



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

## Zoom Meeting Info

Meeting ID: **869 8699 0760**

Password: **981642**

One-Touch Weblink:

<https://us02web.zoom.us/j/86986990760?pwd=WUlkKytKbjNaV3J3VHN2cUlnNzVOQT09>

Dial by Phone: **(646) 558-8656**

3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – August 17<sup>th</sup>, 2020

### **AGENDA**

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): **(Roll Call Vote)**
6. Approval of Minutes:
  - A. **July 20<sup>th</sup>, 2020 - (Roll Call Vote)**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*
8. Request for Payment:
  - A. **Account Payables (Roll Call Vote)**
  - B. **Financial Report**
9. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
  - B. **Community Risk Reduction**
    1. **CO Alarm Save, Run #20200488 on 8/11/2020.**
    2. **State of Michigan experienced 83 fatal fires year to date for 2020, 10 since last meeting.**
  - C. **Grants**
    1. **MMRMA - \$3,021.90 received for Fire Inspector 1 class held in December 2019.**
  - D. **MDHHS Departmental EMS License renewed through 9/30/2021**
10. Unfinished Business:
  - A. **Cost Recovery Standard Operating Guideline (SOG)**
  - B. **Adoption of Fire District Personnel Manual – 2<sup>nd</sup> Reading**
  - C. **Adoption of Fire District Lexipol SOP/SOG Manual – 2<sup>nd</sup> Reading**
  - D. **Public Safety Floating Dock – Project Update**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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11. New Business:

**A. Election of Fire Board Officers**

- 1. Chairperson**
- 2. Vice-Chairperson**
- 3. Secretary**
- 4. Vice-Secretary**

12. Correspondence:

13. Public Comments: (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*

14. Fire Board Comments:

15. Adjournment:

**NOTICE**

Request for accommodations or interpretive services must be made 48 hours prior to this meeting.  
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

Item #6A



This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

## Zoom Meeting Info

Meeting ID: **824 0091 9226**

Password: **318649**

One-Touch Weblink:

<https://us02web.zoom.us/j/82400919226?pwd=eGdSS3QyWWdoK2RsUFZuQkpPenErQT09>

Dial by Phone: **(646) 558-8656**

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## FIRE DISTRICT BOARD MEETING

4:00pm – July 20<sup>th</sup>, 2020

### **DRAFT MINUTES**

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:  
**PRESENT:** E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen  
**ABSENT with Notice:** A. Miller, S. Aldrich  
**Also Present:** Chief Greg Janik, P. Stanislawski
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): **(Roll Call Vote)**  
**Motion by Pullen, 2<sup>nd</sup> by Beckman to approve the agenda as presented. No discussion.**  
**YAYS:** Pullen, Beckman, Fox, Phelps, Verplank  
**NAYS:** None  
**ABSENT:** Miller, Aldrich  
**Motion passes 5:0**
6. Approval of Minutes:  
**A. June 15<sup>th</sup>, 2020 - (Roll Call Vote)**  
**Motion by Pullen, 2<sup>nd</sup> by Phelps to approve the minutes of the 6/15/2020 meeting as presented. No discussion.**  
**YAYS:** Pullen, Phelps, Beckman, Fox, Verplank  
**NAYS:** None  
**ABSENT:** Miller, Aldrich  
**Motion passes 5:0**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:* **None**



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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## 8. Request for Payment:

### A. Account Payables (*Roll Call Vote*)

Motion by Phelps, 2<sup>nd</sup> by Fox to pay the invoices in the amount of \$215,586.66. No discussion.

YAYS: Phelps, Fox, Pullen, Beckman, Verplank

NAYS: None

ABSENT: Miller, Aldrich

Motion passes 5:0

### B. Financial Report

- i. Financial report was reviewed by P. Stanislawski.

## 9. Fire Chief Comments:

### A. Incident Reports / Calls to Date / Overlapping Calls

1. Incident report statistics year to date were reviewed – 385 incidents year to date.
2. 5:20 – average response time year to date

### B. Community Risk Reduction

1. State of Michigan experienced 73 fatal fires year to date for 2020, 8 since last meeting.

### C. Grants

1. Michigan Department of Treasury - First Responder Hazard Pay Premiums Program (FRHPPP) Grant application submitted 7/10/2020.
2. Michigan Department of Treasury – Public Safety Public Health Payroll Reimbursement Program (PSPHPR) Grant application submitted 7/17/2020

## 10. Unfinished Business:

### A. None

## 11. New Business:

### A. Funding Approval Request – 2171 Replacement (Roll Call Vote)

Motion by Fox, 2<sup>nd</sup> by Pullen to authorize Fire District staff to purchase the 2020/21 RAM 3500 Pickup Truck, including the topper, slide out drawer, lighting, lettering, and associated equipment with a not to exceed amount of \$75,000.00. Discussion ensued.

YAYS: Fox, Pullen, Phelps, Beckman, Verplank

NAYS: None

ABSENT: Miller, Aldrich

Motion passes 5:0

### B. Funding Approval Request – Genesis eForce Extrication Tools (Roll Call Vote)

Motion by Pullen, 2<sup>nd</sup> by Beckman to authorize Fire District staff to purchase the Genesis eForce Extrication Tool set for Engine #2111, including the Cutter, Spreaders, RAM, and associated batteries and chargers with a not to exceed amount of \$33,349.00. Discussion ensued.

YAYS: Pullen, Beckman, Phelps, Fox, Verplank

NAYS: None

ABSENT: Miller, Aldrich

Motion passes 5:0



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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**C. Cost Recovery Standard Operating Guideline (SOG)**

1. Cost Recovery SOG from 2017 was reviewed. Suggestions were made by board members for improvement. Fire District staff will revise and return it at a future meeting.

**D. Adoption of Fire District Personnel Manual – 1<sup>st</sup> Reading**

1. Propose to vote on at August 17<sup>th</sup>, 2020 Fire Board Meeting

**E. Adoption of Fire District Lexipol SOP/SOG Manual - 1<sup>st</sup> Reading**

1. Propose to vote on at August 17<sup>th</sup>, 2020 Fire Board Meeting

**12. Correspondence:**

- A. None**

**13. Public Comments: (Limit 3 minutes): Use the “raise hand” button in the participants screen in Zoom or enter \*9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:**

**None**

**14. Fire Board Comments:**

- A. E. Beckman – informed board of the passing of Stacey Aldrich’s husband Keith today. Asked about flowers for the family.**
- B. Pullen – will be having surgery, if next month is not Zoom, she will not be able to attend.**
- C. Phelps – None**
- D. Fox – None**
- E. Verplank – Suggested board members drop donations for Aldrich family to station. Wait to see what family desires before making a donation.**

**15. Adjournment:**

**Meeting adjourned at 5:01pm**

**NOTICE**

Request for accommodations or interpretive services must be made 48 hours prior to this meeting.  
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.

08/14/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/21/2020 - 08/17/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
07/24/2020	DD2967(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,355.46
07/24/2020	DD2968(A)	BETTS, MICHAEL	PAYROLL	1,305.48
07/24/2020	DD2969(A)	JANIK, GREG	PAYROLL	2,142.11
07/24/2020	DD2970(A)	MANTELS, CHRISTOPHER	PAYROLL	1,930.78
07/24/2020	DD2971(A)	MEYER, KYLE	PAYROLL	1,290.44
07/24/2020	DD2972(A)	MILESKIEWICZ, JOHN	PAYROLL	1,325.82
07/24/2020	EFT765(E)	457 MERS	PAYROLL	1,617.73
07/24/2020	EFT766(E)	MISDU	PAYROLL	217.86
07/24/2020	EFT767(E)	IRS	PAYROLL	3,218.87
07/24/2020	EFT768(E)	MERS	PAYROLL	3,428.37
07/24/2020	EFT770(E)	STATE OF MICHIGAN	PAYROLL	2,076.82
07/31/2020	1791(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	482.17
07/31/2020	1792(E)	STATE OF MICHIGAN	PAYROLL TAXES	41.00
08/06/2020	1793(A)	YACHT BASIN MARINA	BOAT STORAGE	500.00
08/07/2020	DD2973(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,355.47
08/07/2020	DD2974(A)	BETTS, MICHAEL	PAYROLL	1,305.47
08/07/2020	DD2975(A)	JANIK, GREG	PAYROLL	2,142.11
08/07/2020	DD2976(A)	MANTELS, CHRISTOPHER	PAYROLL	1,930.77
08/07/2020	DD2977(A)	MEYER, KYLE	PAYROLL	1,290.45
08/07/2020	DD2978(A)	MILESKIEWICZ, JOHN	PAYROLL	1,325.81
08/07/2020	EFT771(E)	457 MERS	PAYROLL	1,617.73
08/07/2020	EFT772(E)	MISDU	PAYROLL	217.86
08/07/2020	EFT773(E)	IRS	PAYROLL	3,218.89
08/17/2020	20206	IHLE AUTO PARTS	MAINTENANCE	1,507.22
08/17/2020	20207	I.T. RIGHT	COMPUTER SERVICES	305.00
08/17/2020	20208	MFE INC	MAINTENANCE	659.81
08/17/2020	20209	MUSKEGON AREA FIRE CHIEF'S ASSC	TRAINING	210.00
08/17/2020	20210	ENGINEERING SUPPLY & IMAGING	MAPS	17.12
08/17/2020	20211	KAL KLEEN INC	CARPET CLEANING	403.75
08/17/2020	20212	DK CONSTRUCTION INC	FIRE DOCK	8,764.00
08/17/2020	20213	CL CONSTRUCTION	INSURANCE CLAIM	6,209.55
08/17/2020	20214	J&B MEDICAL SUPPLY	MEDICAL	110.10
08/17/2020	20215	CODE SAVVY	SITE PLAN REVIEW	300.00
08/17/2020	20216	OVERISEL LUMBER CO	LIVE FIRE	191.65
08/17/2020	20217	SOUTHSIDE BODY & FABRICATION II	ELECTRICAL BOX STAND	282.00
08/17/2020	20218	WEST SHORE FIRE INC	UNIFORMS	377.26
08/17/2020	20219	ZORO	SUPPLIES	317.04
08/17/2020	1794(E)	CONSUMERS ENERGY	BOAT DOCK	46.70
08/17/2020	1795(E)	CONSUMERS ENERGY	FIRE STATION	681.13
08/17/2020	1796(E)	FIRST BANKCARD	REPAIRS, SUPPLIES & TRAINING	1,352.22
08/17/2020	1797(E)	KAL LAKE SEWER WATER	WATER	268.18

08/14/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 07/21/2020 - 08/17/2020				
Check Date	Check	Vendor Name	Description	Amount
08/17/2020	1798(E)	MENARDS	BUILDING MAINTENANCE	693.61
08/17/2020	1799(E)	PRIORITY HEALTH	HEALTH INSURANCE	2,430.33
08/17/2020	1800(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	110.52
08/17/2020	1801(E)	SHELL	GASOLINE & DIESEL	638.21
08/17/2020	1802(A)	APPLIED IMAGING	COPIER USE	162.47
08/17/2020	1803(A)	B & B ELECTRICAL	BOAT	2,086.00
08/17/2020	1804(A)	BEAVER RESEARCH COMPANY	FOAM DEGREASER	232.30
08/17/2020	1805(A)	GROUND MANAGEMENT SOLUTION	GROUND SERVICES	63.00
08/17/2020	1806(A)	MMRMA	INSURANCE	16,794.50
08/17/2020	1807(A)	MCKESSON	MEDICAL SUPPLIES	179.69
08/17/2020	1809(A)	PRAXAIR	CYLIDNER RENTAL	78.30
08/17/2020	1810(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	193.50
08/17/2020	1811(A)	XTREME AUTO	CHEVRON RAP GRANT	3,162.25
08/17/2020	1812(A)	LORRIE PASTOOR	CLEANING	135.00
Total of 55 Checks:				84,299.88
Total of 55 Disbursements:				84,299.88

BOTH OPEN AND PAID

Item #8A

Vendor Name	Description	Amount
1. APPLIED IMAGING		
	COPIER USE	162.47
2. B & B ELECTRICAL		
	BOAT	2,086.00
3. BEAVER RESEARCH COMPANY		
	FOAM DEGREASER	149.80
	SUPPLIES	82.50
	TOTAL	232.30
4. CL CONSTRUCTION		
	INSURANCE CLAIM	2,071.55
	INSURANCE CLAIM	4,138.00
	TOTAL	6,209.55
5. CODE SAVVY		
	SITE PLAN REVIEW	300.00
6. CONSUMERS ENERGY		
	BOAT DOCK	46.70
	FIRE STATION	681.13
	TOTAL	727.83
7. DK CONSTRUCTION INC		
	FIRE DOCK	8,764.00
8. ENGINEERING SUPPLY & IMAGING		
	MAPS	17.12
9. FIRST BANKCARD		
	MAINTENANCE TRAINING SUPPLIES	816.99
	POSTAGE	13.90
	REPAIRS, SUPPLIES & TRAINING	521.33
	TOTAL	1,352.22
10. GROUND MANAGEMENT SOLUTIONS LLC		
	GROUND SERVICES	63.00
11. I.T. RIGHT		
	COMPUTER SERVICES	305.00
12. IHLE AUTO PARTS		
	MAINTENANCE	1,507.22
13. J&B MEDICAL SUPPLY		
	MEDICAL	110.10
14. KAL KLEEN INC		
	CARPET CLEANING	403.75
15. KAL LAKE SEWER WATER		
	WATER	268.18
16. LORRIE PASTOOR		
	CLEANING	135.00
17. MCKESSON		
	MEDICAL SUPPLIES	179.69
18. MENARDS		
	BUILDING MAINTENANCE	693.61
19. MFE INC		
	MAINTENANCE	659.81
20. MMRMA		
	INSURANCE	16,794.50
21. MUSKEGON AREA FIRE CHIEF'S ASSOCIAT		
	TRAINING	210.00
22. OVERISEL LUMBER CO		
	LIVE FIRE	191.65
23. PRAXAIR		
	CYLIDNER RENTAL	78.30
24. PRIORITY HEALTH		
	HEALTH INSURANCE	2,430.33



Vendor Name	Description	Amount
25. REPUBLIC SERVICES 240	TRASH & RECYCLING	110.52
26. SHELL	GASOLINE & DIESEL	638.21
27. SOUTHSIDE BODY & FABRICATION INC	ELECTRICAL BOX STAND	282.00
28. WEST MICHIGAN UNIFORM	SHOP TOWELS	193.50
29. WEST SHORE FIRE INC	UNIFORMS	377.26
30. XTREME AUTO	CHEVRON RAP GRANT	3,162.25
31. YACHT BASIN MARINA	BOAT STORAGE	500.00
32. ZORO	SUPPLIES	254.58
	BATTERIES	62.46
	TOTAL	317.04
TOTAL - ALL VENDORS		49,462.41
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		49,413.79
Fund 210 - REGIONAL TRAINING CENTER		48.62

PERIOD ENDING 08/31/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		08/31/2020	08/31/2020	MONTH 08/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	364,000.00	0.00	0.00	364,000.00	0.00
206-000-402.000	SAUGATUCK TOWNSHIP	747,000.00	0.00	0.00	747,000.00	0.00
206-000-403.000	DOUGLAS CITY	380,000.00	0.00	0.00	380,000.00	0.00
206-000-450.000	FIRE SERVICES	1,000.00	550.00	80.00	450.00	55.00
206-000-460.000	INSPECTION & PLAN REVIEW FEES	1,000.00	1,975.00	(282.50)	(975.00)	197.50
206-000-465.000	COST RECOVERY	1,000.00	1,091.09	1,091.09	(91.09)	109.11
206-000-560.000	GRANTS & DONATIONS	0.00	3,021.90	3,021.90	(3,021.90)	100.00
206-000-665.000	INTEREST	500.00	0.00	0.00	500.00	0.00
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,494,500.00	6,637.99	3,910.49	1,487,862.01	0.44
TOTAL REVENUES		1,494,500.00	6,637.99	3,910.49	1,487,862.01	0.44
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,250.00	0.00	0.00	5,250.00	0.00
206-336-704.000	CHIEF SALARY	80,000.00	6,800.00	3,076.92	73,200.00	8.50
206-336-705.000	OFFICER SALARIES	9,000.00	0.00	0.00	9,000.00	0.00
206-336-708.000	CAREER FIREFIGHTER	306,000.00	22,383.51	10,147.17	283,616.49	7.31
206-336-709.000	OPERATIONAL WAGES	60,000.00	0.00	0.00	60,000.00	0.00
206-336-709.500	PAID ON CALL STIPEND	75,000.00	0.00	0.00	75,000.00	0.00
206-336-710.000	FIRE CALLS	60,000.00	13.86	0.00	59,986.14	0.02
206-336-711.000	MEDICAL CALLS	30,000.00	0.00	0.00	30,000.00	0.00
206-336-712.000	TRAINING	30,000.00	55.42	0.00	29,944.58	0.18
206-336-713.000	SPECIAL EVENTS	10,000.00	0.00	0.00	10,000.00	0.00
206-336-720.000	PAYROLL TAXES	52,000.00	2,278.86	1,011.65	49,721.14	4.38
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	11,686.23	2,430.33	63,313.77	15.58
206-336-722.000	WORKER COMP INSURANCE	40,000.00	5,252.10	5,252.10	34,747.90	13.13
206-336-723.000	RETIREMENT	70,000.00	5,425.38	2,459.49	64,574.62	7.75
206-336-727.000	OPERATING SUPPLIES	22,000.00	2,835.61	500.40	19,164.39	12.89
206-336-728.000	GAS & OIL	12,000.00	638.21	638.21	11,361.79	5.32
206-336-730.000	PROFESSIONAL SERVICES	20,000.00	435.00	435.00	19,565.00	2.18
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	0.00	0.00	15,000.00	0.00
206-336-745.000	STATION TOOLS	3,000.00	329.29	329.29	2,670.71	10.98
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	0.00	0.00	10,000.00	0.00
206-336-751.000	PHONES	12,000.00	787.23	0.00	11,212.77	6.56
206-336-752.000	UTILITIES	14,000.00	1,216.16	1,106.53	12,783.84	8.69
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	4,985.36	4,985.36	35,014.64	12.46
206-336-761.000	BOAT MAINTENANCE	15,000.00	4,518.19	3,707.82	10,481.81	30.12
206-336-762.000	RADIO & PAGER R&R	6,500.00	144.85	144.85	6,355.15	2.23
206-336-763.000	BUILDING REPAIR & MAINTENANCE	20,000.00	7,541.06	7,541.06	12,458.94	37.71
206-336-764.000	BUILDING SECURITY	2,000.00	0.00	0.00	2,000.00	0.00
206-336-767.000	DUES & SUBSCRIPTIONS	3,500.00	22.99	22.99	3,477.01	0.66
206-336-770.000	OFFICE EXPENSES	10,000.00	500.01	500.01	9,499.99	5.00
206-336-771.000	TECHNOLOGY	12,000.00	2,865.16	(946.84)	9,134.84	23.88
206-336-775.000	BUILDING INSPECTIONS	2,500.00	0.00	0.00	2,500.00	0.00
206-336-780.000	UNIFORMS	12,000.00	43.83	43.83	11,956.17	0.37
206-336-781.000	TURN OUT GEAR	25,000.00	377.26	377.26	24,622.74	1.51
206-336-785.000	EDUCATION	18,000.00	1,702.73	1,027.73	16,297.27	9.46
206-336-791.000	MEDICAL SUPPLY	10,000.00	289.79	289.79	9,710.21	2.90
206-336-795.000	FIRE PREVENTION	10,000.00	0.00	0.00	10,000.00	0.00
206-336-796.000	PHYSICALS	10,000.00	0.00	0.00	11,000.00	0.00

Page 10 of 515

User: Peter

DB: Stfd

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED		
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	NORMAL (ABNORMAL)					
Fund 206 - FIRE FUND										
Expenditures										
206-336-815.000	GENERAL INSURANCE	32,000.00	16,794.50	16,794.50		15,205.50		52.48		
206-336-861.000	TAX CHARGE BACK	500.00	0.00	0.00		500.00		0.00		
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00		42,100.00		0.00		
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00		0.00		0.00		
206-336-985.000	LONG TERM CAPITAL	200,000.00	13,680.59	8,764.00		186,319.41		6.84		
206-336-986.000	CAPITAL FUND TRANSFER	12,150.00	0.00	0.00		12,150.00		0.00		
Total Dept 336 - FIRE FUND		1,494,500.00	113,603.18	70,639.45		1,380,896.82		7.60		
TOTAL EXPENDITURES		1,494,500.00	113,603.18	70,639.45		1,380,896.82		7.60		
Fund 206 - FIRE FUND:										
TOTAL REVENUES		1,494,500.00	6,637.99	3,910.49		1,487,862.01		0.44		
TOTAL EXPENDITURES		1,494,500.00	113,603.18	70,639.45		1,380,896.82		7.60		
NET OF REVENUES & EXPENDITURES		0.00	(106,965.19)	(66,728.96)		106,965.19		100.00		



## Cost Recovery SOG

### **Purpose:**

In order to protect the Saugatuck Township Fire District (Fire District) from incurring extraordinary expenses, the jurisdictions authorize the imposition of charges to recover reasonable and actual costs incurred by the Fire District in responding to certain specified extraordinary emergency incidents, incidents caused by recklessness, or incidents involving intentional misconduct in violation of jurisdictional ordinances.

