all training record must be submitted to the county training officer.

### **III. DISPATCH PROCEDURES**

- A. Central Dispatch or Medshore notifies Fire Control with location and type of call.
- B. First responders will not be dispatched on any Priority II or “stage” calls unless requested by the EMS responders.
- C. If EMS is downgraded to Priority II while enroute, First responder units will be downgraded to non-emergent.
- D. First responder units should be downgraded to non-emergent or cancelled once EMS arrives on scene and takes over patient care.
- E. Fire Control dispatches appropriate First Responder Unit.
  - 1. First responder unit notifies Fire Control on fire channel 1 when a unit is: (during times that fire channel is busy due to high call volume; first responders may use the EMS channel for emergency traffic).
  - 2. Enroute
  - 3. On-Scene
  - 4. Completed assignment and returning to station
  - 5. They have returned to station
  - 6. Fire Control then gives call times to that unit.
- F. If no apparatus from the station answers the call, the initial First Responder responding in his or her personal vehicle may notify Fire Control that he or she is enroute and on scene “POV”. Any subsequent personnel responding POV should not notify Fire Control unless emergency traffic is necessary.

**NOTE:** All First Responder Units have Fire Department Unit Designations
- G. First Responder Units will not be dispatched on Staging Calls. This includes calls that involve gunshots, drug overdoses & psychiatric patients.
- H. Fire Stations with EMS units responding from their Fire Station will not be dispatched on first responder calls when an ambulance is available. Unless requested by requested by the responding EMS provider or it is warranted by the nature of the call (i.e.: cardiac arrests, etc.)

### **IV. ON-SCENE OPERATIONS**

All First responders will adhere to universal precautions regarding personal protective equipment use.

As soon as possible, if an EMS unit is not on scene, the First Responder in charge (scene command), usually first Certified Responder on scene, will provide Central Dispatch and responding EMS units with a brief scene / patient update. The scene command First Responder will give the first arriving EMS personnel a report on patient(s) Once the patient is turned over to the EMS Paramedic, the First Responders will assist EMS personnel as needed. Any patient care given should be noted in detail on the fire station run report.

No fire department member that is not a Certified First Responder (CFR) should approach/enter the scene until a CFR has arrived and declared the scene safe to enter. The CFR is in charge of the scene, and may direct any non-certified member to assist if necessary.

Fire station officers are in charge of any motor vehicle accident scene or operation involving extrication, Certified First Responders in charge of the patient injured at any type of incident. The Officers of the Fire Station shall coordinate with the CFR in charge in regards to scene and patient safety.

At incidents where patients may need to be transported by air, and EMS is not yet on scene, the first arriving CFR should notify central dispatch and the responding EMS units of patient condition and scene situation. The responding EMS unit will determine if air transportation is warranted and notify Central to dispatch the appropriate emergency air transportation provider.

Any fire station member that is an EMT-B, EMT-I, or Paramedic may act as a First Responder **only** while running with a First Responder program. Any member that acts other than a First Responder will not be considered part of the First Responder Team, and will be liable under the agency with which they are employed. If they wish to participate with the First responder team as EMT or Paramedic, they must present in writing, liability coverage through their employer to the First Responder Director, updated annually.

All patient information must remain confidential at all times. Any reports retained by the Fire Responder Unit must be kept in a secure, confidential location and retain for future reference for a minimum of 30 years. No patient report containing personal information may be released without written consent of the patient.

### Attachment 3

#### Anderson County Chief's Advisory Board By Laws

Approved by the Fire Commission August 20, 2013

The Anderson County Chief's Advisory Board was established as part of the Anderson County Fire Chief's Association as a means to improve communications between the firefighters of Anderson County and the Anderson County Fire Commission. These by laws have been adopted to ensure the effective operation of the advisory board.

1. Each of the 5 districts will elect one representative to serve on the advisory board for a one year term. This election will take place at the February district meetings each year.
2. Representatives may serve multiple terms on the Board.
3. The representative must hold the rank of Chief or Assistant Chief of their station.
4. Headquarters employees may not serve on the advisory board.
5. The Association members will elect officers to include chairman, vice chairman and secretary/ treasurer.
  - a. The Chairman or his designee will set the agenda, choose the location and conduct all Advisory Board meetings, and Chief's Association meetings.
  - b. The Chairman or his designee will approve and limit the number of guest speakers for each meeting.
  - c. The Vice Chairman will perform the duties the duties of Chairman in the absence of the Chairman.
  - d. The Secretary/ Treasurer will keep minutes of all meetings to include a roll call of all members present. The Treasurer will be responsible for the financial records of the Chief's Association.
6. The election of officers will take place at the March chief's meeting.
  - a. Each station will have one vote in the elections for Advisory Board officers
  - b. The vote will be held by secret ballot of the membership present.
  - c. The County Fire Chief or his designee and one Commissioner will conduct the voting.
7. The Anderson County Fire Chief will be an ex-officio nonvoting member of the advisory board.
8. The Board will meet at least every other month beginning in March of each year.
9. Called meetings can be called by the chairman or vice chairman or by a majority of the board members as needed.
10. Commissioners and firefighters may attend Board meeting.
11. Robert's Rules of Order will be observed at all meetings.
12. Advisory Board members are responsible for conducting district meetings every other month beginning in February of each year.