### **Review:**

When reviewing an incident for potential cost recovery, the cost recovery team shall look for certain criteria that entitle the District to pursue recovery of equipment and personnel costs associated with the incident.

The criteria include, but are not limited to: illegal activity, known preventable causes including referral to the proper authority, known recklessness or misuse of equipment, known false alarms, influence of alcohol or drugs, calls of a repetitive nature that exceed maximum allowed responses within the time frame specified by District policy. Additional examples can be found on the Evaluation Worksheet. It is ultimately up to the cost recovery team to determine whether to pursue cost recovery.

### **Enactment:**

After determining that cost recovery shall be invoked for an incident, a letter and invoice, citing the proper jurisdiction ordinance, shall be sent to the responsible party via certified mail with receipt, with a payment deadline of 30 days after the date of the letter. The appropriate jurisdiction's appeals process shall also be included with the letter and invoice.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## Cost Recovery Evaluation Worksheet

Incident Number: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Review Date: \_\_\_\_\_

A yes response to any of the following criteria listed in #1-8 shall *automatically* initiate cost recovery.

- |  |           |
|--|-----------|
| 1. Did the incident involve illegal activity?                                      | Yes or No |
| 2. Was the incident preventable (i.e.: <i>Distracted Driving, call Miss Dig</i> )? | Yes or No |
| 3. Was a citation issued?  | Yes or No |
| 4. Is the Incident a repeat offense?   | Yes or No |
| 5. Was alcohol or drugs involved?  | Yes or No |
| 6. Were proper burn permit rules followed?   | Yes or No |
| 7. Was a burn permit issued?   | Yes or No |
| 8. Was there a Hazardous Materials release?  | Yes or No |

*(Any actual or threatened spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing into the environment, including but not limited to the air, soil, groundwater, and surface water)*

The following potentially mitigating factors will be taken into consideration in the evaluation of cost recovery.

- |   |           |
|---|-----------|
| 9. Was the incident duration over 1 hour?   | Yes or No |
| 10. Regarding False Alarms, was an attempt made by the responsible party to notify 911 or the Fire District of non-emergency conditions in an effort to abort emergency response. | Yes or No |
| 11. Did Incident require more than the Duty Crew?   | Yes or No |
| 12. Did the Incident involve a non-resident?  | Yes or No |
| 13. Was the incident caused by a utility line failure?  | Yes or No |

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



# Employee Handbook



# SAUGATUCK TOWNSHIP FIRE DISTRICT

## TABLE OF CONTENTS

<b>1.0</b>	Introduction
<b>1.1</b>	Mission Statement
<b>1.2</b>	Nature of Employment "At Will"
<b>1.3</b>	Equal Employment Opportunity – Affirmative Action Statement
<b>1.4</b>	Nature of Policies and Procedures
<b>1.5</b>	Human Resource Director
<b>1.6</b>	Disability Accommodation
<b>2.0</b>	Selection and Recruitment Policy
<b>2.1</b>	Recruitment
<b>2.2</b>	Applications
<b>2.3</b>	Screening and Interviews
<b>2.4</b>	Job Related Testing and Review
<b>2.5</b>	Personnel Records
<b>3.0</b>	Employment Orientation
<b>3.1</b>	Qualifying Period
<b>3.2</b>	Seniority
<b>3.3</b>	Transfers and Promotions
<b>3.4A</b>	Promotion Policy
<b>3.4B</b>	Evaluations After Promotion
<b>3.4C</b>	Retreat to Former Position
<b>3.5</b>	Performance Evaluations
<b>3.6</b>	Maintenance of Skills and Qualifications
<b>3.7</b>	Layoff and Recall
<b>3.8</b>	Anniversary Date
<b>4.0</b>	Hours of Work – Standard Work Hours
<b>4.1</b>	Attendance and Punctuality
<b>4.2</b>	Overtime
<b>4.3</b>	Emergency Closings
<b>5.0</b>	Compensation of Employees
<b>5.1</b>	Job Descriptions
<b>5.2</b>	Payroll Procedures
<b>5.3</b>	Holiday Pay



- 
- 6.0** Safety Policy
    - 6.1** Smoking
    - 6.2** Vehicles
  
  - 7.0** Employee Conduct and Guidelines
    - 7.1** Political Activity
    - 7.2** Solicitation
    - 7.3** Personal Mail
    - 7.4** Outside Employment
    - 7.5** Personal Use of Fire District Equipment
    - 7.6** Confidential Information
    - 7.7** Gifts and Gratuities
    - 7.8** Visitors in The Workplace
    - 7.9** Personal Appearance
    - 7.10** Conflict of Interest
    - 7.11** Use of Alcohol and Drugs
    - 7.12** Harassment Prohibition Policy
    - 7.13** Employment of Related Individuals
  
  - 8.0** Disciplinary Action
    - 8.1** Performance Evaluation
  
  - 9.0** Problem Resolution
  
  - 10.0** Resignation – Voluntary
    - 10.1** Termination - Involuntary
    - 10.2** Retirement
    - 10.3** Death
    - 10.4** Final Compensation
    - 10.5** Exit Interview
  
  - 11.0** Business Travel
  
  - 12.0** Employee Benefits
    - 12.1** Sick Leave
    - 12.2** Personal Leave
    - 12.3** Bereavement Leave
    - 12.4** Jury Duty
    - 12.5** Insurance
    - 12.6** Worker's Compensation Insurance
    - 12.7** Leave of Absence
    - 12.8** Military Leave
    - 12.9** Pregnancy – Related Absences
    - 12.10** Educational Assistance
    - 12.11** Family and Medical Leave Act





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<b>Appendix A</b>	Exempt Positions - Non-Exempt Positions
<b>Appendix B</b>	Holidays
<b>Appendix C</b>	Vacation
<b>Appendix D</b>	Mileage
<b>Appendix E</b>	Sick Leave
<b>Appendix F</b>	Insurance in General
<b>Appendix G</b>	Drug-Free Workplace Statement
<b>Appendix H</b>	Standards of Conduct
<b>Appendix I</b>	Disability Accommodation Request Form
<b>Appendix J</b>	Social Security Number Privacy Policy
<b>Definitions</b>	



# **1 INTRODUCTION - EMPLOYEE HANDBOOK**

This handbook is designed to acquaint you with Saugatuck Township Fire District and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The policies and procedures contained within the handbook are guidelines and not to be construed as a contract existing between the employee and the District. No employee handbook can anticipate every circumstance or question about policy. The District reserves the right to revise, supplement, or rescind any policies or portion of the handbook (except for the at-will employment policy) from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

## **1.1 MISSION STATEMENT**

The Mission of the Saugatuck Township Fire District is to minimize community risks and improve the quality of life for all persons within Saugatuck Township Fire District.

## **1.2 AT-WILL EMPLOYMENT**

The employment relationship with employees of the District is at-will and is subject to termination for any lawful reason by the employee or the District at any time, with or without notice. Only the Fire Chief has the authority to enter into an agreement contrary to the at-will employment relationship. Such an agreement must be in writing, must specifically state that the employee's term of employment is for a fixed term and is not terminable "at will." In addition, the agreement must be signed by the employer and the Fire Chief. No other practice, procedure, written or oral policy or statement by anyone, including other management personnel, supervisors, or representatives, can alter the at-will employment.

## **1.3 EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION STATEMENT**

It is District's policy to:

- Ensure equal employment opportunity for all persons without discrimination on the basis of race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status, sex, marital status, height, weight, genetic information or other protected group status.
- Base decisions on employment so as to further the principles of equal employment opportunity.
- Maintain for all employees a working environment free from intimidation or harassment, including but not limited to, harassment based upon race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status, sex, marital status, height, weight, genetic information or other protected group status.

Our policy of equal employment opportunity applies to all employment practices including but not limited to recruitment, hiring, training, compensation and promotion. All immediate Officers share the responsibility for ensuring compliance with and support for this policy's objectives. The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Officer or the Fire Chief. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.



## **1.4 NATURE OF POLICIES AND PROCEDURES**

The policies and procedures contained in this handbook shall take effect immediately upon their formal adoption by the Fire Board. The interpretation and administration of all employee policies and procedures will be performed by the Fire Chief within the legal authority and any perimeters properly and fairly established by the Fire Board.

The policies and procedures shall apply to all District employees whether exempt or non-exempt, except where specifically noted. These policies and procedures shall not apply to individual outside contractors who are not considered employees of the District. Specific regulations in certain departments may restrict employees further than the provisions in this handbook.

The policies and procedures contained in this handbook may only be changed by formal resolution of the Fire Board. Employees may submit suggestions for changes in the policies and procedures to the Fire Board in writing. These suggestions will be maintained in a file and reviewed periodically for possible revision of this handbook.

All employees will receive a copy of the District Employee Handbook. All new employees will receive a copy at the time of orientation. If requested, an applicant being considered for employment with the District will be allowed to review the handbook. Current employees will sign a form acknowledging receipt of the handbook.

Where provisions of this handbook differ from the provisions of an existing properly authorized contract between the District and an employee of the District, the provisions of the contract shall supersede the provisions of this handbook for that employee. All other provisions in this handbook shall apply.

## **1.5 HUMAN RESOURCE DIRECTOR**

The Fire Chief shall assume all the duties and responsibilities as human resource director of all District employees. He/she may delegate such duties to some other officer or employee of the District who has the necessary training or experience to act in the capacity of human resource director. Notwithstanding the above, only the Fire Chief has the authority to enter a contract of employment.

## **1.6 DISABILITY ACCOMMODATION**

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. See Appendix I for more specific details and forms related to disability accommodations.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

The District will provide reasonable accommodations to qualified individuals with known disabilities unless doing so would create an undue hardship for the District.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and length of service lists. Leave of all types will be available to all employees on an equal basis.

The District is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The District will follow any state or local law that provides individuals with disabilities greater protection than ADA.

This policy is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



## **2 SELECTION AND RECRUITMENT POLICY**

The primary objective of the Saugatuck Township Fire District's recruitment and selective program is to employ the applicant best suited for each vacancy based on his/her qualifications for the position without regard to race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status, sex, marital status, height, weight, genetic information or other protected group status.

The District is an Equal Opportunity Employer. (See Section 1.3)

The Fire Chief has final authority in hiring, generally after a recommendation has been made by the officers. The Fire Chief shall take steps to assure the selection procedure is in accordance with equal employment guidelines and the law.

### **2.1 RECRUITMENT**

The Fire Chief is responsible for the creation of all positions consistent with needs and budgetary limitations. The Fire Chief is responsible for initiating layoffs and ordering recalls.

The Fire Chief, with the assistance of the affected Officer, shall be responsible for the recruitment of all District staff, consistent with the District's selection policy. To attract qualified applicants for full-time and part-time openings, the following procedures will be generally followed:

- A. There will be an internal posting of the position and current employees will have the opportunity to apply.
- B. If, in the District's discretion, no suitable applicants are found among the current employees who are interested in the position, there will be a posting of the vacant position on the public bulletin board in the District's office.
- C. Recruitment of other persons from the public or private sector may be accomplished by means of personal contact, public posting, advertising in local newspapers, or any other reasonable means of attracting a qualified candidate.

The listing of the means above is not intended to impose a requirement upon the Fire Chief to follow each means listed.

Any posted or published notice or advertisement shall at least generally contain the job title, job description including minimum qualifications, current pay and/or pay range, and the application deadline. The Equal Employment Opportunity/ADA language must appear on all postings. The Fire Chief shall be responsible for composing and posting/publishing any such notice or advertisement.

### **2.2 APPLICATIONS**

Persons desiring employment with the District must complete an application and submit it to the Fire Chief's office. Resumes may be submitted for some positions, but all applicants will be required to complete an employment application.

All applications and resumes will be retained by the District for twelve (12) months after the open position is filled if the selected candidate is unable to retain the position or if an additional position becomes available with similar requirements.

### **2.3 SCREENING AND INTERVIEWS**

Following the deadline for submission of applications, the Fire Chief, shall determine which applicants possess qualifications that meet the position's minimum qualifications. Further screening shall include checking references and verifying past employment. Where applicable, applicants will be required to show proof of any education, license, or certification required to perform the job. Qualified applicants may be scheduled for a personal interview. Supplying false information pertaining to qualifications, training,



experience or any other portion of an employment application may result in rejection of an application or termination of any employment obtained.

Interviews will be conducted by the Fire Chief with assistance from others as requested. The interview will be conducted to further evaluate the training, experience, and skills of the applicant, as well as to inform the applicant of the salary, benefits, organizational structure, and other relevant information about the position.

## **2.4 JOB RELATED TESTING AND REVIEW**

Applicants may be required to undergo testing, related to the applied for job. Such testing may include typing, computer literacy, and filing tests for clerical staffing, or agility, climbing, carrying and other job-related tests for fire fighters.

The tests listed are examples of testing only and not all inclusive of the testing required for a position. When testing is used for a specific job opening, all applicants will be required to participate. All tests will be job related and will not illegally discriminate on any prohibited basis.

Applicants who have received and accepted a conditional job offer with the District may be required to have a pre-placement, post offer physical examination given by a physician designated by the District.

The medical examination, given at the expense of the District, will determine whether the prospective employee is able, with reasonable accommodation if needed, to perform the essential functions of the offered job. The physician designated by the Fire Chief will decide if the prospective employee is physically capable of performing the job, he/she is applying for. The medical examination will also serve to document the employee's current physical condition. Documentation from any medical examination will be stored separately from the employee's/applicant's general personnel file.

Drug testing may be required in accordance with applicable regulations at the discretion of the District. This testing will be paid for by the District.

Employees required to drive District vehicles or drive as a function of their employment shall have their driving records reviewed prior to hire and periodically during their employment with the District. Applicants may be refused hire and employees may be terminated or reassigned based on their driving records. The Fire Chief shall be responsible for this procedure.

## **2.5 PERSONNEL RECORDS**

A personnel file, containing information necessary for effective personnel administration, shall be maintained for each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance appraisals and salary increases, and other employment records. A separate file will be maintained for training information, as well as a medical information file.

It is the responsibility of the employee to promptly notify the Fire Chief of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should always be accurate and current.

The personnel files are property of the District, and access to the information they contain is restricted to individuals specifically designated by the Fire Chief. Employees are given the opportunity to periodically review their records in accordance with state statutes.

Information contained in the employee's file will be released to third parties only upon the employee's written authorization or as otherwise provided for by state law. Personnel files will be kept for at least ten (10) years after termination.



### **3 EMPLOYMENT ORIENTATION**

All new employees, on the first day of employment, will complete the necessary employment forms. The Fire Chief or a designee, will review general work rules and policies with the employee. Each new employee will be required to review and sign their respective job description, indicating that they fully understand the scope, requirements, and expectations of their position. The Handbook will be reviewed, and the employee will be required to sign a statement indicating that he/she has received a copy. Any questions regarding the handbook can be answered at this time, or at a later date.

#### **3.1 QUALIFYING PERIOD**

Any person who is hired by the Saugatuck Township Fire District as a temporary, part-time, regular part-time or regular full-time employee will be subject to a ninety (90) day qualifying period. Provided, however, that any employee assigned to the District shall be subject to a three hundred sixty-five (365) day qualifying period. Employment will be continued past the qualifying period only upon a determination by the District (in its sole discretion) that the employee is performing the required job duties at a satisfactory level. An individual's employment during the qualifying period may be terminated with or without notice and with or without cause.

A performance evaluation shall be performed by the employee's Fire Chief before the end of the qualifying period to determine whether the employee has satisfactorily completed the qualifying period, and to determine if employment may be continued. However, the completion of this period should not be construed as a creating a contract of employment for any specific duration. An employee who has completed the qualifying period is still an at-will employee.

#### **3.2 SENIORITY**

Seniority is a period of continuous and unbroken employment with the District, dating from the most recent hiring date of full-time employment. If a part-time employee becomes a full-time employee, his/her seniority shall be prorated based upon the actual number of hours worked. If a grant funded or contract employee is hired as a regular District employee, seniority shall not be retroactive. Seniority begins when placed on the District payroll. If one or more employees have the same seniority date, then seniority will be determined alphabetically based on the employee's last name.

An employee, whether full-time or part-time, shall lose his/her seniority and/or employment relationship with the District for the following reasons:

- A. Resignation;
- B. Discharge;
- C. Retirement;
- D. Being absent from work for three (3) or more working days without notifying the District unless, the District decides in its discretion that it was impossible for the employee to give notice under the circumstances;
- E. Failure to return to work within three (3) working days at the expiration of an approved leave of absence, unless the District decides in its discretion to extend the approved leave of absence;
- F. Failure to return to work within five (5) working days after notice of recall from layoff, unless extended by Fire Chief;
- G. Failure to actively work for the District for two (2) years.

Exceptions to this policy may be made at the discretion of the Fire Chief.



### **3.3 TRANSFERS AND PROMOTIONS**

When a vacant position occurs, there will be a posting of the opening as stated in Section 2.1 Recruitment, and current District employees will be eligible to apply. Promotions and transfers are based upon job related skill, ability, education, past job performance, and past work reliability. The selection decision will be based on the qualifications of the applicants.

Employees who are promoted shall serve a minimum of ninety (90) day qualifying period in the new position unless extended by the Fire Chief. Should the employee prove unsuitable for the position, he/she may be allowed to return to his/her former position at the sole discretion of the Fire Chief and according to standards in Section 3.4c.

### **3.4 PROMOTION POLICY**

It is the policy of the District to promote employees to vacant or new higher level positions when qualified employees are available or deemed suitable in all respects, and where it is determined to be in the best interests of the District to do so, all at the sole discretion of the Fire Chief. In such cases, the promoted employee will be required to serve a probationary period of ninety (90) days in the higher position.

#### **EVALUATIONS AFTER PROMOTION**

Employees promoted to higher positions will receive at least one formal performance evaluation (See Section 3.5) during the course of their promotional qualifying period. The evaluation will carefully consider the nature, scope, and detail of the promotional position, and in what manner and circumstances the employee is adapting to all conditions of the position.

As it is the intent of the District that employees be successful in all their work-related endeavors, promotional employees should receive the support, guidance, encouragement, training, and direction of senior personnel in the most effective way of contributing to the employee's adaptation to the promotional assignment.

#### **RETREAT TO FORMER POSITION**

The District recognizes that the responsibilities and requirements of higher-level positions may not prove suitable to a particular employee so promoted, or to the District as determined in the District's sole discretion by the performance results of the promoted employee. In the event a promotional assignment is found unsuitable by either the employee or the District, consideration will be given to allowing the promoted employee to retreat to a former or comparable position for which the employee possesses demonstrated skill, knowledge, ability, and interest. If no such retreat position is available, the promoted employee may be subject to termination with the opportunity to be re-hired at a later time, as determined at the District's sole discretion.

### **3.5 PERFORMANCE EVALUATIONS**

The District may utilize an annual performance evaluation. It is understood that the performance of employees is the result of a combination of many forces – the person him or herself, the people he/she works with, the job requirements, the equipment he/she relies upon, his/her management, his/her supervision, environmental conditions, etc. These forces do produce apparent differences between people. In performing these evaluations, the Fire Chief shall rate the performance of the employee. A good performance evaluation in no way guarantees an increase in pay or benefits.





### **3.6 MAINTENANCE OF SKILLS AND QUALIFICATIONS**

All employees must maintain the level of qualifications and training required for their job. Some positions require periodic training, continuing education, recertification, etc., as a condition of continued employment. Employees may also be required to undergo skills testing similar to that used to evaluate job applicants. These requirements vary from job to job. Employees who fail to satisfy such requirements are subject to retesting, required remedial action by the District, reassignment, transfer, demotion, or discharge.

### **3.7 LAYOFF AND RECALL**

In the event that the staffing of the District must be reduced, the Fire Chief, generally based upon recommendations from the officers, shall determine staffing levels.

Employees will be laid off according to District needs and the qualifications of employees. When these factors are relatively equal, in the opinion of the District, seniority (See Section 3.2) may be a considered factor. Recall will be implemented with regard to qualifications and the needs of the District. When these factors are relatively equal, in the opinion of the District, seniority (See Section 3.2) may be considered a factor.

If an employee is laid off, his/her insurance benefits shall continue until the next billing date following the end of the month if allowed by the insurance carrier. When insurance benefits terminate, employees shall be allowed to continue health insurance coverage to the extent they are eligible to do so according to the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.

### **3.8 ANNIVERSARY DATE**

An employee's anniversary date is the most recent date upon which the employee commenced work for the Saugatuck Township Fire District, and the same date thereafter in succeeding years.





## 4 HOURS OF WORK – STANDARD WORK HOURS

For full-time nonexempt employees, the regular work week will generally consist of eight (8) hours per day, five (5) days per week, though this should not be interpreted to be a guarantee of a minimum number of hours or a five (5) day week schedule. Most employees will be assigned to a work schedule of 8:00 a.m. to 4:00 p.m., Monday through Friday, including the paid lunch period. However, the Saugatuck Township Fire District may assign employees to other days and hours within the work week that begins at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

Other work shifts, days, hours, and periods may be established and modified by the District within the limits prescribed by law, based on operating conditions and requirements of the District. The Fire Chief may authorize immediate Officers to grant employees the opportunity to work flexible work schedules so long as such a schedule does not diminish operational effectiveness or create an overtime liability that would not otherwise occur.

Regular full-time and regular part-time employees are provided with a one-half hour paid lunch period, as scheduled by the Fire Chief.

Nursing mothers may take reasonable break time to express breast milk for up to one year after their child's birth each time a nursing mother has need to express milk. These breaks may be taken in the designated area or in a location (not a bathroom) mutually agreeable by the Fire Chief and the employee.

### 4.1 ATTENDANCE AND PUNCTUALITY

Each employee is responsible for providing a full day's work for a full day's pay. Each employee is responsible to be at work each day, to report for work on time, to maintain physical and emotional health, and to contribute to the operation and success of his/her work area or department. There may be times and circumstances, however, when an employee does not meet these attendance expectations.

Absence for military reserve duty, office closure, layoff, personal leave of absence, scheduled vacation time, and any other approved time off without pay are not included in the provisions of this policy.

When an absence occurs, the employee will be responsible to:

- Notify the department head at least one-half hour before the normal starting time (or, if impossible to do so in the sole discretionary judgment of the District, as soon thereafter as possible).
- Notify the department head or person in charge if it is necessary to leave work early due to illness or emergency.
- Report, by telephone, each day during the period of absence unless daily reporting is waived in writing by the department head. Failure to notify the department head within the specified time may result in discipline, up to and including termination at the District's sole discretion.

Failure to report to work for three (3) consecutive workdays – including three (3) consecutive workdays following sick or other approved leave – without notice of the absence will be considered to be voluntary and immediate termination of employment (see Section 3.2.D).

The District has established a goal of less than 2% for absenteeism. A record of employee attendance will be maintained. The individual employee will be informed regarding his or her percentage of attendance if expectations for attendance are not being met. If an individual employee's absentee percentage reaches or exceeds the 2% level, the department head may issue a verbal warning to the employee. Progressive discipline is determined by the number of occasions of absence during the prior **90** calendar days within any rolling twelve (12) month period. If the employee's absenteeism continues, successive steps of progressive discipline are normally applied as follows:

- 1 occasion of absence -Verbal
- 2 occasions of absence -Recorded
- 3 occasions of absence -Recorded and Verbal Counseling



- 4 occasions of absence -Written Notice
- 5 occasions of absence -Termination of Employment

The District at its sole discretion may also consider the frequency, length, pattern and an increasing percentage of absenteeism to implement additional discipline.

Absences that do not affect the employees' attendance record include:

- Holiday
- Vacation (pre-approved)
- Absences eligible for coverage by the Family Medical Leave Act
- District called time off due to circumstances beyond its controls such as utility/power disruption, or natural disaster
- The day of any injury or illness which requires medical attention beyond first aid
- Jury Duty
- Bereavement leave of up to three days for the death of an immediate family member

## **4.2 OVERTIME**

It is the District's policy that nonexempt employees normally will not work more than forty (40) hours per week or 53 hours for shift firefighters. If such overtime work is necessary, the employee must have prior written authorization from the Fire Chief. Employees responding to emergency conditions do not need prior authorization. Employees will be paid one and one-half times their regular hourly rate for all hours worked in excess of forty (40) hours or 53 hours for shift firefighters during any work week.

The hours that count toward the forty (40) hours per week, or 53 hours for shift firefighters, overtime calculation are only those hours worked. Hours paid, but not worked, such as sick, personal, holiday, and vacation time, do not count toward the calculation of forty (40) hours worked, or 53 hours for shift firefighters.

## **4.3 EMERGENCY CLOSINGS**

If the Fire Station remains open for business and employees are prevented by severe weather from reporting for work, the Fire Chief shall make the determination (in his/her sole discretion) of whether the employee shall be paid, or allowed to use available vacation benefits, based upon the circumstances of each individual situation.



## **5 COMPENSATION OF EMPLOYEES**

Saugatuck Township Fire District seeks to reasonably compensate its employees for the services which they provide. From time to time, the District will study wages, salaries, and benefits paid by other employers for comparable services, with the goal being to keep the wages, salaries, and benefits paid by the District in line with those available in the market. However, this does not guarantee that the compensation paid by the District will always equal or exceed that available elsewhere.

The Fire Chief shall establish a compensation system for District employees. Each employee shall earn an annual salary or hourly wage as determined by the Fire Chief and as appropriated in the District budget.

As part of the Districts employee benefits and compensation package, the following District personnel shall be entitled to a minimum of two (2) meals annually provided by the District at no cost:

- A. Full time staff
- B. Part time staff
- C. Paid on call staff
- D. Probationary Staff
- E. All members of the Fire District Fire Administrative Board
- F. Finance Director

### **5.1 JOB DESCRIPTIONS**

Job descriptions are reviewed and maintained by the Fire Chief. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, and required minimum qualifications. In preparing a job description several factors may be considered, including but not necessarily limited to the following:

- A. Input from Officers
- B. Consistency with other District job descriptions.
- C. Legal requirements.
- D. Equal employment opportunity guidelines requiring work related qualifications.
- E. The Americans with Disabilities Act.

If an employee feels his/her duties have changed during the year, he/she may request in writing to the Fire Chief that his/her job be reviewed to determine if a change is necessary. Changes will be approved in the job description only if an employee's duties have changed significantly as determined at the District's sole discretion.

All employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in the job description are meant to be a general guide and are not all inclusive. An employee may be asked to perform tasks not specifically listed in the job description. At the time of employment, each new employee will be required to review and sign their respective job description, indicating that they fully understand the scope, requirements, and expectations of their position.

### **5.2 PAYROLL PROCEDURES**

Employees are paid by direct deposit on a biweekly basis.

Payroll deductions are made as required by federal and state law or by court order. Other deductions may be made for reasonable purposes if approved by the Fire Chief.

Should an employee have any problems with the payroll procedure or the computation of his/her paycheck, the employee should inform the Fire Chief or Finance Director.



The District will not advance money to employees against wages unearned or currently being earned by them.

Garnishment of wages may occur if an employee fails to meet a financial obligation. The District will comply with any lawful court order to deduct a certain portion of the wage from the paycheck. Notice of garnishment will be placed in the employee's personnel file.

### **5.3 HOLIDAY PAY**

Eligible regular full time nonexempt employees shall receive a normal day's pay at their regular hourly rate for all recognized holidays as outlined in Appendix B. Regular part-time employees will receive one half day pay (4 hours at their regular hourly rate) for all recognized holidays.

- A. Any employee eligible for holiday pay must be a regular full time or regular part-time employee on the day of the holiday and must have worked the employee's full schedule of hours on the last scheduled work day immediately preceding and the first scheduled work day immediately following the holiday unless he/she was on authorized vacation leave, or approved sick leave, or given an excused absence.
- B. Regular full time and regular part-time employees who are required to work on a recognized holiday will, in addition to holiday pay, receive their regular rate of pay for all hours actually worked on the holiday. Employees who fail to report and perform all required work on a recognized holiday will forfeit their holiday pay.
- C. Employees on layoff or leave of absence will receive no holiday benefits, except when required by law.



## **6 SAFETY POLICY**

It is the policy of the Saugatuck Township Fire District to provide a healthy and safe place to work for each and every District employee. The District shall abide by and enforce safety and health regulations as set by federal, state, and local governments. All District employees are urged to utilize good safety and health practices as dictated by job, location, and circumstances. Employees should report any unsafe conditions or practices to their immediate Officer or the Fire Chief.

On the job injuries, even minor ones, must be reported as soon as reasonably known or recognized to the immediate Officer or Fire Chief by the injured employee. An accident report shall also be completed and submitted to the Fire Chief within twenty-four (24) hours.

Employees working in or around moving equipment should not wear loose fitting clothing, necklaces, watches, rings, bracelets, or any other type of clothing or jewelry that could become entangled in or catch on such equipment.

### **6.1 SMOKING**

The District's interest in establishing this policy is not based on moral judgments, nor with the specific intent to deny one group of employees their rights over other employees. In work-place conditions, however, the District claims a greater right, and that is to establish such controls and safeguards as are deemed in the best interests of the District.

The District's interest in this matter is governed by three (3) operational considerations:

- A. Fire insurance premiums and costs related to fire damage including the potential for layoffs and business disruption.
- B. The health and safety of employees including health-related absences.
- C. The comfort and convenience of others visiting the District, and the image of the District created by an appealing environment.

Therefore, smoking is not permitted in any District building, site or vehicle. Smoking includes smokeless tobacco and e-cigarettes.

Failure on the part of an employee to comply with these standards may result in disciplinary action.

### **6.2 VEHICLES**

Employees must use seat belts when operating or riding in District vehicles equipped with these devices. Vehicles are to be operated in a safe manner consistent with weather and road conditions. The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.



## 7 EMPLOYEE CONDUCT AND GUIDELINES

To ensure orderly operations and provide the best possible work environment, the Saugatuck Township Fire District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the District.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. (Also see Appendix H – Standards of Conduct) The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or unauthorized removal or possession of District, co-worker, officials, guests, or resident's property
- Falsification of records including, but not limited to, employment applications, expense reports, time sheets, accident or injury reports
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, while operating employer-owned vehicles or equipment, or while on District business
- Behavior which is disruptive or creates a hostile work environment including, but not limited to, harassment, fighting, acts of physical violence, threats, abusive and offensive language
- Negligence or improper conduct leading to the damage of District-owned property
- Insubordination
- Violation of safety or health rules
- Smoking inside District buildings or in District vehicles
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives, firearms or any type of weapon, in the workplace (This does not apply to personnel that have completed required training, and have been approved by the Fire Chief to carry a weapon while on duty).
- Excessive absenteeism or three (3) consecutive days of absence without proper notice
- Unauthorized use of telephones, mail system, computer system, or other District equipment
- Sleeping on the job (unless the position is a shift firefighter sleeping at a designated time)
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Engaging in conflict of interest activity (see Section 7.10)
- Conviction of a crime, including convictions based on a plea of nolo contendere, the nature of which the employee was a threat to the welfare of the District or its officials, employees, contractors, residents or guests; or the nature of which reflects badly upon the reputation of the District
- Discourteous treatment of the public or other employee, including harassing, coercing, threatening, or intimidating others
- Any act or conduct that is discriminatory in nature toward another person's race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status, sex, marital status, height, weight, genetic information, political affiliations or any other legally protected classification or characteristic.

### 7.1 POLITICAL ACTIVITY

Employers are free to express their wishes and desires concerning political activities.

Employees may neither use their District position for any political purpose nor engage in political activities during working hours. Banned political activities during work hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers on District vehicles or posters on District property, or distributing political materials.



## **7.2 SOLICITATION**

The District recognizes that employees may have interests in events and organizations outside the workplace. Employees are asked to not solicit or distribute literature concerning these activities during working time or in work areas. Employees are not allowed to collect donations which are not for the District and/or sell non-District merchandise to the general public during working hours.

## **7.3 PERSONAL MAIL**

Employees may send personal letters through the District's mail facilities. Employees, however, shall not use District letterhead, envelopes, or postage for personal use.

## **7.4 OUTSIDE EMPLOYMENT**

- A. Employees may accept employment in addition to their work with the District provided:
- B. Such employment does not constitute a conflict of interest with the employee's duties.
- C. Such employment does not interfere with the employee's job with the District.
- D. Such employment is not during the employee's regular working hours.
- E. Such employment does not occur while the employee is on a personal or sick leave.

All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements. If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with the District.

## **7.5 PERSONAL USE OF DISTRICT EQUIPMENT**

Employees are permitted to make brief, personal local calls. While such calls are permitted, employees are asked to exercise discretion and to keep such calls to a minimum, both based on frequency and duration.

Employees may make personal photocopies if prior authorization is obtained from the Fire Chief. Employees making more than five (5) personal photocopies within a time period of one (1) week shall reimburse the District according to the fee schedule in effect.

Unauthorized personal use of the District premises, equipment, machines, tools, supplies, postage, or labor is strictly prohibited. Please speak with the Fire Chief to obtain his/her written approval to use District equipment for non-District purposes.

## **7.6 CONFIDENTIAL INFORMATION**

Employees shall not release confidential information about the District, its employees, or its activities to the press or to others unless authorized to do so in writing by the Fire Chief or as required by applicable law. However, this prohibition does not apply to employee discussions regarding their wages, benefits and terms and conditions of employment.

Confidential information, including methods or procedures used for handling a specific case, shall not be repeated or discussed with other employees unless necessary to the conduct of daily District business.

For the District's Standards of Conduct, see Appendix H.





## **7.7 GIFTS AND GRATUITIES**

No employee may directly or indirectly accept for himself/herself or for another, any gift from a person or a firm that does business or seeks to do business with the District or accept any gift (regardless of the amount) from which it can be inferred or implied that special consideration is expected in the performance of the employee's official duties. This policy is not intended to interfere with courtesies which are extended to the District or District employees as a whole and which have the knowledge and approval of the Fire Chief.

## **7.8 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees and the facilities of the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are asked to keep personal visitors to District worksites to a minimum, both based on frequency and duration.

## **7.9 PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the public image the District presents to its residents and visitors.

During business hours or when representing the District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with residents or visitors in person.

Bare midriffs are not allowed (e.g., crop tops or mesh shirts). Skirts and dresses should be an appropriate length. Slogans on items of dress should not be in bad taste.

Your immediate Officer is responsible for establishing dress code appropriate to the job you perform. If your immediate Officer feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, nonexempt employees will not be compensated for their time away from work. Consult your immediate supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability or a person seeking an accommodation on religious grounds.

## **7.10 CONFLICT OF INTEREST**

The District expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the District. Business dealings that create a conflict between the interests of the District and an employee are unacceptable. The District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to District business. However, the employee must disclose any possible conflicts so that the District may assess and prevent potential conflicts of interest from arising. A conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) or a person with whom the employee has a comparably close relationship (e.g., a more distant relative with whom the employee is still in a close relationship, a close friend, or any other type of personal relationship which would prevent the employee from acting in an objective fashion) as a result of the District's business dealings.

If engaging in off-duty employment activities during normal scheduled District work hours adversely affects the employee's work performance for the District, it may be prohibited.





It is not possible to specify every action that might create a conflict of interest. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Fire Chief to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

## **7.11 USE OF ALCOHOL AND DRUGS**

For the District's Drug-Free Workplace Act Statement, see Appendix G.

Any applicants who have been offered employment will be required to undergo screening for substance abuse as part of the standard pre-employment physical examination.

Employees who use, possess, or sell alcoholic beverages, narcotics or other controlled substances on the District premises or during their working hours shall be subject to serve disciplinary action, up to and including termination.

Employees who report for work either during normal business hours or in response to an emergency situation, where a supervisor believes that a reasonable cause exists to indicate a violation of this policy may be required to undergo immediate testing. Refusal to take such a test will be regarded as gross insubordination.

Employees who are taking medication prescribed by a physician should inform their immediate supervisor. If the District concludes that such medication may impair the employee's ability to perform the essential functions of one's job duties or would increase the likelihood of injury to the employee or others, the employee may be required to take sick leave.

Employees with substance abuse problems will be held to the same standards of job performance as all employees. The District will consider the form of rehabilitation prescribed by the employee's physician, regarding the abuse problem, in a confidential and professional manner. The Fire Chief shall determine whether or not to retain the employee's job for the employee during any leave of absence required by the employee's rehabilitation, based on the District's employment needs and in accordance with the Family Medical Leave Act if so applicable. Expenses for abuse treatment will be covered as allowed by the District's group insurance carrier, if any, in place at the time.

## **7.12 HARASSMENT PROHIBITION POLICY**

### **A. Purpose:**

The purpose of this Policy is to state the District's commitment to maintain an environment that is free from intimidation, humiliation, or insult for all District employees, elected officials and independent contractors, as well as all members of the public who come into contact with the District. The intimidation, humiliation and insults prohibited by this Policy include, without limitation, physical or verbal or mental abuse or other annoying actions, whether based upon race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status, sex, marital status, height, weight, genetic information or other protected group status.

### **B. Policy:**

Harassment on the basis of personal characteristics such as, but not limited to, race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status, sex, marital status, height, weight, genetic information or other protected group status, is an offense against the District in general, against the target or targets of the harassment in particular, and quite possibly against the law as well. "Harassment" means unwelcome verbal or physical or mental conduct or communication when:

1. Submission to such conduct or communication by an individual is explicitly or implicitly made a term or condition of the individual obtaining or retaining employment or a contractual relationship with the District, or of the individual receiving services or information from the District;



2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or contractual relationship with the District or the services or information the individual receives from the District; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or of creating an intimidating, hostile or offensive environment for the individual working in or otherwise dealing with the District.

Whether certain behavior constitutes harassment prohibited under this Policy may depend upon the facts and circumstances of each particular situation. By way of example and not limitation, the following actions or communications may constitute harassment under certain circumstances: unwelcome requests, demands or subtle pressure for inappropriate favors or preferential treatment; lewd comments or gestures; unwanted intentional physical contact; continued or repeated verbal abuse; degrading words used to describe an individual; graphic verbal comments about an individual; display of offensive objects, pictures, signs, buttons or other such items; or retaliation against an individual for refusing to grant inappropriate favors or preferential treatment or for reporting an incident of possible harassment.

Pursuant to all of the above, harassment by any District employee, elected official or independent contractor on the basis of personal characteristics such as those described above is strictly prohibited, whether such harassment is directed against other District employees or independent contractors or members of the general public who are served by the District.

It is the District's intent to deal with all reported complaints or incidents of harassment in a fair, impartial, and expeditious manner. All such complaints or incidents will be investigated on a case-by-case basis by evaluating the totality of the circumstances. In those instances where a violation of this Policy is found, immediate action will be taken to remedy the situation and to prevent its recurrence. Please note that a finding that a policy violation occurred does not necessarily mean that there was unlawful harassment.

Each District employee elected official and independent contractor is generally responsible to help eliminate all forms of harassment prohibited by this Policy. Every supervisor employed by or otherwise associated with the District is specifically responsible to prevent prohibited harassment from occurring within the supervisor's work environment or area of responsibility.

All District employees who violate this Policy will be subject to disciplinary procedures, up to and including discharge.

#### **C. Procedures:**

Any District employee, elected official or independent contractor who believes he/she is the victim of prohibited harassment, discrimination, or retaliation from another District employee, elected official or independent contractor, or who observes another District employee, elected official or independent contractor engaging in prohibited harassment, discrimination, or retaliation of any other individual, is encouraged to tell the offending person to stop the harassment immediately. Whether or not the offending person is told to stop the harassment, each District employee, elected official or independent contractor who is the victim of or who observes another person's prohibited harassment, discrimination, or retaliation shall report such harassment to the District as soon as reasonably possible. The reporting District employee elected official or independent contractor may report directly to the immediate Officer, the Fire Chief or any Fire Board member. Verbal reports will satisfy the reporting requirement and will be received for information; however, a written report must generally be filed before an actual investigation of any alleged harassment, discrimination, or retaliation is conducted. Such an investigation would normally include the following:

1. Interviewing the complainant and reducing the complainant's statement to writing;
2. Interviewing all witnesses identified by the complainant and reducing their statements to writing;
3. Reviewing any documentary or other evidence submitted by the complainant;



4. Interviewing the alleged harasser and reducing the harasser's statement to writing;
5. Interviewing all witnesses identified by the alleged harasser and reducing their statements to writing;
6. Interviewing other potential witnesses who may have observed the conduct alleged or who may possess knowledge regarding the allegation under investigation and reducing their statements to writing;
7. Reviewing any documentary or other evidence submitted by the alleged harasser;
8. Informing all witnesses, including the complainant and the alleged harasser, of the desired confidentiality of the investigation; and
9. Completing a written determination of the validity of the complaint.

Notwithstanding any provision of this Policy to the contrary, eligible individuals are not prohibited from making complaints through the Michigan Department of Civil Rights under the Elliott-Larsen Civil Rights Act or through the United States Equal Employment Opportunity Commission under the Civil Rights Act of 1964. District employees, elected officials and independent contractors are, however, encouraged to initially make their complaint to an appropriate individual within the District. In any event, no individual may be retaliated against for complaining about harassment, for opposing harassment, or for participating in an investigation of a harassment complaint, whether or not any violation of this Policy or any actual harassment is found.

#### **D. Resolving the Complaint:**

1. If, as a result of the investigation, the District determines that a violation of this Policy has occurred, the District will take prompt and appropriate remedial action to eliminate the violation and to ensure that it does not recur.  
Such remedial action may include:
  - a. Disciplinary action of any harasser employed by the District, up to and including termination of employment;
  - b. Restoration to an individual of any employment benefits or employment status or any other rights or benefits impaired as a result of the harassment or the exercise of the right to make a complaint of harassment, to oppose harassment, or to participate in an investigation under this Policy;
  - c. Referral of any individual, including the harasser or the complainant or both, to counseling;
  - d. At the option of the complainant, and to the extent allowed by law, transfer or reassignment of the complainant;
  - e. Other appropriate measures to assure that any individual adversely affected by the filing of a complaint, participation in any complaint proceeding, or opposition to harassment is restored to the position held prior to the violation of this Policy;
  - f. Removal of the effects of the violation in the workplace, such as the removal of offensive graffiti or posters or similar objects of visual harassment, the elimination of offensive remarks, and/or the elimination of unwanted physical contact; and
  - g. Other appropriate measures to assure that this Policy is enforced.
2. If, as a result of the investigation, the District determines that no violation of this Policy has occurred, the District should:
  - a. Inform the complainant and the alleged harasser of the results of its investigation and the reasons for its finding of no violation;
  - b. Advise the complainant and the alleged harasser that the District is committed to the enforcement of this Policy and will not tolerate harassment or retaliation of any sort;



- c. Notwithstanding the determination that no violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing harassment, or participating in an investigation under this Policy;
  - d. Advise the complainant to provide additional information relating to any violations in the future;
  - e. Take other appropriate measures to assure that this Policy is enforced.
- 3. If, as a result of the investigation, the District determines that there is insufficient information from which to make a determination whether a violation of this Policy has occurred, the District should:
  - a. Inform the complainant and the alleged harasser of its finding that no determination can be made;
  - b. Advise the complainant and the alleged harasser that the District is committed to the enforcement of this Policy and will not tolerate harassment or retaliation of any sort;
  - c. Notwithstanding the determination that there is insufficient information from which to determine that a violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing harassment, or participating in an investigation under this Policy;
  - d. Advise the complainant to provide additional information relating to any violations in the future;
  - e. Take other appropriate measures to assure that this order is enforced.