13. The Board will work with the Commission, the County Fire Chief, and the Station Chiefs to improve the fire service in Anderson County.
14. The Board will work with the Commission, the County Fire Chief and the Station Chief's to represent Anderson County in statewide affairs as they pertain to the Anderson County Fire Service.
15. The Board will be responsible for organizing the annual Chief's banquet in January of each year and the Fire Expo in October of each even year.
16. The Board will select a County Firefighter of the Year, meritorious action award, and lifetime achievement award. These awards will be presented to the recipient(s) at the annual Chief's banquet.

#### FIREFIGHTER OF THE YEAR

1. Each station will submit their firefighter of the year as selected by the station.
2. The station Chief will provide a written nomination describing why the firefighter should be considered for county firefighter of the year.
3. The nominee may not be an officer.
4. This should be submitted to the County Fire Chief prior to a deadline determined by the Board.
5. The County Fire Chief will redact any information on the written nomination that mentions the station name, number or name of the nominee and submit the redacted nomination each member of the Board.
6. Each Board member will give each nomination a numeric score from 1-10 with 1 being the lowest and 10 being the highest.
7. All scored nominations will be returned to the County Fire Chief and the Chairman of the Advisory Board. They will add the scores together.
8. The highest total score will be the County Firefighter of the Year.

#### LIFETIME ACHIEVEMENT AWARD

1. Each year the board will present a lifetime achievement award.
2. This award will be awarded based on the nominees influence on the county fire system.
3. A station should submit a nomination to the county fire chief describing why their nominee should be considered for an award prior to a date determined by the board.
4. The Board will consider each nomination and make awards accordingly.

### MERITORIUS ACTION AWARD

1. Stations may submit a description of life saving actions taking by personnel that may be considered over and above the normal call of duty.
2. The described action should pertain to an act that is outside and above the routine actions associated with normal fire and rescue duties.
3. The Board will consider each nomination and make awards accordingly.

**Attachment 4**  
**Anderson County Fire Protection Commission**

**Maintenance Policy**

Approved by Commission 8/19/2008

The purpose of this policy is to ensure that all Anderson County fire apparatus are properly maintained and kept in a state of readiness to respond to emergency calls.

It is the responsibility of the station Chief or his/her designee to make sure that all maintenance is performed properly and in a timely manner, and the proper maintenance reports are submitted to County Fire Headquarters monthly. Station allotment funds will not be issued if the proper documentation is not submitted.

**Regular maintenance must include, but may not be limited to:**

- Check engine oil level (add as necessary)
- Check coolant level (add as necessary)
- Check all belts and hoses for condition and/or leaks
- Check power steering fluid (add as necessary)
- Check for any leaks in engine compartment
- Periodically inspect undercarriage of apparatus to check for leaks and/or suspension damage.
- Any actions should be noted on the maintenance form. The person conducting the routine maintenance should check the form from the previous check out to note any patterns of problems. (example: adding coolant or oil to engine each time, or noting leaks)

**Note: All engine checks should be done after any major emergency where truck is utilized for a long period of time such as structure fires or any calls where there was an extended idle time.**

- Check tire pressure for proper inflation per manufacturer's specifications
- Check tires for foreign objects or unusual wear.
- Check fuel & oil levels in all small equipment engines.
- Run all small equipment engines for a minimum of 15 minutes.
- Turn off any fuel valves on small equipment if equipped.
- Check exterior of body for any damage, loose components or wear that may need repair.
- Check all equipment (ladders, axes, pike poles, nozzle, etc.) on exterior for proper storage.
- Periodically remove ladders. Check extension ladders for damage, proper operation and clean & lubricate as needed. Check halyard ropes for condition.
- Check attic ladders for damage, proper operation, and clean as needed.
- Check roof ladders for damage, and operation of hooks. Clean & lubricate as needed.
- Check all compartment doors to make sure they open and close properly.
- Make sure all equipment is in the proper compartment.
- Inspect all SCBA and masks for damage & operation. All straps should be fully extended. All SCBA cylinders should be kept "FULL." (Pressure should never be below 2000 psi on 2216's or 4000psi on 4500's).

- Inspect SCBA for operation. Open cylinder to charge system. Make sure all audible & visual warning devices are working properly. Close cylinder and slowly bleed system. Make sure all audible and visual warning devices are working properly. Reset any warning devices (PASS, etc.)
- All spare cylinders must be kept “FULL”.
- Check all SCBA cylinders for damage, and current hydrostatic testing date.