**E. Maintaining Confidentiality:**

The District recognizes the general interest in keeping these matters confidential.

To protect the interests of the involved people, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

Confidentiality and privacy are protected to the extent provided by law, but persons from whom information is taken shall be informed that the complainant and the alleged harasser may have access to some or all of the evidence under certain circumstances.

When statements are obtained from an individual, the individual shall be informed that confidentiality must be maintained and that publication by any person of the complaint, the facts or the identity of involved parties or witnesses is prohibited, unless authorized by law.

The complainant, alleged harasser, and any witnesses shall be advised that retaliation against or intimidation of any person is prohibited and, if substantiated, may be a separate basis for investigation and potential discipline.

All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material, will be kept confidential by the District, except where disclosure is required by a disciplinary or other remedial process or pursuant to a legal action.

Where discipline results against the alleged harasser, an appropriate reference will be made in the harasser's file in such a manner that will protect the privacy of the complainant and any witnesses, to the extent allowed by law.

## **7.13 EMPLOYMENT OF RELATED INDIVIDUALS**

Applicants for employment with the District shall be considered on the basis of their attributes and qualifications, without regard to their personal relationships, except as set forth herein. An applicant shall not be employed by the District if such applicant has a personal relationship with a District official or employee which may adversely affect the District's interests. The District's interests would be adversely affected by the creation of or presence of any of the following situations:



- A. Superior/subordinate relationship between District officials and/or employees whose personal relationship has interfered or may interfere, as determined by and in the sole discretion of the District, with the superior/subordinate relationship. An Officer cannot directly supervise their spouse, children, parents, brothers, sisters, grandparents, grandchildren, in-laws, or individuals who reside in the same home without the Fire Chief's written authorization.

The District shall also consider and attempt to avoid the foregoing situation when contemplating the assignment, transfer or promotion of any District employee.

In the event that, during employment with the District, a new (e.g. by marriage, etc.) or existing personal relationship between District officials and/or employees causes the foregoing situation to arise, the District shall resolve the situation and eliminate the existence of any such situation in an equitable and efficient manner, as determined by and in the discretion of the District.

When attempting to resolve a situation described above, the District may attempt to arrange the reassignment or transfer of one or more District employees, if the District decides, in its discretion, that such reassignment or transfer would alleviate the situation. Prior to implementing such reassignment or transfer, the District may (but is not obligated to) consider the preferences of the individuals involved.

If the District determines that certain District officials and/or employees have a personal relationship which causes the foregoing situation to arise, and the situation is not resolved by reassignment or transfer, the District shall, in its discretion, decide upon an alternative solution (e.g. allowing one of the involved District employees to resign, deciding to terminate one or more of the involved District employees, etc.).

## **7.14 USE OF DISTRICT CREDIT CARDS**

The following policy shall govern the use of District credit cards

- A. The Fire Chief is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the District's credit card policy.
- B. District credit cards may be used only by an officer or employee of the District for the purchase of goods or services for the official business of the District.
- C. District officers and employees who use a District credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Fire Chief. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
- D. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Fire Chief shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- E. An officer or employee issued a credit card shall return the credit card to the Fire Chief upon termination of his or her employment or service with the District.
- F. The Fire Chief shall maintain a list of all credit cards owned by the District, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.
- G. The Fire Chief shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Fire Board.
- H. The Fire Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.
- I. The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.



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- J. Officers and employees who use a District credit card in a manner contrary to this policy shall be subject to discipline, up to and including termination, as deemed appropriate by the Fire Board in its sole discretion.





## 8 DISCIPLINARY ACTION

The purpose of this policy is to state the District's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The District's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

The types of discipline that may occur are as follows, in general order of increasing formality and seriousness. There may be circumstances when one or all steps are bypassed, in the District's discretion.

### **Verbal Reprimand**

A verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance is intended to be corrective or cautionary. A verbal reprimand will generally informally define the area of needed improvement, set up goals for the achievement of improvement, and inform the employee that failure to improve may result in further disciplinary action. Any verbal reprimand will be confirmed in writing by the employee's supervisor and placed in the employee's personnel file.

### **Written Reprimand**

This is the first level of formal discipline. The written reprimand is issued by the immediate supervisor and a copy is given to the Fire Chief for placement in the employee's personnel file.

### **Suspension**

An employee may be suspended from work without pay following a complete investigation of the issue by the supervisor and approval by the Fire Chief is obtained. An employee may not be suspended without pay until after the employee has been advised of the reasons for the suspension and has been given a reasonable opportunity to respond to those reasons. In no event will the use of paid time be allowed during a suspension without pay. Should a paid holiday occur during a period of suspension without pay, the suspension period will be extended by the number of holidays occurring during the suspension period and the employee shall not receive holiday pay.

### **Termination**

An employee may be discharged from employment with the District following a complete investigation of the issue by the immediate supervisor and approval of the Fire Chief. An employee may not be discharged until after the employee has been advised of the reasons for the discharge and has been given a reasonable opportunity to respond to these reasons.

Whenever an employee has been disciplined as described in Paragraph B. through Paragraph D. above, inclusive, the employee may appeal the disciplinary action to the Fire Board. In that event, the Fire Chief or a designee may explain the reason for the discipline to the Fire Board, and then the Fire Board shall decide to affirm, rescind, or modify the discipline given to the employee.

## 8.1 PERFORMANCE EVALUATION

Immediate supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the qualifying period. Additional formal performance evaluations are conducted to provide both the immediate supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting the goals and expectations of the position.

Performance evaluations are scheduled approximately 90 days after hire and then annually thereafter.



## 9 PROBLEM RESOLUTION

The Saugatuck Township Fire District is committed to providing good working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the immediate supervisors and management.

The District strives to ensure fair and honest treatment of all employees. Immediate Officers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner, or for properly using the problem resolution procedure.

If a situation occurs when employees believe a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within fourteen calendar days, after incident occurs. If immediate supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Fire Chief or any Fire Board member.
2. Immediate Fire Officer responds to problem during discussion or within fourteen calendar days after consulting with appropriate management, when necessary. Officer documents discussion.
3. Employee presents problem to a Fire Officer within fourteen calendar days if problem is unresolved.
4. Fire Officer counsels and advises employee, assists in putting problem in writing, visits with employee's Officer, if necessary, and directs employee to the Fire Chief for review of problem.
5. The Fire Chief reviews and may discuss the problem with legal counsel. The Fire Chief informs the employee of the decision within fourteen calendar days, and forwards copy of written response to a Fire Officer for employee's file.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. The confidence is important to the operation of an efficient and harmonious work environment.





## **10 RESIGNATION - VOLUNTARY**

An employee may voluntarily resign his/her employment at any time. The resigning employee is requested to give a minimum of two weeks' notice in writing to his/her immediate supervisor. The letter should state the reason for resigning and the effective date of resignation. The immediate supervisor will forward all letters of resignation to the Fire Chief.

Although an employee may give advance notice, the immediate supervisor may ask the resigning employee to leave immediately for reasons such as poor job performance, staff morale, or any pending conflict of interest.

Resigning employees who are asked to leave immediately upon giving notice will be paid their regular salary in lieu of working during the normal two-week period of notice.

If a newly hired employee leaves the Saugatuck Township Fire District before they have completed 90 days of service, no benefits are vested or otherwise payable. Likewise, these employees do not receive in-lieu-of notice pay if they are required to leave before the end of a two-week notice period.

Regular employees who voluntarily resign are entitled to all earned pay, as well as vacation and personal holidays earned but not taken. The employee will return all District property.

### **10.1 TERMINATION - INVOLUNTARY**

Notification of termination will be handled through a personal meeting with the employee, immediate supervisor and the Fire Chief to inform the employee in writing that his/her employment is being terminated. If the employee is not available for the meeting, a registered letter of termination will be sent to the employee's address currently on file. Separation of employment for substandard performance is immediate and the employee is not eligible for rehire.

Terminated employees are entitled to all wages accrued to the date of termination but not any accrued but unused paid leave benefits. The employee will return all District property and materials.

Although the District will normally use progressive counseling in correcting performance or conduct of its employees, it is not obligated to follow prescribed disciplinary steps.

### **10.2 DEATH**

In the event of an on-the-job death of an employee, the primary responsibility for contacting members of the family rests with the Fire Chief. The department in which the employee worked is responsible for reporting all information to the Fire Chief and giving what assistance it can.

In the event that an active District employee dies, whether or not while on-the-job, the deceased employee's immediate supervisor and his/her co-workers will be allowed to attend the funeral, unless distance precludes such attendance.

The Fire Chief shall have the necessary insurance forms and will assure that any check, vacation pay, or sick leave allowance due, shall be sent to the proper survivor.

### **10.3 FINAL COMPENSATION**

Final paychecks for the employees who have resigned or retired will contain wages and compensation for unused vacation and personal days accrued to the effective date of termination. Upon discharge, the employee will be paid simply the amount determined for wages accrued to the date of termination.

Employees who have terminated or been terminated from their District employment, for whatever reason, will receive their final paycheck as soon as the amount can be determined. However, the final paycheck for retired employees will either be mailed to the address given at the exit interview or available for pick-up at the District Hall, at the employee's option.



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Pension distributions, if due, shall be paid according to the provisions of the pension plan.

#### **10.4 EXIT INTERVIEW**

In order to document the reasons for turnover with the District, each terminating employee will meet with the Fire Chief for an exit interview. During this interview, the employee will be given the opportunity to explain the reason(s) for leaving. Any items belonging to the District will be turned in at this time. A "Notice of Termination of Employment" form will be completed and filed in the employee's personnel file. If an employee does not wish to give a reason for leaving, the fact will be noted on the form.



## 11 BUSINESS TRAVEL

Saugatuck Township Fire District will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

When it becomes necessary to use a vehicle on official District business, District owned vehicles will be used if possible. If no such vehicles are available, employees may use their own cars under properly authorized conditions. Employees using their personal vehicles for District business will be reimbursed at the established rate for mileage and parking fees. Travel must be documented and submitted to the Fire Chief. Traffic fines will not be reimbursed by the District and no employee or official shall be reimbursed by the District for travel from his/her home to his/her place of regular employment.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the District. Employees are expected to limit expenses to reasonable amounts.

- Expenses that generally will be reimbursed include the following:
- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tip not exceeding 25% of the total cost of a meal or 20% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the District may not be used for personal use without prior written approval from the immediate supervisor.

With prior written approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their immediate supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.



## 12 EMPLOYEE BENEFITS

Eligible employees at the District are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by the law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Fire Chief can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Deferred Compensation Annuity
- Benefit Conversion at Termination
- Bereavement Leave
- Health Insurance
- Educational Financial Assistance
- Family and Medical Leave
- Holidays - Full-time and Regular Part-time employees are eligible for holiday benefits as outlined in Appendix B.
- Jury Duty Leave
- Personal Leave
- Sick Leave - Full-time and Regular Part-time employees are eligible for sick leave as outlined in Appendix E.
- Travel Allowances
- Vacation Benefits - Full-time and Regular Part-time employees are eligible for vacation benefits as outlined in Appendix C.

Some benefit programs require contributions from the employee, but most are fully paid by the District.

The Summary Plan Description (SPD) and official plan documents (such as insurance master contracts) contain information regarding eligibility requirements, coverage limits, deductibles, premiums and fees. Please read the official plan documents or SPDs carefully to understand your rights and responsibilities or ask the Fire Chief for more information. Should a conflict exist between the official benefit plan and this Handbook or the SPDs, the official plan documents will control in all cases.

The District reserves the right to add, change, modify, reduce or eliminate any fringe benefit subject to federal and state law.

### 12.1 SICK LEAVE

Full-time and Regular Part-time employees are eligible for paid sick leave benefits as outlined in Appendix E.

Sick leave is hereby defined to mean any period(s) of time during which an employee may, due to illness, injury and/or other kind of actual total or partial incapacitation be excused from his/her work without loss of normal pay, or for doctor or dental appointments. This leave also pertains to the caring of an immediate family member defined as spouse, child or parent.

For any illness extending beyond three (3) days, a doctor's certificate or other verification may be required. If required by the District, the doctor's certificate must certify that the employee had been treated, and whether or not the employee is able to resume either normal or limited job duties. The



doctor's certificate must be submitted to the employee's immediate supervisor and/or the Fire Chief.

## **12.2 PERSONAL LEAVE**

Full-time and Regular Part-time employees are eligible to receive three (3) paid personal days per calendar year to attend to matters which can only be handled during normal work hours. Personal days may not be accumulated and may not be used in less than two (2) hour increments. An employee may not take a personal day (or a portion thereof) unless it is approved in writing in advance by his/her immediate supervisor or the Fire Chief.

## **12.3 BEREAVEMENT LEAVE**

Regular Full-time and Regular Part-time employees who wish to take time off due to the death of an immediate family member should notify their immediate supervisor immediately. Up to three days of paid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death. Employees may, with their immediate supervisor's approval, use any available vacation time for additional time off as necessary.

The District defines "immediate family" as the employee's spouse, child, grandchild, parent, grandparent, brother, sister, aunt, uncle, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. Upon the death of other relatives, or close friends, time off without pay, may be granted at the discretion of the Fire Chief.

## **12.4 JURY DUTY**

Employees summoned for jury duty shall be given the necessary time off from work. The District shall reimburse the employee for the difference between his/her straight time earnings and the sum received for court services up to 14 days. If any District employee is released from jury duty before the end of the employee's work shift on that day, the employee must report directly to work for the balance of the employee's regularly scheduled hours, provided that the employee's combined hours of jury duty and work for that day do not exceed the number of hours the employee normally works during a day.

## **12.5 INSURANCE**

The District pays the premiums for health insurance coverage for all eligible full-time employees, their spouses and eligible dependents, if they choose to participate.

Detailed information on specific District insurance programs may be obtained from the Fire Chief. For further general information on District insurance programs, see Appendix F.

## **12.6 WORKER'S COMPENSATION INSURANCE**

The District provides a comprehensive worker's compensation insurance program at no cost to the employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must report the injury to their supervisor or the Fire Chief within 24 hours of the occurrence of the injury. No matter how minor an on-the-job injury may appear, it is important that it be reported as soon as reasonably known or recognized. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational,



social, or athletic activity sponsored by the District.

## **12.7 LEAVE OF ABSENCE**

The District provides leaves of absence without pay to Regular Full-time and Regular Part-time employees who wish to take time off from work duties to fulfill personal obligations, provided that such leave does not interfere with work schedules. As soon as employees become aware of the need for a personal leave of absence, they should request a leave from the Fire Chief.

Employees may request a leave of absence only after they have been on the regular payroll for six (6) months or more. A leave of absence will generally be granted for a period of up to 90 calendar days every one (1) year. If this initial period of absence proves insufficient, consideration will be given to a written request for a reasonable extension. With the immediate supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for a leave of absence will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the District until the end of the month in which the approved leave of absence begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from the leave of absence, benefits will again be provided by the District according to applicable plans.

Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When the leave of absence ends, reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the District cannot guarantee reinstatement in all cases. The employee will be maintained on a recall list for up to six months following the end of the leave of absence.

If an employee fails to report to work promptly at the expiration of the approved leave period, the District will assume the employee has resigned.

## **12.8 MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Please speak with the Fire Chief if you have any questions.

## **12.9 PREGNANCY-RELATED ABSENCES**

The District will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the Family and Medical Leave Act as outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave, but in accordance with the Family and Medical Leave Act, to the extent applicable.



## **12.10 EDUCATIONAL ASSISTANCE**

The District recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable positions within the District. If the employee voluntarily resigns employment within two (2) years of reimbursement, he/she will be required to repay the total amount received within the last one (1) year of employment.

### **Eligibility:**

1. An individual must complete 60 calendar days of service as a regular full-time employee.
2. An employee must remain on the active payroll and be performing their job satisfactorily through the completion of each course.
3. An employee must have a course approved by his/her immediate supervisor.
4. An employee may take up to two (2) courses concurrently during any one academic session (quarter/term/semester).
5. Tuition, registration and graduation fees may not exceed \$3500 per calendar year unless otherwise agreed upon by the Fire Chief in writing.
6. An employee must receive a grade of C/2.0 or better on a 4.0 scale for undergraduate courses. An employee must receive a B/3.0 or better on a 4.0 grade scale for advanced degree courses to be eligible for reimbursement.

### **Eligible Courses:**

1. Any course required as part of an accredited degree program (associates, bachelors, masters, and doctorate) and applied toward graduation. The degree must be applicable to current or future job requirements at District or,
2. Accredited college courses (graduate or undergraduate), that develop job-related skills in a current job or
3. Courses required as part of a professional or technical certification program that are a requirement of the employee's job or,
4. Certification exams and competency exams for which an employee receives college credit.
5. Courses and other outside training that offer Continuing Educations Units (CEU), or seminars may also be considered for this policy.





### **Application:**

1. Employees are responsible for all contact with their college of choice.
2. Employees must review proposed courses with their immediate supervisor and/or the Fire Chief to determine if eligibility requirements are being adhered to as outlined in this policy. The District shall have the discretion to determine if the eligibility requirements are satisfied.
3. Employees must submit a written request for reimbursement to the Fire Chief.

### **Reimbursement:**

1. An employee must submit a copy of the grade report along with original invoices and receipts showing proof of payment to the Fire Chief.
2. The Fire Chief will then process for payment.
3. Employees are responsible for all charges for ineligible courses, such as dropped courses or courses with ineligible grades.
4. Employees will be reimbursed for tuition, lab fees, registration, and graduation fees.
5. Employees will not be reimbursed for text books, elective activity fees, parking fees, tools, instruments, supplies, etc.

## **12.11 FAMILY AND MEDICAL LEAVE ACT**

The District will provide covered employees up to twelve (12) weeks of unpaid leave for certain family and medical reasons in accordance with the Family and Medical Leave Act of 1993 (FMLA). Employees who have completed one year of service for the District, who have worked at least 1,250 hours over the previous twelve (12) months of employment, and work at a location with 50 or more employees at the site or within 75 miles of the site are eligible. For the purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Any employee who meets the requirements of the FMLA is eligible to request family and medical leave as described in this policy.

### **Categories of FMLA Leave –**

Eligible employees may take up to 12 weeks of FMLA leave in a 12-month period for the following reasons:

#### **New Child Care –**

Unpaid leave for the birth of an employee's child, to care for the newborn child, and leave for placement with the employee of a child for adoption or foster care.

This category of leave may be taken by the mother, father or both. For married couples who both work for the District, the couple is entitled to a total of 12 weeks of leave in a 12-month period, rather than 12 weeks per spouse.

This category of leave must be completed within 12 months after the birth or placement of the child.

#### **Serious Health Condition**

The employee's own serious health condition – unpaid leave because of the employee's own serious health condition prevents the employee from performing the duties of his/her job.

Parent, child, or spouse serious health condition – leave because the employee is needed to provide care for the employee's parent, son, or daughter, or spouse because of such family member's serious health condition.

An employee may take serious health condition leave intermittently or on a reduced schedule basis if the employee's health care provider certifies that it is medically necessary. If an employee requires





intermittent or reduced schedule leave, the employee may be transferred to another position, with equivalent pay and benefits that better accommodates the employee's schedule.

#### Notice of Leave –

An employee must give at least 30 days' advance notice of a foreseeable leave. If the leave is not foreseeable 30 days in advance, the employee must give as much notice as practicable under the circumstances, in all cases within two business days of the time that the employee knows of the need for leave. Advance notice allows the District to plan and to avoid detrimental effects on its operations. The District requests that employees give as much notice of FMLA leave as possible.

An employee should refer a request for FMLA leave to both his/her immediate supervisor and the Fire Chief.

If an employee fails to give advance notice as required by this policy, leave may be denied or delayed until proper notice is given. Taking time off without proper notice may result in disciplinary action under the District's attendance policy.

#### Computation of Leave –

Each full week of work missed counts as one week of FMLA leave. If an employee misses part of a week, the employee will be charged with a proportional part of a week of FMLA leave, based on the proportion of normal work hours missed.

#### Consequences of Excess Leave –

If an employee is absent for a reason normally requiring FMLA leave, but for a total of more than 12 weeks during the 12-month period, the excess absences will not be subject to FMLA. The resulting absences will be counted under the District's attendance policy.

**Medical Certification –** When an employee requests FMLA leave because of a serious health condition, the employee must provide medical certification. The District will provide a certification form to the employee, who must have it completed by a health care provider and must return the form to the Fire Chief within 15 calendar days. The Fire Chief will review and provide the employee with a written response form.

The medical certification must include the first anticipated date of absence, a diagnosis, a brief statement describing treatment, and the expected date of return. For the employee's own serious health condition, the certification must also include a statement that the employee is unable to perform the essential functions of the employee's job. The medical certification to support leave for family medical reasons must include a statement that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time for which care is needed for which the employee's presence would be beneficial. If the employee requests intermittent leave or a reduced work schedule, the certification must include the dates, and duration of treatment and statement of medical necessity for taking intermittent leave or working a reduced schedule.

An employee will also be required to provide an updated medical certification if there is a significant change in the circumstances described in the original certification, such as a change in the anticipated duration or nature of the serious health condition.

An employee may be required to provide an updated medical certification upon request if the District receives information casting doubt upon the validity of the original certification.

#### Relationship of FMLA Leave to Paid Leave –

FMLA leave is unpaid leave. However, an employee may elect to use accrued paid time off in conjunction with FMLA leave. The District does not require this.

You may not engage in self-employment or other employment while on FMLA leave.

#### Benefits During FMLA Leave –

An employee's health benefits (including medical, dental, prescription drug benefits) will be maintained during any period of FMLA leave under the same conditions as if the employee continued to work.

Benefit accruals, such as vacation, sick leave, and holiday benefits will be suspended during the FMLA period and will resume upon return to active employment.



#### Return to Work –

When an employee returns to work from FMLA leave, the employee will be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment. Reinstatement to the same or an equivalent job may not be possible if the position or benefits would have been changed or eliminated if the employee had not been on FMLA leave. In that case, the employee will be given the same consideration as if the employee had not taken the leave.

If an employee takes FMLA leave for the employee's own serious health condition, the employee will be required to present a medical certification that the employee is able to return to work. If such certification is not received, the employee's return to work may be delayed until the certification is provided.

If the employee fails to return to work on the agreed upon return date, the District will assume the employee has resigned.

#### Calculation of Leave –

The District will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave to determine the amount of FMLA leave to which an employee is entitled.



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## **APPENDIX A**

### **EXEMPT POSITIONS**

Fire Chief

### **NON-EXEMPT POSITIONS**

Clerk

Officer

Firefighter

Deputy Chief



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## APPENDIX B

### Holidays

Regular full-time employees of the District are entitled to time off with pay on the following recognized holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a recognized holiday falls on a Saturday, the District will generally observe such holiday on the previous Friday. If a recognized holiday falls on a Sunday, the District will generally observe such as holiday on the following Monday.

Regular part-time employees of the District are entitled to four (4) hours of pay for each holiday noted above.



## APPENDIX C

### Vacation

#### **Regular full-time employees receive the following paid vacation time:**

- 40 hours, or 53 hours if shift firefighter, of vacation after six (6) months of continuous employment;
- 40 hours, or 53 hours if shift firefighter, of vacation after one (1) year of continuous employment;
- 80 hours, 106 hours if shift firefighter, of vacation after the employee's second, third and fourth anniversaries;
- 120 hours, or 159 hours if shift firefighter, of vacation after the employee's fifth, sixth, seventh, eighth and ninth anniversaries;
- 160 hours, or 213 hours if shift firefighter, of vacation after the employee's tenth, eleventh, twelfth, thirteenth and fourteenth anniversaries;
- 200 hours, or 253 hours if shift firefighter, of vacation after the employee's fifteenth and subsequent anniversaries.

The above is based on the schedule of a 40-hour work week, or 53 hours if a shift firefighter. If an employee's regular work week is less than 40 hours, he/she would be compensated based on the number of hours typically scheduled. Example: an employee whose work week is comprised of four (4) nine-hour days would be paid 36 hours for one week of vacation to mirror the regular schedule of compensation.

#### **Regular part-time employees receive the following paid vacation time:**

- 20 hours of vacation after six (6) months and one (1) year of continuous employment;
- 40 hours of vacation after the employee's second, third and fourth anniversaries;
- 60 hours of vacation after the employee's fifth, sixth, seventh, eighth and ninth anniversaries;
- 80 hours of vacation after the employee's tenth, eleventh, twelfth, thirteenth and fourteenth anniversaries;
- 100 hours of vacation after the employee's fifteenth and subsequent anniversaries.

Employees may not accumulate in excess of 40 hours more than their current year's allotment.

In order to avoid scheduling conflicts, employees must schedule their vacation with the approval of their immediate supervisor. No vacation may be taken without prior written approval.

Vacation requested one week prior to the first date of vacation will be approved unless prior business needs require the employee's presence at work. Vacation requested less than one week prior will be granted at the supervisor's discretion. Vacation must be requested at least 24 hours in advance.

Earned vacation benefits may be taken in a minimum of two (2) hour increments.

If an employee is eligible for holiday pay, and if a paid holiday falls within an employee's vacation period, the day will be treated as a holiday and not as a vacation day.

Employees who give proper notice of resignation and who have completed twelve (12) months of service to the District since their hire date will receive earned but unused vacation pay upon termination.

Employees who fail to give proper notice, or who fail to complete twelve (12) months of service to the District since their hire date, or who are discharged by the District, will not receive terminal vacation benefits.

Upon death of an active District employee, any earned but unused vacation benefits shall be paid to the deceased employee's estate.



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## APPENDIX D

### Mileage

Employees who are authorized to use their own personal vehicle for travel while on District business shall be reimbursed at the rate established by the Federal government.



## APPENDIX E

### Sick Leave

Regular full-time employees earn five (5) sick days per year, with a maximum accumulation of thirty (30) days. Regular part-time employees earn two and one half (2.5) sick days per year, with a maximum accumulation of 15 days. There shall be no payment for unused sick leave upon termination. A regular full-time and regular part-time retiring employee shall be paid for half of his/her unused sick time. The Fire Chief's Sick Leave is per Employment Agreement.

In addition to the first payroll check in January, eligible employees shall receive an additional check for fifty (50%) of any unused sick time in excess of thirty (30) days for a regular full-time employee and fifteen (15) days for a regular part-time employee.

New employees, having successfully completed their qualifying period of ninety (90) days, shall receive sick days as prorated from the end of their qualifying period through December 31 of that year.

Sick days shall be allocated to all eligible employees on January 1 of each calendar year.

Sick leave shall be for the employee's regularly scheduled hours, at the employee's regular straight time rate, and shall not include any over time or extra hours the employee might otherwise have worked. Sick leave pay will not be made for any illness, injury or disability which is compensable by worker's compensation, except to supplement worker's compensation benefits up to but not exceeding the wages the employee ordinarily would have earned but for the employee's personal illness, injury or disability.

For any illness extending beyond three (3) days, a doctor's certificate or other verification may be required. If required by the District, the doctor's certificate must certify that the employee had been treated, and whether or not the employee is able to resume either normal or limited job duties. The doctor's certificate must be submitted to the employee's immediate supervisor and/or the Fire Chief.

Sick leave pay shall not be granted for any illness, injury or disability occurring during an employee's paid vacation, on a paid holiday, or during any personal leave of absence which is not medically related. However, paid sick leave shall be granted for an eligible employee to the care of immediate family members (i.e., spouse, child or parent).



## APPENDIX F

### Insurance in General

The following provisions shall apply to all group insurance programs provided by the District.

1. For eligible employees, the District's continuation or termination of group insurance benefits, and the payment of premiums for such, shall be as follows:
  - A. The District will continue coverage and its premium payments on behalf of eligible employees during the approved but unpaid medical leave of absence.
  - B. The District will continue coverage and its premium payments on behalf of eligible employees only through the end of the month in which the approved unpaid personal leave of absence occurs.
  - C. The District will continue coverage and its premium payments on behalf of eligible employees only during the first 30 calendar days of a layoff.
  - D. All such insurance benefits, and the District's payment of premiums for such, shall terminate upon an employee's quit or discharge.
2. All group insurance benefits provided to eligible employees by the District are subject to the following additional terms and conditions:
  - A. Benefits are payable subject to the terms, conditions, and limitations of the applicable insurance plans.
  - B. All such benefits and coverage, including enrollment periods, coverage effective dates, employee and dependent eligibility, etc., shall be subject to the conditions and requirements of the applicable insurance programs and insurance carriers.
  - C. Subject to the terms and conditions of federal law, employees may be eligible to continue under the group insurance programs at their own expense, during limited times, when no longer eligible to receive District provided insurance. This pertains to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
3. Payment in lieu of health insurance.
  - A. Each full-time employee will be given the option of accepting a payment in lieu of participating in the District's health insurance plan. Payments will be **35%** of the hard cap contribution limits under the Publicly Funded Health Insurance Contribution Act and the employee's eligible status (single/double/family).
  - B. In order to obtain this payment, the employee must make his/her election by June of each fiscal year. Should the employee elect to waive his/her insurance and obtain the payment, he/she shall not be eligible to participate in the District's health insurance program for that premium year unless a qualifying event per state law. This payment is not available to District employees who are married to another District employee. Employees electing to opt out of the group medical insurance plan must present proof of insurance. The payment made to eligible employees who elect not to participate in the District's health insurance program will be distributed in equal monthly increments.





## APPENDIX G

### Drug-Free Workplace Statement

This statement is mandated by the Drug-Free Workplace Act of 1988, and it is provided in an effort to keep all District workplaces "drug-free". This statement is not a limitation upon the District's power or authority to discipline employees for violations of other District policies, including (without limitation) any District policy concerning controlled substances.

Drug abuse can have serious consequences in the workplace. Studies have revealed that drug abusers are significantly more accident prone than non-users and function at only sixty percent (60%) of their mental and physical capacity. In short, drug abuse imperils the safety and welfare of not only the drug abuser but co-workers and others. The District and each of its employees have a legitimate concern and interest in maintaining a drug-free workplace.

It is the District's intent to provide a drug-free and safe work environment. To this end, the District publishes the following notices to its employees:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, on District premises or while conducting District business is absolutely prohibited.
2. As a condition of employment with the District, each employee must abide by the terms of this statement and must notify the District of any conviction under a criminal drug statute for a violation thereof occurring on District premises or while conducting District business. Such notice to the Fire Chief or the Fire Chief's designee must be received not later than five (5) days after such conviction.
3. Any applicants who have been offered employment will be required to undergo screening for substance abuse as part of the standard pre-employment physical examination.
4. Employees who report to work, either during normal business hours or in response to an emergency situation, where a supervisor believes that a reasonable cause exists in reference to the violation of the policy (Section 7.11, Use of Alcohol and Drugs), may be required to undergo immediate testing. Refusal to take such a test will be regarded as gross insubordination.

Employees who have problems in any way related to substance abuse are encouraged to immediately seek professional assistance. Such assistance may be obtained through organizations such as the Allegan County Mental Health Department and Ottagan Alcoholic Rehabilitation, Inc. (OAR).



## APPENDIX H

### Standards of Conduct

1. No District employee may divulge to any unauthorized person confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
2. No District employee may represent a personal opinion as the position of the District.
3. No District employee may use personnel resources, property and funds under the employee's official care and control except in strict accordance with prescribed constitutional, statutory and regulatory procedures; no District employee may engage in such use for personal gain or benefit.
4. No District employee may, directly or indirectly, solicit or accept any gift or loan of money, goods, services or other thing of value for the benefit of any person or organization other than the District, which gift or loan tends to influence the manner in which the employee or any other public officer or employee performs official duties.
5. No District employee may engage in a business transaction in which the employee may profit from the employee's official position or authority or may benefit financially from confidential information the employee has obtained or may obtain by reason of such position or authority.
6. No District employee may engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of the employee's official duties, or when the employment or service may tend to impair the employee's independent judgment or action in the performance of official duties of the District.
7. No District employee may participate on behalf of the District in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to any business entity in which the employee has, directly or indirectly, a financial or personal interest.
8. These standards apply to District officials as well as employees.



## APPENDIX I

### ADA Policy

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the District to comply with all Federal and state laws concerning the employment of persons with disabilities.

It is the District policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The District will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation will not be hired. Current employees who post a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The Fire Chief is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy:

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such an impairment is a "disabled individual."
- "Direct threat to safety" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- "Reasonable accommodation" means making existing facilities readily accessible to and usable by individuals with disabilities through job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examination, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- "Undue hardship" means an action requiring significant difficulty or expense by the District. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources necessary; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire District; and (8) the relationship of the particular facility to the District. These are not all of the factors but merely examples.
- "Essential job functions" refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.





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**EMPLOYEE OR APPLICANT COPY**

Date notice sent:
Person to whom sent or given:
Employer:
Accommodation Request:

Completion of this form is voluntary

Authority: Public Act 220 of 1976, as amended.



## APPENDIX J

### Social Security Number Privacy Policy

The District is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

Pursuant to the Act, the privacy must at least:

- Ensure to the extent practicable the confidentiality of the Social Security numbers.
- Prohibit unlawful disclosure of the Social Security numbers.
- Limit who has access to information or documents that contain the Social Security numbers.
- Describe how to properly dispose of documents that contain the Social Security numbers.
- Establish penalties for violation of the privacy policy.

This Privacy Policy sets forth the District's policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.

It is the policy of the District to protect the confidentiality of Social Security numbers obtained in the ordinary course of District business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the District obtains or possesses except in accordance with the Act and this Privacy Policy.

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any District employee benefit plans.
- Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, timecards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure, or the transmission is encrypted.

District documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

All documents containing Social Security numbers shall be stored in a physically secure manner. Social



Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the District's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

The District shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The District will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the District for unlawful purposes.



## DEFINITIONS

**Applicant:** A person who has completed an application for employment with the District.

**Fire Board:** As mentioned in the handbook, the Saugatuck District Fire District Fire Administrative Board.

**Department Head:** An administrative employee who supervises, directs, and coordinates the operation of a particular District department as appointed by the Fire Chief.

**Exempt Employee:** A District employee who, because of his/her duties, responsibilities, and salary, is exempt from the overtime under the specific provisions of the federal and state laws.

**Human Resource Director:** The Fire Chief, or a person delegated by the Fire Chief, or an individual designated by the Fire Board to assume responsibility for administering the District's human resource functions.

**Immediate Supervisor:** Those persons designated by the Fire Chief as supervisors for certain employees.

**Job Description:** A written listing of a position's duties and responsibilities.

**Minimum Qualifications:** Minimum hiring or promotion standards for each position established by the Fire Chief which must be met by an applicant prior to placement of the applicant in the position. Those standards shall include education, training, licenses or certifications, and experience in other District positions or in positions outside District employment.

**Non-Exempt Employee:** A District employee who, because of his/her duties, responsibilities, and wage, is entitled to overtime pay under the specific provisions of federal and state laws.

**Official:** Properly authorized Fire Chief or Fire Board Members currently serving in office.

**Part-Time:** An employee who is regularly scheduled to work less than 16 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for other benefits with the exception of the deferred compensation program.

**Position:** A group of current duties and responsibilities assigned by the Fire Chief District and specified by a job description which requires the full or part-time employment of one person.

**Qualifying Employee:** Any person hired by the District serving a specified period to determine if the employee possesses the minimum requisite qualifications for the position.

**Regular Full-Time:** An employee who is regularly scheduled to work at least 40 hours or more per week. Generally, they are eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Regular Part-Time:** An employee who is regularly scheduled to work less than the full-time work schedule, but at least 16 hours per week. Regular part-time employees are eligible for some benefits offered by the District, subject to the terms, conditions, and limitations of each benefit program.



## MISSION



# SAUGATUCK TOWNSHIP FIRE DISTRICT

*Proudly serving : Douglas | Saugatuck | Saugatuck Township*



The Mission of the Saugatuck Township Fire District is to minimize community risks and improve the quality of life for all persons within Saugatuck Township Fire District.

**FIREFIGHTER CODE OF ETHICS**

# **Firefighter Code of Ethics**

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

# Saugatuck Township Fire District

## Policy Manual

### *Firefighter Code of Ethics*

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**that failure to resolve or report inappropriate use of this media equates to condoning this behavior.**

# Saugatuck Township Fire District

## Policy Manual

### Table of Contents

<b>Mission . . . . .</b>	<b>1</b>
<b>Firefighter Code of Ethics . . . . .</b>	<b>2</b>
<b>Chapter 1 - Fire Service Role and Authority . . . . .</b>	<b>9</b>
100 - Fire Service Authority . . . . .	10
101 - Oath of Office . . . . .	12
102 - Policy Manual . . . . .	13
<b>Chapter 2 - Organization and Administration . . . . .</b>	<b>16</b>
200 - Organizational Structure . . . . .	17
201 - Emergency Action Plan and Fire Prevention Plan . . . . .	21
202 - General Orders . . . . .	23
203 - Training Policy . . . . .	24
204 - Financial Conflict of Interest . . . . .	25
205 - Liability Claims . . . . .	26
206 - Electronic Mail . . . . .	27
207 - Administrative Communications . . . . .	29
208 - Minimum Staffing Levels . . . . .	31
209 - Post-Incident Analysis . . . . .	33
210 - Annual Planning Master Calendar . . . . .	37
211 - Solicitation of Funds . . . . .	39
<b>Chapter 3 - General Operations . . . . .</b>	<b>42</b>
300 - Incident Management . . . . .	43
301 - Emergency Response . . . . .	44
302 - Apparatus Operation . . . . .	46
303 - Fireground Accountability . . . . .	48
304 - Rapid Intervention/Two-In Two-Out . . . . .	50
305 - Urban Search and Rescue (USAR) . . . . .	53
306 - Tactical Withdrawal . . . . .	55
307 - Response Time Standards . . . . .	59
308 - Aircraft Operations . . . . .	61
309 - Atmospheric Monitoring for Carbon Monoxide . . . . .	63
310 - Staging . . . . .	65
311 - High-Rise Incident Management . . . . .	68
312 - Elevator Entrapments . . . . .	69
313 - Elevator Restrictions During Emergencies . . . . .	71
314 - Swiftwater Rescue and Flood Search and Rescue Responses . . . . .	72
315 - Confined Space Rescue Response . . . . .	74
316 - Wildland Firefighting . . . . .	79
317 - Trench Rescues . . . . .	80
318 - Carbon Monoxide Detector Activations . . . . .	82
319 - Safe Delivery of Newborns Law . . . . .	84

# Saugatuck Township Fire District

## Policy Manual

320 - Hazardous Materials Response . . . . .	88
321 - News Media and Community Relations . . . . .	91
322 - Scene Preservation . . . . .	95
323 - Child Abuse . . . . .	98
324 - Disposition of Valuables . . . . .	100
325 - Personal Firearms . . . . .	101
326 - Performance of Duties . . . . .	106
327 - Adult Abuse . . . . .	108
328 - Traffic Accidents . . . . .	110
329 - Line-of-Duty Death and Serious Injury Investigations . . . . .	113
330 - National Fire Incident Reporting System (NFIRS) . . . . .	116
331 - Community Volunteer Program . . . . .	117
332 - Ride-Along Program . . . . .	122
333 - Grocery Shopping On-Duty . . . . .	125
334 - Chaplains . . . . .	126
335 - Active Shooter and Other Violent Incidents . . . . .	132
<b>Chapter 4 - Fire Prevention . . . . .</b>	<b>135</b>
400 - Fire Inspections . . . . .	136
401 - Permits . . . . .	138
402 - Fire Investigations . . . . .	140
403 - Code Enforcement . . . . .	144
404 - Alternative Materials and Methods Requests . . . . .	146
405 - Community Fire Station Visitation Program . . . . .	148
406 - Fireworks Displays . . . . .	151
407 - Hazardous Materials Disclosures . . . . .	156
408 - Maximum Occupancy - Overcrowding . . . . .	157
409 - Juvenile Firesetter Referrals . . . . .	159
410 - Fire Watch Services . . . . .	162
<b>Chapter 5 - Emergency Medical Services . . . . .</b>	<b>165</b>
500 - Patient Care Records . . . . .	166
501 - Medical Supplies . . . . .	169
502 - Patient Refusal of Pre-Hospital Care . . . . .	171
503 - Do-Not-Resuscitate Orders . . . . .	175
504 - Latex Sensitivity . . . . .	178
505 - Controlled Substance Accountability . . . . .	180
<b>Chapter 6 - Training . . . . .</b>	<b>185</b>
600 - Fire Apparatus Driver/Operator Training . . . . .	186
601 - CPR and Automated External Defibrillator Training . . . . .	187
602 - Communicable Disease Training Program . . . . .	189
603 - Emergency Action Plan and Fire Prevention Plan Training . . . . .	191
604 - Hazard Communication Program Training . . . . .	193
605 - Hazardous Materials (HAZMAT) Training . . . . .	195
606 - Hearing Conservation and Noise Control Training . . . . .	199
607 - Heat Illness Prevention Training . . . . .	201