**Any problems should be noted on the proper check out form & reported to the officer in charge so necessary corrections can be made.**

### **In-Cab Inspection**

- Inspect seat belts for condition
- Make sure all SCBA are properly secured if applicable.
- Start Vehicle. Make sure all gauges are working properly & all systems are working properly.
- Check fuel level.
- Activate all warning lights and make sure they are working properly.
- Activate audible warning devices (do not activate with personnel in front of vehicle).
- Activate headlights, turn signals, brake lights and make sure they are working properly.
- Place transmission in reverse and make sure back-up alarm is working properly.
- Check windshield wipers.
- Engage & operate fire pump.
- Note any leaks or problems with valves, gauges, etc.
- Activate primer pump.
- Check primer oil.
- Operate changeover valve if applicable.
- Check water level in booster tank.
- Periodically road test vehicle. Note any problems and report them to HQ.

Any problems found that require repair should be reported to the shop immediately. If it is an emergency after hours, the officer in charge should notify dispatch and they will notify the on-call mechanic. If it is after hours but not an emergency, the officer in charge or their designee should submit a work order through the Emergency Reporting System.

Shop personnel will be responsible for advising the station Chief or an officer of the status of any repairs. The mechanic or shop foreman will submit a report through Emergency Reporting detailing the nature and/or status of the repair, and follow up by telephone.

Shop personnel will be responsible for keeping all maintenance records, and submitting a monthly report to the Commission.

The station could be responsible for willful neglect, abuse, or damage to County equipment. Station Chiefs should encourage all personnel to exercise due regard when operating and maintaining all equipment.

The Fire Commission provides each station with \$100 per year for each County owned fire engine. This fee is to assist with defraying small maintenance costs such as adding engine oil, transmission fluid, power steering fluid, coolant, antifreeze, small bulbs, etc. Major repairs are the responsibility of the Commission.

The Commission maintenance shop will assist stations in doing repairs/maintenance on station owned apparatus and equipment as personnel are available. The station will be billed for any parts or work that may have to be farmed out to another shop. County apparatus will receive first priority.

**Attachment 5**  
**Anderson County Fire Protection Commission Funeral Policy**

Adopted by Commission September 18,2007

The purpose of these guidelines is to provide a uniform method of honoring those who have served the citizens of Anderson County as a member of the Anderson County Fire Protection System.

**Firefighter Line of Duty Death**

1. The Chief's Advisory Board, the Fire Commission, the Station Chief and the County Fire Chief will review the circumstances of the incident in order to determine if it meets the criteria of a line of duty death as defined under Federal Guidelines.
2. Any member who dies in the line duty as determined by the committee named above will be entitled to full firefighter rites as requested by the family. This will include, but not limited to:
  - a. The full assistance of the entire headquarters staff in planning of funeral or memorial service and processional
  - b. Service of the Anderson County Fire Department Honor Guard
  - c. Response by a County ladder truck to display the American flag at a place of the family's request.
  - d. Broadcast of the last call
  - e. Performance of bagpiper or bugler as requested by the family at the County's expense.
  - f. Processional of County Fire engines & vehicles.
  - g. If a station does not have a driver available, the HQ staff will assist in finding a driver for the processional. The station needing assistance with this is responsible for coordinating this with HQ.
  - h. Any outside agencies wishing to send personnel or equipment to participate should coordinate with the County Fire Chief.
  - i. The funeral director, the station chief, and the county fire chief will coordinate processional route. This will apply in all cases.
  - j. Use of County Fire engine to transport firefighter to cemetery.

**Long Term Firefighter Non- Line of Duty Death**

1. A member must have served for at least 15 years.
2. The station Chief, the district Chief's advisory board member, and the district Commissioner will determine the firefighter eligibility under these circumstances.
3. Members who have served for a long period time, but do not die in the line duty will be entitled to limited firefighter rites as requested by the family. These may include:
  - a. The full assistance of the headquarters staff in planning and logistics
  - b. Service of the Anderson County Fire Department Honor Guard

- c. The station may choose to include a bugler or bagpiper at the County's expense.
- d. Response by a County ladder truck to display the American flag at a place of the family's request.
- e. Broadcast of the last call.
- f. Processional of station and district engines. The funeral director, the station chief, and the county fire chief will coordinate processional route. This will apply in all cases
- g. Use of County Fire engine to transport firefighter to cemetery

### **Firefighter Non- Line of Duty Death**

1. The station Chief and officers will determine the firefighter eligibility under these circumstances.
2. Members who die outside of the line of duty, but have not served for a long period time will be entitled to limited firefighter rites as requested by the family. These may include:
  - a. Assistance of the headquarters staff in planning
  - b. Broadcast of the last call
  - c. Processional of station, district and neighboring station trucks.
  - d. The funeral director, the station chief, and the county fire chief will coordinate processional route. This will apply in all cases.