# Saugatuck Township Fire District

## Policy Manual

608 - Health Insurance Portability and Accountability Act (HIPAA) Training . . . . .	203
609 - National Incident Management System (NIMS) Training . . . . .	205
610 - Repetitive Motion Injuries and Ergonomics Training . . . . .	207
611 - Respiratory Protection Training . . . . .	209
612 - Training Records . . . . .	212
613 - Firefighter Health, Safety and Survival Training . . . . .	216
<b>Chapter 7 - Equipment and Technology . . . . .</b>	<b>218</b>
700 - Use of Department-Owned and Personal Property . . . . .	219
701 - Personal Communication Devices . . . . .	222
702 - Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance . . . . .	226
703 - Use of Department Vehicles . . . . .	227
704 - Information Technology Use . . . . .	230
705 - Mobile Data Terminal Use . . . . .	233
706 - Knox-Box® Access . . . . .	235
707 - Communications Operations . . . . .	238
708 - Public Alerts . . . . .	240
709 - Photography and Electronic Imaging . . . . .	242
710 - Non-Official Use of Department Property . . . . .	245
<b>Chapter 8 - Records Management . . . . .</b>	<b>246</b>
800 - Records Management . . . . .	247
801 - Release of Records . . . . .	249
802 - Subpoenas and Court Appearances . . . . .	253
803 - Patient Medical Record Security and Privacy . . . . .	257
<b>Chapter 9 - Safety . . . . .</b>	<b>264</b>
900 - Illness and Injury Prevention Program . . . . .	265
901 - Michigan Occupational Safety and Health Administration (MIOSHA) Inspections . . . . .	268
902 - Michigan Occupational Safety and Health Administration (MIOSHA) Notification of Illness, Injury or Death . . . . .	270
903 - Communicable Diseases . . . . .	272
904 - High-Visibility Safety Vests . . . . .	276
905 - Soft Body Armor . . . . .	278
906 - Apparatus/Vehicle Backing . . . . .	280
907 - Heat Illness Prevention Program . . . . .	283
908 - Respiratory Protection Program . . . . .	286
909 - Personal Alarm Devices . . . . .	295
910 - Health and Safety Officer (HSO) . . . . .	296
911 - Vehicle Safety Belts . . . . .	298
912 - Fire Station Safety . . . . .	299
913 - Ground Ladder Testing . . . . .	304
914 - Personal Protective Equipment . . . . .	305
915 - Hazardous Energy Control . . . . .	314
916 - Hazard Communication . . . . .	317
<b>Chapter 10 - Personnel . . . . .</b>	<b>319</b>

# Saugatuck Township Fire District

## Policy Manual

1000 - Promotions and Transfers . . . . .	320
1001 - Position Descriptions . . . . .	322
1002 - Career Tracks . . . . .	323
1003 - Fire Officer Development . . . . .	324
1004 - Emergency Recall . . . . .	325
1005 - Overtime . . . . .	327
1006 - Discriminatory Harassment . . . . .	329
1007 - Conduct and Behavior . . . . .	334
1008 - Personnel Complaints . . . . .	337
1009 - Personal Projects On-Duty . . . . .	345
1010 - On-Duty Voting in Elections . . . . .	346
1011 - Personnel Records . . . . .	347
1012 - Grievance Procedure . . . . .	350
1013 - Physical Fitness . . . . .	354
1014 - Critical Incident Stress Debriefing . . . . .	357
1015 - Workplace Violence . . . . .	363
1016 - Lactation Breaks . . . . .	366
1017 - Smoking and Tobacco Use . . . . .	368
1018 - Drug- and Alcohol-Free Workplace . . . . .	369
1019 - Uniform Regulations . . . . .	372
1020 - Badges . . . . .	374
1021 - Identification Cards . . . . .	376
1022 - Workers' Compensation-Related Illness and Injury Reporting . . . . .	378
1023 - Temporary Modified-Duty Assignments . . . . .	380
1024 - Release of HIPAA-Protected Information . . . . .	383
1025 - Return to Work . . . . .	384
1026 - Line-of-Duty Death . . . . .	386
1027 - Line-of-Duty Death and Serious Injury Notification . . . . .	389
1028 - Family Support Liaison . . . . .	393
1029 - Funerals . . . . .	395
1030 - Family and Medical Leave . . . . .	398
1031 - Military Leave . . . . .	405
1032 - Driver's License Requirements . . . . .	410
1033 - Nepotism and Conflicting Relationships . . . . .	412
1034 - Member Speech, Expression, and Social Networking . . . . .	415
1035 - Anti-Retaliation . . . . .	419
1036 - DOT Drug and Alcohol Testing . . . . .	422
<b>Chapter 11 - Facility . . . . .</b>	<b>429</b>
1100 - Facility Security . . . . .	430
1101 - Emergency Power . . . . .	432
1102 - Wastewater Discharge . . . . .	434
1103 - Flag Display . . . . .	440
1104 - Department Use of Fire Detection and Suppression Systems . . . . .	442
1105 - Fire Station Living . . . . .	443
<b>Attachments . . . . .</b>	<b>445</b>

# Saugatuck Township Fire District

## Policy Manual

---

STFD V10 Handbook 20200620.pdf . . . . .	446
Carrying_Weapons_On-Duty.pdf . . . . .	447
STFD Flow Chart - 20200414.pdf . . . . .	448



## Chapter 1 - Fire Service Role and Authority

# Fire Service Authority

## 100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Saugatuck Township Fire District and the individual members.

## 100.2 POLICY

It is the policy of the Saugatuck Township Fire District to limit its members to only exercise the authority granted to them by law.

While the Saugatuck Township Fire District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

## 100.3 ORGANIZATIONAL POWERS

This department is authorized by the Fire District pursuant to state law to perform fire suppression and related services including but not limited to:

- (a) Fire prevention and fire code enforcement (MCL 29.2b; MCL 29.7a; MCL 29.8).
- (b) Fire suppression services (MCL 42.13; MCL 70.1; MCL 109.1; MCL 124.602).
- (c) Fire origin and cause investigation (MCL 29.7a; Mich. Admin. Code R. 29.1652; Fire Code, Ch. 1).
- (d) Emergency Medical Services (EMS) (MCL 124.602; MCL 333.20948).

## 100.4 FIREFIGHTER POWERS

Firefighters are sworn, appointed, or elected members of this department and are authorized to exercise the following authority pursuant to applicable state and local law or ordinances (MCL 29.362):

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication, and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland, and other types of fires
- (c) Investigate the origin and cause of fires (MCL 29.7a)
- (d) Collect and preserve evidence when a fire is of a suspicious origin (MCL 28.609c)
- (e) Possess law enforcement officer status when serving as a fire arson investigator who is sworn and fully empowered by the Chief of Police/Sheriff (MCL 28.602)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue, and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

# Saugatuck Township Fire District

## Policy Manual

### *Fire Service Authority*

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- (i) Inspect vehicles transporting hazardous materials (MCL 29.5a)

#### **100.5 CONSTITUTIONAL REQUIREMENTS**

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States Constitution and the Constitution of the State of Michigan.

#### **100.6 SUPERVISORY AUTHORITY**

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Fire Chief, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules, regulations, and applicable collective bargaining agreements.

## Oath of Office

### 101.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate or required, are administered to department members in the correct form and are filed per the requirements of Michigan law (MCL 15.151; MCL 28.602).

### 101.2 POLICY

It is the policy of the Saugatuck Township Fire District that, when appropriate or required, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties (MCL 28.602).

### 101.3 OATH OF OFFICE

All sworn, appointed or elected personnel, when appropriate or required, shall take and subscribe to the oath prescribed by law (MCL 15.151).

The form of the oath shall be as follows:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ according to the best of my ability." (Const 1963, art 11 § 1).

When a person to be sworn has conscientious scruples against taking an oath, he/she shall be permitted to be affirmed. The words of the affirmation shall be the same as the words of the prescribed oath, except that the word "affirm" shall be substituted for the word "swear."

### 101.4 MAINTENANCE OF RECORDS

The oath of office shall be filed with the Fire District Clerk as prescribed by law or shall be filed in accordance with the established records retention schedule.

# Policy Manual

## 102.1 PURPOSE AND SCOPE

The Policy Manual of the Saugatuck Township Fire District is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

## 102.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

### 102.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Saugatuck Township Fire District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Fire District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Saugatuck Township Fire District reserves the right to revise any policy content, in whole or in part.

### 102.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, Fire District policy or collective bargaining agreement, such law, Fire District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Department will seek to resolve the conflict.

# Saugatuck Township Fire District

## Policy Manual

### *Policy Manual*

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#### **102.3 AUTHORITY**

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire Chief or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

#### **102.4 DEFINITIONS**

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**Fire District** - The Fire District of Saugatuck Township Fire.

**Civilian** - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

**Department/STFD** - The Saugatuck Township Fire District.

**Employee** - Any person employed by the Department.

**Fire Code** - The Michigan Fire Prevention Code and the 2006 National Fire Protection Association (NFPA) Uniform Fire Code fire code as amended and adopted (MCL 29.1 et seq.; Mich. Admin. Code, R 29.1652).

**Firefighter/Sworn, appointed or elected** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed or elected members of the Saugatuck Township Fire District.

**Health and Safety Officer** - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Saugatuck Township Fire District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

**Manual** - The Saugatuck Township Fire District Policy Manual.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the Saugatuck Township Fire District, including:

- Full- and part-time employees including call firefighters
- Sworn, appointed or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

# Saugatuck Township Fire District

## Policy Manual

### *Policy Manual*

---

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

#### **102.5 DISTRIBUTION OF THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

#### **102.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

#### **102.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Fire Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

## Chapter 2 - Organization and Administration



# Organizational Structure

## 200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Saugatuck Township Fire District. This policy also provides guidance regarding the department's reporting process through the chain of command.

## 200.2 POLICY

It is the policy of the Saugatuck Township Fire District to organize its resources in a manner that allows for effective and efficient service delivery to the public. The Saugatuck Township Fire District shall prepare and maintain a statement or written policy that establishes its basic organizational structure and that establishes the type, amount and frequency of training to be provided to fire service personnel. The Department shall also maintain training records. The organizational statement and training records shall be available for inspection by the Director of the Michigan Department of Licensing and Regulatory Affairs or his/her authorized representative and by an employee or his/her authorized representative (Mich. Admin. Code, R 408.17411).

To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

## 200.3 DIVISIONS

The Fire Chief is responsible for managing the Saugatuck Township Fire District. The following Divisions make up the Saugatuck Township Fire District:

- Administration Division
- Emergency Response Division
- Department of Fire Prevention Division

### 200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by a Fire Chief and provides administrative support to the Fire Chief; prepares and coordinates the department budget; acts as liaison with the Office of the Fire Chief regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the Department, the Fire District staff and Fire District officials.

It is the responsibility of the Administration Fire Chief to prepare and maintain a current organizational chart.

# Saugatuck Township Fire District

## Policy Manual

### *Organizational Structure*

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#### **200.3.2 EMERGENCY RESPONSE DIVISION**

The Emergency Response Division is directed by a Fire Chief. The Emergency Response Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

#### **200.3.3 DEPARTMENT OF FIRE PREVENTION DIVISION**

The Department of Fire Prevention Division is directed by a Fire Marshal. The Department of Fire Prevention Division's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Department of Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the Saugatuck Township Fire District.

#### **200.4 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

#### **200.5 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of the Saugatuck Township Fire District shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents (Mich. Admin. Code, R 408.17451).

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Saugatuck Township Fire District shall generally conduct department business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning department matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

# Saugatuck Township Fire District

## Policy Manual

### *Organizational Structure*

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Other than the exceptions set forth below, no member of the Saugatuck Township Fire District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Saugatuck Township Fire District without having first informed the Fire Chief through the chain of command.

[See attachment: STFD Flow Chart - 20200414.pdf](#)

#### **200.6 DIRECTIVES AND ORDERS**

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

#### **200.7 ALTERNATE CHANNELS OF COMMUNICATION**

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department, or involves other members or supervisors, the member may consult directly with the Fire Chief, the Fire Chief, or a representative of the Office of the Fire Chief.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Fire Chief. If the complaint is about the Fire Chief, members may go directly to the Fire Administrative Board

# Saugatuck Township Fire District

## Policy Manual

### *Organizational Structure*

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The Michigan Whistleblowers' Protection Act provides that an employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a violation or a suspected violation of a law, regulation, or rule promulgated pursuant to Michigan law, a political subdivision of Michigan or the United States, to a public body, unless the employee knows that the report is false, or because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action (MCL 15.362).

Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

# Emergency Action Plan and Fire Prevention Plan

## 201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any department facility and ensure compliance with the Code of Federal Regulations (CFR) and Michigan law mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP).

## 201.2 POLICY

The Saugatuck Township Fire District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

## 201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Administration Fire Chief will develop and maintain an EAP and FPP to provide for the safety of department members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in 29 CFR 1910.38 and 29 CFR 1910.39 and will address all buildings, facilities, and regular places of work or visitor access that are controlled by the Department. The plan also will address actions that members of the Department must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include but are not limited to (29 CFR 1910.38; MCL 408.1014):
  - 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
  - 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
  - 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
  - 4. Rescue and medical duties.
  - 5. Means of reporting fires and other emergencies.
  - 6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
  - 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
  - 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include but are not limited to (29 CFR 1910.39; MCL 408.1014):
  - 1. A list of major fire hazards, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures, and the type of fire equipment necessary to control the hazard.

# Saugatuck Township Fire District

## Policy Manual

### *Emergency Action Plan and Fire Prevention Plan*

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2. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
  3. Procedures to control the accumulation of flammable and combustible waste.
  4. Names and job titles of persons responsible for control of fuel source hazards.
  5. Names and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
- (c) The written EAP and FPP shall be kept at each department workplace or facility and shall be made available for member and visitor review.

#### **201.4 TRAINING**

The Department will provide training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (29 CFR 1910.38; 29 CFR 1910.39; MCL 408.1014).

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## General Orders

### 202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to department policy. The Saugatuck Township Fire District will, as necessary, issue General Orders that will immediately modify or change and supersede the sections of this manual to which they pertain.

### 202.2 POLICY

It is the policy of the Saugatuck Township Fire District to make any immediate changes to policy and procedure in accordance with the current management rights by the Michigan Employment Relations Commission. Generally, the establishment of General Orders is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the Department to comply with any meet-and-confer requirements between labor groups and authorized department representatives.

### 202.3 RESPONSIBILITIES

The Fire Chief shall issue all General Orders.

All department officers and/or supervisors shall be responsible for communicating General Orders to all members under their command and/or direct supervision.

General Orders will be rescinded upon incorporation into this manual.

All General Orders shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the Department.

## Training Policy

### 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the Department will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### 203.2 POLICY

The Department seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels, and legal mandates.

Whenever possible, the Department will use courses certified by the Michigan Fire Fighter's Training Council (MFFTC), Michigan Occupational Safety and Health Administration (MIOSHA), Michigan State Police (MSP), U.S. Department of Homeland Security, or other accredited entities.

### 203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Reduce risk and enhance safety.

### 203.4 TRAINING PLAN

A training lesson plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review, and update the training plan on an annual basis, ensuring that all mandated training is achieved (MCL 29.369). All training records will be maintained in accordance with established records retention schedules (Mich. Admin. Code, R 408.17411).

### 203.5 TRAINING NEEDS ASSESSMENT

The Training Officer will conduct an annual training needs assessment. The training needs assessment will be completed by December 1st of each calendar year for the upcoming year of training and submitted to the [agencyhead] for approval. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year (Mich. Admin. Code, R 408.17411).



## Financial Conflict of Interest

### **204.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide a uniform method for complying with Michigan law regarding contracts of public servants with public entities.

### **204.2 POLICY**

It is the policy of the Saugatuck Township Fire District to comply with state requirements regarding members who may be involved in contracts that provide services to the Fire District.

### **204.3 DEPARTMENT RESPONSIBILITIES**

The Saugatuck Township Fire District will not enter into any contracts for goods or services with members except as expressly noted in the exceptions provided for in Michigan law (MCL 15.321 et seq.). If such contracts meet legal exceptions, the Saugatuck Township Fire District will ensure that all notification and disclosure requirements are made in a manner as specified in Michigan law (MCL 15.323; MCL 15.325).

## Liability Claims

### 205.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the Department.

### 205.2 POLICY

It is the policy of this department to evaluate and resolve claims in a timely manner, as appropriate.

### 205.3 RESPONSIBILITY

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the Department.

Any member of this department who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the Department, shall forward the information to the risk manager as soon as practicable.

### 205.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the department's governing body.

The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely.

## Electronic Mail

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

### 206.2 POLICY

Saugatuck Township Fire District members shall use email in a professional manner in accordance with this policy, local Fire District rules, and the Michigan Freedom of Information Act (FOIA).

### 206.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department technology system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, or any information placed into storage on any department system or device. This includes records of all keystrokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

### 206.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration, or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name, or password.

# Saugatuck Township Fire District

## Policy Manual

### *Electronic Mail*

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#### **206.5 EMAIL RECORD MANAGEMENT**

Email may, depending upon the individual content, be a public record under the Michigan FOIA and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records and Freedom of Information Act coordinator shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy (MCL 15.232).

# Administrative Communications

## 207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Department.

## 207.2 POLICY

It shall be the policy of the Saugatuck Township Fire District to control the use of the name of the Department and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

## 207.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

## 207.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on department letterhead.

All department letterhead shall bear the signature element of the Fire Chief in addition to the actual signature of an authorized signer. The Fire Chief has the authority to waive this requirement, and allow single signature letters. Members of the Department may use letterhead only for official business and with approval of their supervisor.

## 207.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the Department, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized department memorandum format include:

- A standard heading, including the name of the Department.
- The date of the memorandum.

# Saugatuck Township Fire District

## Policy Manual

### *Administrative Communications*

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- The intended recipient of the memorandum.
- The name, rank and division of the Department member creating the memorandum.
- A brief statement of the subject of the memorandum.

#### **207.6 FACSIMILE COVER SHEETS**

All outgoing facsimile transmissions should include a standard department cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

#### **207.7 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Fire Chief or the authorized designee.

## Minimum Staffing Levels

### 208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs, and unique local or regional circumstances, consistent with Michigan law (MCL 333.20921).

Staffing levels may be established through adopted Standards of Cover or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief and any protocols of the local medical authority.

#### 208.1.1 DEFINITIONS

Definitions related to this policy include:

**Qualified** - Any member who has satisfactorily met the requirements for the position (e.g., firefighter/operator, Fire Officer), either through promotional examination or a training program approved by the Department.

### 208.2 POLICY

The Department balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the Department.

### 208.3 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine companies should be comprised of a minimum of one firefighter/operator and one firefighter.
- (b) Ladder trucks or aerial units should be comprised of a minimum of, one firefighter/operator and one firefighter.
- (c) Rescue squads should be staffed with two firefighters.
- (d) Medic units shall be staffed as prescribed by Michigan law and protocols of the local medical control authority. Ambulances providing patient transport shall be staffed as follows (MCL 333.20921):
  - (a) Medical First Response apparatus as providing emergency medical services shall be staffed with at least one Emergency Medical Responder (EMR) or one Medical First Responder (MFR).
  - (b) Ambulances designated as providing basic life support shall be staffed with at least one Emergency Medical Technician (EMT) and one medical first responder.

# Saugatuck Township Fire District

## Policy Manual

### *Minimum Staffing Levels*

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- (c) Ambulances designated as providing limited advanced life support shall be staffed with at least one EMT specialist and one EMT.
- (d) Ambulances designated as providing advanced life support shall be staffed with at least one paramedic and one EMT.

If staffing falls below minimum guideline levels, the Fire Chief or Fire Chief shall have the authority to call back a sufficient number of personnel to fill vacancies. This includes holding over personnel from a previous shift.

The Fire Officer is responsible for promptly notifying the Fire Chief in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should notify Central Dispatch that the unit is understaffed and request that an additional unit respond, if necessary.



## Post-Incident Analysis

### 209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the Department. This policy describes the various types of PIA that can be used in the evaluation of department performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 209.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use the PIA as a tool for Incident Commanders (ICs), Fire Marshals, Fire Chiefs, Shift Commanders and command staff to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

#### 209.2.1 RESPONSIBILITIES

The ICs, Fire Marshals, Fire Chiefs, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

### 209.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Department to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

(a) A PIA may include:

1. Evaluation of the overall operational effectiveness.

## *Post-Incident Analysis*

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2. Evaluation of safety procedures.
  3. Evaluation of the success or failure of tactical objectives.
  4. Evaluation of the application and effectiveness of policies and/or procedures.
  5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by Fire Officers and staff teams to:
1. Reinforce the incident management system.
  2. Evaluate current training programs and/or identify training needs.
  3. Evaluate current policies and procedures.
  4. Identify and prioritize planning needs for the future.
  5. Identify equipment problems/concerns.
  6. Evaluate fire prevention inspection and public education effectiveness.

### **209.4 TYPES OF POST-INCIDENT ANALYSIS**

#### **209.4.1 HOT WASH**

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

#### **209.4.2 INFORMAL PIA**

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

#### **209.4.3 COMPANY-LEVEL PIA**

A company-level PIA is highly encouraged and should be a standard communication tool for all Fire Officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

# Saugatuck Township Fire District

## Policy Manual

### *Post-Incident Analysis*

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Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

#### 209.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
  - 1. Multiple-alarm structure fires.
  - 2. Multiple-alarm brush fires.
  - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
  - 4. Multiple-alarm special operations incidents.
  - 5. Major disaster drills.
  - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
  - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  - 2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
  - 3. Any fire resulting in a fatality.
  - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  - 5. Any “close call” incident where firefighters could have been injured.
  - 6. Any hazardous materials incident with multi-company involvement.
  - 7. Any specialty rescue operation with multi-company involvement.
  - 8. Any incident, at the IC’s discretion or at the request of a Fire Officer.
- (c) The Training Division Fire Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
  - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
  - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
  - 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
  - 4. Notifying Shift Commanders.
  - 5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
  - 6. Arranging move-up and/or cover companies from other departments.

# Saugatuck Township Fire District

## Policy Manual

### *Post-Incident Analysis*

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The Duty Officer is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within 30 days if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

# Annual Planning Master Calendar

## 210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of department resources, training, and other activities.

### 210.1.1 DEFINITIONS

Definitions related to this policy include:

**Target hazard** - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; and have a significant impact on the community if the building or occupancy were destroyed.

## 210.2 POLICY

The Saugatuck Township Fire District will establish, update, and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

## 210.3 RESPONSIBILITIES

The Administration Fire Chief is responsible for creating and maintaining a calendar that includes a schedule of all training required in compliance with state and federal regulations, required inspections, and other significant activities (Mich. Admin. Code, R 408.17411). The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) and Michigan Occupational Safety and Health Administration (MIOSHA) training.
- (b) All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local medical control authority and Michigan Department of Health and Human Services and National Registry requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS), and other required MIOSHA training, in addition to hazardous material training, wildland interface training, and target hazard training as required by federal, state, and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work, and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all plot plans and pre-fire plans.
- (f) Protective clothing inspections.
- (g) Self-contained breathing apparatus (SCBA) inspections and testing.

# Saugatuck Township Fire District

## Policy Manual

### *Annual Planning Master Calendar*

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- (h) Hose and ladder inspection, including aerial inspections.
- (i) Vehicle and pump capacity inspection and testing.
- (j) Annual medical evaluation of personnel.
- (k) Annual quantitative and qualitative fit testing of respiratory protection devices.
- (l) MIOSHA-required vehicle inspections.
- (m) All other training and inspections required by any federal, Michigan, or local agency.

## Solicitation of Funds

### 211.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the Department are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the Department or the use of the Department name, insignias, equipment or facilities.

#### 211.1.1 DEFINITIONS

Definitions related to this policy include:

**Fundraising** - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

### 211.2 POLICY

It shall be the policy of this department that all fundraising activities involving on-duty members or use of department equipment for the financial benefit of the Department must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the Department. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of department-sponsored or hosted events, or to events when members attend as representatives of the Department.

### 211.3 GUIDELINES

Fundraising activities or events involving the Department should incorporate:

- (a) Compliance with applicable federal, state and local laws and regulations, including the Public Safety Solicitation Act, if applicable (MCL 14.301 et seq.).
- (b) Compliance with department and governing-body policies.
- (c) A benefit to the Department that is consistent with the Department mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this department or a hired solicitor.

# Saugatuck Township Fire District

## Policy Manual

### *Solicitation of Funds*

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- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology, and to reduce or cease sending printed or electronically transmitted material concerning the Department will be honored.
- (i) Respect of donors' privacy and a commitment that the Department will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

#### **211.4 DEPARTMENT-SPONSORED EVENTS**

The following also apply to department-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

#### **211.5 FUNDRAISING ON BEHALF OF OTHERS**

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the Department is permissible provided that the fundraising standards and event prerequisites listed above are followed.



# Saugatuck Township Fire District

## Policy Manual

### *Solicitation of Funds*

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Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the Department and the organizers of the activity that includes:

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other department funds.

The Department reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

## Chapter 3 - General Operations

# Incident Management

## 300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**All-hazards** - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

**Emergency operations** - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. Emergency operations include fire or non-fire incidents, rescues, extrications, hazardous material releases, and natural disasters where fire department response can be anticipated and which subject the fire personnel to personal injury or hazards (Mich. Admin. Code, R 408.17403).

## 300.2 POLICY

It is the policy of the Saugatuck Township Fire District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency operations. All emergency operations-related activities shall be managed in accordance with established ICS/NIMS methods and procedures.

## 300.3 INCIDENT MANAGEMENT

The Administration Fire Chief should ensure the Department adopts written ICS/NIMS procedures and training that are compliant with Michigan law and compatible with neighboring jurisdictions. These procedures should be available to members.

The Department shall also develop written procedures for the treatment and transport of injured members from an emergency scene to a medical facility (Mich. Admin. Code, R 408.17451).

Emergency operations shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory, or command level assignments as specified in Mich. Admin. Code, General Industry Safety Standards, Part 74, Appendix A.

## Emergency Response

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of department members and the public by requiring operators of department vehicles to conform to applicable Michigan laws and regulations during an emergency response.

#### 301.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized emergency vehicle** - Fire department vehicles, ambulances, and privately owned vehicles of volunteer or paid members if authorized by the chief of an organized fire department (MCL 257.2).

**Emergency response** - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property.

### 301.2 POLICY

It is the policy of the Saugatuck Township Fire District to appropriately respond to all emergency calls.

### 301.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment and shall sound the siren or other lawful audible device as may be reasonably necessary (MCL 257.603).

Responding with emergency lights and siren or other lawful audible device does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red or blue light and siren or other lawful audible device does not provide any exemption from the Michigan Vehicle Code.

Personnel should only respond with emergency lights and siren or other lawful audible device when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren or other lawful audible device shall observe all traffic laws and proceed without the use of emergency lights and siren or other lawful audible device.

### 301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel

# Saugatuck Township Fire District

## Policy Manual

### *Emergency Response*

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must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

#### **301.5 INITIATING AN EMERGENCY RESPONSE**

If a Fire Officer believes an emergency response to any call is appropriate, the Fire Officer shall ensure Central Dispatch is immediately notified.

#### **301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL**

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response (MCL 257.632).

In addition, emergency vehicle operators shall reduce speed at all street intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light, or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Fire Officer. If, in the judgment of either individual, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the Fire Officer should ensure Central Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

#### **301.7 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the Fire Officer shall notify Central Dispatch of the equipment failure so that another apparatus may be assigned to the emergency response.

# Apparatus Operation

## 302.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to prevent damage to fire apparatus and maintain operational readiness.

## 302.2 <B>DRIVER RESPONSIBILITIES PRIOR TO APPARATUS OPERATION</B>

Prior to departure from any point, apparatus operators shall be responsible for the following:

- (a) Perform a 360-degree inspection of the apparatus to ensure all cabinets, doors, and equipment are secured.
- (b) Adjust all mirrors to provide a clear view of all objects behind the apparatus and the side compartments of the apparatus itself.
- (c) Check the mirrors prior to moving to ensure all cabinets and doors are closed, and all personnel are safely clear of the apparatus.
- (d) Confirm that there are no active warning indicators inside the cab.

## 302.3 <B>MEMBER RESPONSIBILITIES WHEN OPENING APPARATUS CABINETS</B>

The following procedures are applicable when a cabinet door is opened for any period longer than the reasonable amount of time it would take to retrieve a piece of equipment and immediately close the cabinet. Examples include, medical bag checks, small engine checks, and air pack inspections.

- (a) Prior to opening a cabinet on an apparatus, a "Cabinet Open" sign shall be hung on the driver's window.
- (b) Once the cabinet is open, he/she who opened it should maintain a direct line-of-sight to the cabinet until it has been closed.

## 302.4 DRIVER RESPONSIBILITIES FOLLOWING APPARATUS OPERATION

Upon returning an apparatus to the station the apparatus operator shall be responsible for the following.

- (a) The amount of fuel for the apparatus shall be greater than three quarters of the maximum capacity.
- (b) All equipment shall be cleaned and returned to its proper place.
- (c) Any expended equipment or supplies shall be replenished.
- (d) The operator's seat shall be returned to the "all the way back" position and the steering wheel tilted to the "all the way up" position.
- (e) The interior and exterior of the apparatus shall be cleaned as to maintain an environment free of dirt and debris.
- (f) All headsets shall be accounted for and connected to their respective chargers

# Saugatuck Township Fire District

## Policy Manual

### *Apparatus Operation*

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- (g) All portable radios shall be accounted for and secured in their proper charging position. Portable radios not stored on a charger shall require the battery be changed when the battery level indicated is less than fifty percent of its maximum capacity.
- (h) The apparatus itself shall be plugged in to its respective power supply.
- (i) All apparatus and equipment should be sanitized as required.

\*If a member/driver is unable to perform any one of the actions set forth in Section 302.4, the current shift officer shall be notified prior to the member/driver exiting the station.

## Fireground Accountability

### 303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident as required by Michigan law (Mich. Admin. Code, R 408.17451).

#### 303.1.1 DEFINITIONS

Definitions related to this policy include:

**Personnel Accountability Report (PAR)** - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

### 303.2 POLICY

It is the policy of this department that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems (Mich. Admin. Code, R 408.17451).

### 303.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures (Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17451).

This system should constantly monitor the status of all emergency personnel, both of department members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form ICS-201 for Incident Commanders (ICs) or some similar process, should be used and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of department vehicles.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.



### *Fireground Accountability*

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Division or group supervisors should be assigned to keep track of all crews under their supervision. Fire Officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

#### **303.4 REPORTING**

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

##### **303.4.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)**

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

## Rapid Intervention/Two-In Two-Out

### 304.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped, or injured by adhering to the two-in/two-out standard and designating rapid intervention teams (RITs).

#### 304.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life and health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Initial rapid intervention team (IRIT)** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

**Mayday** - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

**Rapid intervention team (RIT)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor, and provide for effective emergency rescue of responders in IDLH atmospheres.

### 304.2 POLICY

It is the policy of the Saugatuck Township Fire District to ensure that adequate personnel are on-scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

### 304.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134; Mich. Admin. Code, R 408.17451).

## *Rapid Intervention/Two-In Two-Out*

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- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
  - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

### **304.4 INITIAL DEPLOYMENT**

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident (Mich. Admin. Code, R 408.17451).

### **304.5 RIT DUTIES**

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor, and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

### **304.6 EMERGENCY DEPLOYMENT OF A RIT**

When a Mayday firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location, and condition of the trapped or missing firefighter, while the second person should communicate with the trapped or missing firefighter and offer support on the tactical channel.

For an emergency deployment of a RIT, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

# Saugatuck Township Fire District

## Policy Manual

### *Rapid Intervention/Two-In Two-Out*

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The RIT supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups, or other organizational elements.

## Urban Search and Rescue (USAR)

### 305.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) and Michigan Urban Search and Rescue (USAR) Response Systems as resources for disaster response.

### 305.2 POLICY

It is the policy of the Saugatuck Township Fire District to utilize the FEMA and Michigan resources in the event of an urban disaster, as appropriate.

### 305.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - Finding victims who are trapped after a disaster
- (b) Rescues - Freeing victims, including safely digging victims out of collapsed concrete or metal
- (c) Technical - Applying specialized structural knowledge to help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

#### 305.3.1 FEDERAL RESOURCES

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Saugatuck Township Fire District's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing

### *Urban Search and Rescue (USAR)*

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- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue Teams
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

#### 305.3.2 MICHIGAN RESOURCES

Michigan Task Force 1 (MI-TF1) provides a functional task force capable of effective USAR operations and immediate response in Michigan. The five functional areas of MI-TF1 include supervision, search, rescue, medical, and logistics.

The Michigan USAR systems consists of the following components:

- 1 USAR Task Force
- 1 USAR Strike Team
- 1 Search Team
- 1 Incident Support/Advance Team

The Michigan Mutual Aid Box Alarm System (MI-MABAS) is the sponsoring agency for MI-TF1 and coordinates intrastate and interstate deployments.

# Tactical Withdrawal

## 306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances, or events. The violence or threat need not be specifically directed at department members to justify the application of this policy.

## 306.2 POLICY

The Saugatuck Township Fire District is committed to the safety of its members. It is the policy of the Saugatuck Township Fire District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations, or any other circumstance presenting a real or perceived imminent threat to member safety.

## 306.3 THREAT ASSESSMENT

All members of the Department are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events, and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations, or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the Department with violence or harm.
- (d) Any scene where members of the Department are attacked in any way. Examples include rocks, bottles, or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (e) Any event involving civil disturbance, large-scale demonstrations, or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

## *Tactical Withdrawal*

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The Incident Commander (IC), scene supervisor, or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and relayed down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

### **306.4 CONDUCTING TACTICAL WITHDRAWALS**

#### **306.4.1 WITHDRAWAL OPTIONS**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
  - 1. If a tactical withdrawal occurs during the response phase of an incident, the department member responsible for initiating the withdrawal is responsible for notifying all responding units and Central Dispatch of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Central Dispatch notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
  - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Central Dispatch of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

#### **306.4.2 WITHDRAWAL GUIDELINES**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual



## *Tactical Withdrawal*

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units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Central Dispatch should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

### **306.5 PATIENT CARE CONSIDERATIONS**

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment, and transport per protocol. In the event that law enforcement personnel and department members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

### **306.6 NOTIFICATIONS**

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Fire Chief. The Fire Chief should ensure that all Emergency Response Division personnel are immediately notified of the location and circumstances of the incident.

The Fire Chief should coordinate with Central Dispatch and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

# Saugatuck Township Fire District

## Policy Manual

### *Tactical Withdrawal*

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## Response Time Standards

### 307.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

#### 307.1.1 DEFINITIONS

Definitions related to this policy include:

**Dispatch processing time** - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

**Response time** - The time elapsed between the dispatch center receiving the first notification of the alarm and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

**Travel time** - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

**Turnout time** - The time elapsed between Central Dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

### 307.2 POLICY

It is the policy of the Saugatuck Township Fire District to document all department response times to emergency incidents and establish response time baselines and performance objectives.

### 307.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established department Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Six minutes or less for the arrival of the first engine company at a fire suppression incident.
- (e) Eight minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- (f) Six minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (g) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the Department.

# Saugatuck Township Fire District

## Policy Manual

### *Response Time Standards*

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#### **307.4 EVALUATIONS AND ANNUAL REPORT**

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

## Aircraft Operations

### 308.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

### 308.2 POLICY

The Saugatuck Township Fire District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident (Mich. Admin. Code, R 408.17451).

### 308.3 ICS STANDARDS

Members shall follow the department's ICS standards for managing firefighting aircraft operations, including the identification, establishment, and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident (Mich. Admin. Code, R 408.17451).

### 308.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Saugatuck Township Fire District should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas, or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., public works department, county roads department, Michigan State Police) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.

# Saugatuck Township Fire District

## Policy Manual

### *Aircraft Operations*

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- Procedures for maintaining positive radio communications between the aircraft and landing zone coordinator.

# Atmospheric Monitoring for Carbon Monoxide

## 309.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

### 309.1.1 DEFINITIONS

Definitions related to this policy include:

**Calibration** - The process of resetting the values for each sensor in the instrument.

**Spanning** - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

## 309.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Saugatuck Township Fire District to mitigate the health risks associated with exposure to CO by its members and the public.

## 309.3 RESPONSIBILITIES

Fire Chiefs should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a monthly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

## 309.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction, or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere. Consideration should be given to using an electric powered fan for ventilation as opposed to a gasoline powered fan.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO. An atmospheric concentration of CO that is below 35 parts per million does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

# Saugatuck Township Fire District

## Policy Manual

### *Atmospheric Monitoring for Carbon Monoxide*

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Members shall also use an SCBA in any atmospheric concentration of CO that is below 35 parts per million where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (29 CFR 1910.134; Mich. Admin. Code, R 325.60052).

#### **309.5 EMERGENCY MEDICAL TREATMENT**

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain, and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations (Mich. Admin. Code, R 408.17436).

#### **309.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be retained in accordance with the established records retention schedule. The log documents will serve as a history of an instrument's performance.



## Staging

### 310.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

### 310.2 POLICY

It is the policy of the Saugatuck Township Fire District to safely stage resources at emergency incidents.

### 310.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines, and positions consistent with the department's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

#### 310.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Saugatuck Township Fire District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage off scene from the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a secondary staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
  1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity, and scheduled community activities.
  2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property, or commercial property is utilized, the IC or an authorized designee should, when practicable, contact the owner, administrator, or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property;

## Staging

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however, in addition, the Public Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

### **310.4 STAGE-AWAY OPTION**

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in but not limited to the following categories of calls for service:

- Shootings or shots-fired
- Stabbings
- Civil disturbance
- Criminal gang activity
- Attempted suicide
- Domestic disputes, including family fights
- Unknown assault or medical incidents
- Bomb incidents

It is the policy of the Saugatuck Township Fire District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, department members should take the following actions:

- (a) Whenever possible, Central Dispatch should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Central Dispatch or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located one-half mile away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with Central Dispatch that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report "on-scene staging" upon arrival at the staging point.

# Saugatuck Township Fire District

## Policy Manual

### *Staging*

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- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Central Dispatch of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

# High-Rise Incident Management

## 311.1 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.

### 311.1.1 DEFINITIONS

Definitions related to this policy include:

**High-rise** - For the purposes of this policy a high-rise is any building more than 55 feet tall measured from the lowest point accessible by department 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 (Mich. Admin Code, R 408.30415a).

## 311.2 POLICY

It is the policy of the Saugatuck Township Fire District to utilize the Incident Command System (ICS) for high-rise incident management in compliance with Michigan law.

## 311.3 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

### 312.1 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.

### 312.2 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 Saugatuck Township Fire District to ensure the safe extrication of people trapped in an elevator while also providing for the safety of firefighters during the operation.

### 312.3 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 department-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.

### 312.4 PROCEDURE

On-scene personnel should consider the following:

- Is an elevator key available?
- 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

### *Elevator Entrapments*

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personnel on-scene. Elevator entrapment rescue procedures typically include, but are not limited to:

- 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.

#### **312.5 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 department-approved elevator entrapment rescue procedures.

## Elevator Restrictions During Emergencies

### 313.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

### 313.2 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.

### 313.3 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.

### 313.4 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

## 314.1 PURPOSE AND SCOPE

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

## 314.2 POLICY

It is the policy of the Saugatuck Township Fire District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents (Mich. Admin. Code, R 408.17451).

## 314.3 PROCEDURE

Upon notification of a potential water rescue incident, department members and Central Dispatch 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.

Department 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



# Saugatuck Township Fire District

## Policy Manual

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

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members actively involved in any swiftwater rescue event should don a personal flotation device and head protection before commencing any rescue efforts.

- (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.
- (d) Department 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.

## Confined Space Rescue Response

### 315.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to Michigan Occupational Safety and Health Administration (MIOHSA) rules and standards.

#### 315.1.1 DEFINITIONS

Definitions related to this policy include:

**Attendant** - An individual stationed outside one or more permit spaces to monitor the authorized entrants and who performs all duties assigned.

**Confined space** - A space that:

- (a) Is large enough and so configured that a person can bodily enter and perform work.
- (b) Has limited or restricted means for entry or exit.
- (c) Is not designed for continuous human occupancy.

**Entry** - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

**Entry permit** - Written or printed document that is provided by the Department to allow and control entry into a permit-required confined space to perform work in the space.

**Entry supervisor** - The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required.

**Permit-required confined space** - A confined space that has one or more of the following characteristics:

- (a) Contains or has a potential to contain a hazardous atmosphere.
- (b) Contains a material that has the potential for engulfing an entrant.
- (c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- (d) Contains any other recognized serious safety or health hazard.

### 315.2 POLICY

It is the policy of the Saugatuck Township Fire District to establish permit-required confined space incident response guidelines in compliance with applicable regulations, MIOHSA rules and standards, and required training and equipment to reasonably ensure members' safety while they are performing permit-required, confined space rescues.

# Saugatuck Township Fire District

## Policy Manual

### *Confined Space Rescue Response*

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#### **315.3 GENERAL REQUIREMENTS**

Department procedures shall meet the standards and requirements set forth in MIOSHA rules and standards and this policy (29 CFR 1910.146; Mich. Admin. Code, R 408.19002 et seq.; Mich. Admin. Code, R 325.63002 et seq.).

Department standards and procedures will include but are not limited to:

- (a) The requirements of an entry permit.
- (b) Training requirements for members entering into confined spaces.
- (c) Equipment requirements.
- (d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member.
- (e) Requirements for members entering confined spaces.
- (f) Requirements of the entry supervisor.
- (g) Requirements for members who are assisting others within the confined space.

#### **315.4 PROCEDURES**

Department members shall be adequately trained in confined space rescue including how to identify and measure atmospheric hazards within confined spaces (29 CFR 1910.146; Mich. Admin. Code, R 408.19002; Mich. Admin. Code, R 325.63002).

Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry.

Department members should adhere to National Institute for Occupational Safety and Health (NIOSH) guidance and MIOSHA rules and standards when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, department rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

##### **315.4.1 PRECAUTIONS**

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

# Saugatuck Township Fire District

## Policy Manual

### *Confined Space Rescue Response*

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#### 315.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the Department respond to an incident requiring permit-required confined space entry, a written hazard evaluation shall be performed. The hazard evaluation shall include but is not limited to (29 CFR 1910.146; Mich. Admin. Code, R 408.19002.; Mich. Admin. Code, R 325.63002):

- (a) Recognition, determination, and declaration of the situation as a permit-required confined space incident, including the date, time, and location.
- (b) Denial of entry to unprotected persons.
- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans, or blueprints of the space).
- (d) Assessment of the purpose of the entry, number of victims, locations, and injury conditions.
- (e) Discussions with witnesses, a supervisor, and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

#### 315.5 TACTICAL GUIDELINES

##### 315.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location, and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determine whether the operation will be a rescue or a recovery.

##### 315.5.2 SECONDARY ASSESSMENT

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards (e.g., electrical, mechanical, stored energy).

# Saugatuck Township Fire District

## Policy Manual

### *Confined Space Rescue Response*

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- Determine the stability of the confined space and conduct a hazardous materials size-up.

#### 315.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas, and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and backup personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure department-approved procedures are followed to perform the rescue.

#### 315.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

#### 315.5.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

#### 315.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.

# Saugatuck Township Fire District

## Policy Manual

### *Confined Space Rescue Response*

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- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the Post-Incident Analysis Policy, is warranted and, if so, implement as appropriate.

## Wildland Firefighting

### 316.1 PURPOSE AND SCOPE

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

### 316.2 POLICY

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

### 316.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Saugatuck Township 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 notify the Michigan Department of Natural Resources (DNR) or the U.S. Forest Service (USFS) of the incident. The IC shall also send notification up the chain of command to the on-duty Fire Chief, the Emergency Response Fire Chief, and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Saugatuck Township 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 Central Dispatch to notify the appropriate jurisdictions.

### 316.4 WILDLAND FIRE OPERATIONS

#### 316.4.1 AIRCRAFT OPERATIONS

Members operating at wildland fires shall adhere to department guidelines when operating in coordination with aircraft. These guidelines include use of the ICS.

## Trench Rescues

### 317.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations.

#### 317.1.1 DEFINITIONS

Definitions related to this policy include:

**Excavation** - Any man-made cavity or depression in the earth's surface, including its sides, walls, or faces, formed by earth removal (Mich. Admin. Code, R 408.40925).

**Trench** - An excavation having a depth greater than its width measured at the bottom (Mich. Admin. Code, R 408.40927).

### 317.2 POLICY

It is the policy of the Saugatuck Township Fire District to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

### 317.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure, and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival (Mich. Admin. Code, R 408.40901 et seq.).

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
  1. Who is in charge at the site and what happened?
  2. How many victims are trapped and where are they located?
  3. Is a rescue possible or is this a body recovery?
  4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
  1. Monitor the status of all personnel involved in the rescue.
  2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic, and staging distance should be set at a distance that will minimize vibrations at the site.



# Saugatuck Township Fire District

## Policy Manual

### *Trench Rescues*

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- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include:
  - 1. A self-contained breathing apparatus (SCBA).
  - 2. A safety harness or line, or a basket stretcher.
  - 3. A helmet.
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
  - 1. Adequate ventilation has been established.
  - 2. When ventilation is in place, the air quality is being periodically tested.
  - 3. If water accumulation is a factor, protection from water hazards is in place.
  - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports, or sloping, and benching systems have been established.
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

# Carbon Monoxide Detector Activations

## 318.1 PURPOSE AND SCOPE

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

## 318.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the Saugatuck Township 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.

## 318.3 RESPONSIBILITIES

### 318.3.1 CENTRAL DISPATCH 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 Computers). 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.

### 318.3.2 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 should :

- (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.

### 318.3.3 INVESTIGATING PERSONNEL

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

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.

# Saugatuck Township Fire District

## Policy Manual

### *Carbon Monoxide Detector Activations*

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- (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.

## Safe Delivery of Newborns Law

### 319.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Safe Delivery of Newborns law (MCL 712.1 et seq.).

This policy addresses newborns who are 72 hours old or less and are surrendered under the terms of the Safe Delivery of Newborns law.

Abandonment of an newborn not covered by this policy would be subject to the Child Abuse Policy.

### 319.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide an option to protect newborns by allowing parents to safely and confidentially surrender a newborn at any staffed fire station or to a paramedic or Emergency Medical Technician (EMT) when responding to a 9-1-1 emergency call (MCL 712.3).

### 319.3 GUIDELINES

The Fire Chief shall identify qualified personnel to take custody of surrendered newborns and ensure that such qualified personnel are available to receive any surrendered newborns.

The following guidelines will be used by personnel at all department stations (MCL 712.3; MCL 712.5):

(a) Site preparation:

1. All department stations should clearly display the appropriate safe delivery signage identifying the station as a drop-off location. In addition, fire station lobbies should display public outreach publications obtained from the Department of Health and Human Services (MDHHS).
2. All department stations should have a person designated as responsible to order, maintain and inventory, on a monthly basis, publications and forms available from the MDHHS regarding the Safe Delivery of Newborns law.

(b) Accepting a surrendered newborn:

1. Qualified personnel shall accept temporary protective custody of a surrendered newborn 72 hours or younger, even if the infant appears older than 72 hours. If the newborn appears to be older than 72 hours, the receiving personnel shall immediately notify Children's Protective Services (CPS), as provided in the Child Abuse Policy.
2. If it appears that the surrendered newborn has been the victim of child abuse or neglect, CPS shall be requested as provided in the Child Abuse Policy.

# Saugatuck Township Fire District

## Policy Manual

### *Safe Delivery of Newborns Law*

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3. If the newborn is surrendered at the Saugatuck Township Fire District, personnel should notify Central Dispatch of a medical aid at the station, and request Emergency Medical Services (EMS) and/or a paramedic unit, if they are not available in quarters. Avoid radio traffic declaring a newborn surrender to maintain confidentiality.
  4. If the newborn is to be surrendered to a paramedic or EMT in response to a 9-1-1 emergency call, units responding should not use vehicle sirens and flashing lights to protect the parent's right to anonymity and confidentiality.
- (c) Following acceptance of a newborn:
1. The receiving member shall make a reasonable effort to do the following:
    - (a) Take action necessary to protect the physical health and safety of the newborn.
    - (b) Inform the parent that by surrendering the newborn, the parent is releasing the newborn to a social services agency to be placed for adoption.
    - (c) Inform the parent that the parent has 28 days to petition the court to regain custody of the newborn.
    - (d) Provide the parent the MDHHS-approved publications, including the Safe Delivery Program FACT Sheet, *What Am I Going To Do?* brochure, Voluntary Medical Background Form for a Surrendered Infant and Voluntary Release for Adoption of a Surrendered Newborn by Parent Form.
  2. The receiving personnel shall make an attempt to do the following:
    - (a) Obtain from the parent any relevant family or medical information on the MDHHS Voluntary Medical Background Form for a Surrendered Infant.
    - (b) Reassure the parent that information that he/she provides will not be made public and will be kept confidential.
    - (c) Inform the parent that he/she can receive counseling or medical attention.
    - (d) Encourage the parent to identify himself/herself, although the parent has the right to remain completely anonymous.
    - (e) Inform the parent that in order to place the newborn for adoption the state is required to make a reasonable attempt to identify the other parent. Ask the parent to identify the other parent; however, do not press for the name if the parent refuses to provide it.
    - (f) Inform the parent that the social services agency that takes temporary protective custody of the newborn can provide confidential services to the parent.
    - (g) Inform the parent that he/she may sign a Voluntary Release for Adoption for the newborn that may be used at the parental rights termination hearing.

# Saugatuck Township Fire District

## Policy Manual

### *Safe Delivery of Newborns Law*

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(d) Medical assessment and documentation:

1. A qualified health care professional shall assess the newborn to identify any immediate treatment needs and complete a patient care record (PCR) for the incident.
2. If the parent is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established EMS protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.

(a) Do not use the parent's name on the PCR.

(e) Transportation to the hospital:

1. All newborns shall be transported to a hospital as defined by MCL 333.20106.
2. A paramedic/EMT or other qualified representative of the Department shall accompany the newborn and parent (if the parent is willing to accompany the newborn) to the nearest hospital to provide any forms completed by the parent and to transfer temporary protective custody to the hospital. Temporary protective custody cannot be transferred to the hospital by other than a qualified representative of the Department.

(f) Additional notifications and media concerns:

1. The receiving personnel shall notify Central Dispatch and their appropriate supervisor as soon as practicable.
2. The supervisor will notify the Fire Chief, duty officer and the Department Public Information Officer.
3. The Public Information Officer may, as circumstances dictate, provide the following limited facts to the media:
  - (a) Date, time and fire station where the newborn was surrendered
  - (b) Local MDHHS representative's name and telephone number, if available
  - (c) Under no circumstances shall the parent's name be released to the public or media

(g) Individuals who return to claim a newborn:

1. If a parent who voluntarily surrendered a newborn requests return of the newborn, the parent should be referred to MDHHS.
2. The identity of the parent must still be kept anonymous and confidential.
3. Department members should not make any judgments about time frames or the individual's ability to care for the newborn. The local CPS will determine whether the newborn is released to the individual.

# Saugatuck Township Fire District

## Policy Manual

### *Safe Delivery of Newborns Law*

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(h) Community donations:

1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
  - (a) Only new baby blankets in the original wrapper should be accepted.
  - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

#### **319.4 BORN ALIVE INFANT PROTECTION ACT**

Members who receive a newborn under the Born Alive Infant Protection Act shall (MCL 712.3(3)):

- (a) Make no attempt to directly contact the parent and should obtain or supply information required by this policy to the surrendering parent by requesting the information from or supplying the information to the attending physician who delivered the newborn.
- (b) Provide humane comfort care to the newborn if there is no chance of survival.

#### **319.5 TRAINING**

All members shall be informed of the Safe Delivery of Newborns law and trained on this policy because a parent may leave a newborn with any uniformed member on duty or working at the Saugatuck Township Fire District.

# Hazardous Materials Response

## 320.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident in compliance with federal and Michigan law.

## 320.2 POLICY

It is the policy of the Saugatuck Township Fire District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents.

## 320.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with Michigan law for emergency response and applicable federal laws (29 CFR 1910.146; Mich. Admin. Code, R 408.19002; Mich. Admin. Code, R 325.63002).

### 320.3.1 INITIAL ACTIONS

If available, information should be provided by Central Dispatch to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak), and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to department personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach. Responders should only take actions based upon their level of training, certification, and available equipment.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include but are not limited to the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation



## *Hazardous Materials Response*

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Emergency Center (CHEMTREC®), facility personnel, department specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

### **320.4 INCIDENT ACTION PLAN**

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List
- ICS-204 Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-208 Site Safety Message/Plan

# Saugatuck Township Fire District

## Policy Manual

### *Hazardous Materials Response*

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#### **320.5 RESOURCE CONSIDERATIONS**

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional Michigan HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced (29 CFR 1910.120; Mich. Admin. Code, R 325.52101). It is important that duties assigned to personnel are suitable for their level of training under federal regulations and Michigan law (29 CFR 1910.120; Mich. Admin. Code, R 325.52101). It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

#### **320.6 NOTIFICATIONS**

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies (MCL 29.5h). ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) Michigan Bureau of Fire Services (BFS) via the Michigan Department of Environmental Quality (DEQ) Pollution Emergency Alerting System (MCL 29.5g)
- (e) Michigan State Police (MSP) Division of Emergency Management and Homeland Security
- (f) Michigan Department of Health and Human Services (MDHHS)
- (g) Michigan Department of Transportation (MDOT)
- (h) United States Environmental Protection Agency National Response Center

## News Media and Community Relations

### 321.1 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.

### 321.2 POLICY

It is the policy of the Saugatuck Township 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.

### 321.3 PIO 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 Department 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.

### 321.4 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

# Saugatuck Township Fire District

## Policy Manual

### *News Media and Community Relations*

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

#### **321.5 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.

#### **321.6 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, he/she may request assistance from the IC 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 Director 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.

#### **321.7 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.

# Saugatuck Township 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.

#### **321.7.1 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 Central Dispatch. 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).

#### **321.8 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, 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 department standard.

#### **321.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion or opening of a new fire station; news conferences can also be used when a representative of the Department 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 department spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo

# Saugatuck Township Fire District

## Policy Manual

### *News Media and Community Relations*

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locations, 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 department personnel of the date, time, and location of all news conferences. Department members attending the news conference should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

## Scene Preservation

### 322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the Department 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, department members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 322.1.1 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.

### 322.2 POLICY

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

### 322.3 SCENE IDENTIFICATION

Department 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 department members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where department 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.

#### **322.4 ENTERING SCENES**

When department 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 department members, scenes may be categorized into two distinct types: stable or unstable.

##### **322.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of department 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 department members.

When department 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, department 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.

##### **322.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of department 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 department members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

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

Whenever practicable, department 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, department 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



### *Scene Preservation*

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or 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.

#### **322.6 MEDICAL SUPPLIES AND DEBRIS**

When department 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 department 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, department members should clearly identify all such materials to the controlling authority at the scene.

# Child Abuse

## 323.1 PURPOSE AND SCOPE

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

## 323.2 POLICY

It is the policy of the Saugatuck Township Fire District to ensure Children's Protective Services (CPS) is notified of suspected child abuse as required by law.

## 323.3 MANDATORY NOTIFICATION

Members of the Saugatuck Township Fire District who are licensed to provide emergency medical care shall, and all other members should, notify CPS when there is reasonable cause to suspect child abuse or neglect (MCL 722.623).

For purposes of notification, abuse means harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment by a parent, legal guardian or any other person responsible for the child's health or welfare, including a teacher, teacher's aide or a member of the clergy. Neglect means harm or threatened harm to a child's health or welfare by a parent, legal guardian or other person responsible for the child by failing to provide the child with adequate food, clothing, shelter or medical care, or by failing to intervene to eliminate an unreasonable risk to the child's health or welfare (MCL 722.622).

### 323.3.1 NOTIFICATION PROCEDURE

Notification shall occur as follows (MCL 722.623):

- (a) Immediately via the CPS Abuse and Neglect hotline.
- (b) A written report shall follow the oral notification within 72 hours. The report shall contain the following information, if known:
  1. The child's name and age.
  2. A description of the abuse or neglect and the manner in which it occurred.
  3. The name and address of the child's parent, guardian or person with whom the child resides.
  4. Any information that may establish the cause of the abuse or neglect.

The department Emergency Medical Services supervisor and local law enforcement should be notified of the incident as soon as practical.

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 by a mandated reporter is a misdemeanor and may also result in discipline (MCL 722.633).

# Saugatuck Township Fire District

## Policy Manual

### *Child Abuse*

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#### **323.4 CONFIDENTIALITY**

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (MCL 722.627).

## Disposition of Valuables

### 324.1 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 Department until the items can be returned to the owner or otherwise legally released for disposition.

### 324.2 POLICY

The Saugatuck Township Fire District will take reasonable measures to safeguard valuables found at incident scenes. The Department 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.

### 324.3 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.

## Personal Firearms

### 325.1 **PURPOSE AND SCOPE**

The purpose of this policy is to promote safety of all members by restricting the possession of weapons in the workplace.

### 325.2 **POLICY**

Members are prohibited from possessing weapons while on Department property or while on-duty. This ban includes keeping or transporting a weapon in a vehicle, regardless of whether the vehicle is a public or private vehicle.

Weapons include guns, knives, explosives and other items with the potential to inflict harm.

This policy does not prohibit the possession of equipment provided or authorized by the Department in compliance with state law while performing official duties

### 325.3 **CONCEALED WEAPONS PROHIBITED**

Members who possess a valid concealed weapon permit are not allowed to carry weapons while on-duty or representing the District in any capacity. The weapon should not be carried into any District facility.

A folding-style knife intended to aid in routine rescue duties is allowed. It should not be displayed or carried openly by members.

This shall not apply to members who have current authorization from the Fire Chief to carry a concealed weapon while on duty.

### 325.4 **FIREARMS COORDINATOR**

The Fire Chief should designate a member to serve as the firearms coordinator responsible for:

- (a) Working with a local law enforcement official and the Training Officer to develop training and firearms qualification requirements for approved members
- (b) Maintaining an inventory and training record for all personnel authorized to carry while on duty.
- (c) Ensuring a lock-box to safely store and secure firearms is provided and functioning in any department vehicle or apparatus used by approved members
- (d) Maintain range qualification records for all authorized members in accordance with established retention schedules.

## *Personal Firearms*

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### **325.5 LOCAL LAW ENFORCEMENT**

The firearms coordinator should coordinate with a local law enforcement official to provide access to training, instructors, facilities, and any other resources needed for the training and qualification of members and the maintenance of department firearms.

### **325.6 <B>MEMBER RESPONSIBILITIES</B>**

Qualified members are responsible for:

- (a) Obtaining written authorization from the Fire Chief before carrying any duty firearm.
- (b) Meeting the minimum standards for firearms training and qualification.
- (c) If a qualified member fails to meet minimum standards for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit written notice of his or her failure to meet the minimum standards in a memorandum to the firearms coordinator and Fire Chief prior to the end of the required training or qualification period.
- (d) Maintaining a current and valid Michigan concealed pistol license, and providing a copy of renewals to the firearms coordinator.

### **325.7 <B>REPORTING</B>**

Except during training or recreational use, any member, who has been approved by the Fire Chief to carry firearms, who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor and to the local law enforcement agency in the jurisdiction where the discharge occurred as soon as circumstances permit.

Members shall also report the following:

- a. Any use of force.
- b. Any injuries or death resulting from a use of force
- c. Any property damage that results from the use of force

### **325.8 <B>FIREARMS, QUALIFICATION AND SAFETY</B>**

Members authorized to carry a firearm in the course of their official duties shall carry only department-issued or personally purchased firearms and ammunition that are approved by the Department. Members shall use a department-approved holster when carrying a duty firearm.

All members authorized to carry a firearm on-duty are required to:

- (a) Qualify with their firearm in accordance with the standards established by the Michigan Coalition on Law Enforcement Standards (MCOLES).

### *Personal Firearms*

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#### **325.9 INSPECTION AND STORAGE**

Firearms shall be inspected regularly and upon access or possession by another person. Prior to carrying a firearm on-duty, members shall ensure the firearm appears to be in good condition and loaded with approved ammunition.

Members shall ensure that all firearms and ammunition are locked and secured when not otherwise under the direct physical control of the member, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit member or department-issued firearms to be handled by anyone not authorized by the department to do so.

#### **325.10 <B>AUTHORIZED CARRY OF DUTY FIREARMS </B>**

Duty firearms should only be carried during activities that are directly associated with authorized activities. The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

Members carrying a firearm who respond to a call during which the carry of a firearm is not authorized should secure their firearm in the lock-box located on the Department vehicle or apparatus.

Firearms should not be carried during activities that may compromise the safety or security of the firearm, including:

- (a) Fighting fires
- (b) Conducting rescues
- (d) Entering burning vehicles or structures
- (e) Conducting drills and physical fitness training

Firearms should not be carried into any area where the carry of a firearm is restricted or prohibited.

#### **325.11 USE OF DEADLY FORCE**

A member authorized to carry a firearm may use deadly force to protect him/herself from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if a person is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a member reasonably believes any of the following:

- a. The individual has a weapon or is attempting to access one and it is reasonable to believe the individual intends to use it against the member or another person.
- b. The individual is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the individual intends to do so.

# Saugatuck Township Fire District

## Policy Manual

### *Personal Firearms*

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#### **325.12 RESTRICTIONS**

Members are not permitted to:

- a. Shoot at or from a moving vehicle, unless the member has a reasonable belief of imminent threat of death or serious injury to him/herself or others.
- b. Pursue a fleeing suspect in a vehicle.
- c. Pursue a fleeing suspect on foot.

Members should not negotiate or otherwise engage in any hostage situation, any barricaded suspect situation, or engage with a suspect who reasonably appears to be experiencing a mental health or other emotional crisis. If a member faces any of these situations, the member should notify local law enforcement of the situation and wait for assistance when reasonable to do so.

#### **325.13 USE OF FORCE REVIEW**

The Fire Chief shall review all reports of use of force to determine whether the use of force was in compliance with policy, procedure and applicable law, and to determine if follow-up action or investigation is necessary.

The Fire Chief should also ensure that a review packet containing a copy of all pertinent reports and materials is prepared and forwarded to a Use of Force Review Committee.

#### **325.14 USE OF FORCE REVIEW COMMITTEE**

It is the responsibility of the Fire Chief to ensure these meetings occur. The committee should be comprised of the following:

- (a) One Deputy Chief
- (b) One Assistant Chief
- (c) One supervisor assigned on a rotational basis
- (d) The Training Officer
- (e) A law enforcement officer from a local law enforcement agency with advanced use of force training
- (f) Other staff as selected by the Fire Chief

The committee should render a single finding as to whether the use of force was within policy. Any recommendations for areas identified as needing training, changes in policy or further investigation into incidents that may lead to employee discipline shall be addressed in a separate memorandum to the Training Officer and/or the member's supervisor for investigation, as appropriate.

#### **325.15 TRAINING**

Members authorized to carry a duty firearm should receive periodic training on this policy and legal and constitutional issues related to arrests and the use of force.

At a minimum, training should include:



# Saugatuck Township Fire District

## Policy Manual

### *Personal Firearms*

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- (a) Constitutional and legal training regarding search and seizure and the use of force.
- (b) De-escalation techniques.
- (c) Force options such as pain compliance, defensive tactics and use of issued restraints and control devices.
- (d) Firearm safety and storage.
- (e) Reporting procedures.

## Performance of Duties

### 326.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 326.2 POLICY

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

### 326.3 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.

### 326.4 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.

### 326.5 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 Department. 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 department policy, guidelines, rules, directives, and orders

### 326.6 SAFETY

All members shall 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.

Members shall (Mich. Admin. Code, R 408.17412):

## *Performance of Duties*

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- (a) Use personal protective equipment.
- (b) Report defective equipment, tools, and hazardous conditions to a supervisor.
- (c) Not remove safeguards from equipment except when necessary to service. The safeguard or equivalent shall be replaced before returning the equipment to operation.
- (d) Not use equipment and tools unless trained in their use and authorized to do so.
- (e) Only perform those duties that he/she is trained to do.

### **326.7 DRIVER'S LICENSE**

All members shall possess a valid state-issued driver's license (MCL 257.301).

All members should be familiar with the state vehicle code, any manuals specific to driving or operating department apparatus, and all other applicable department policies and procedures. Prior to driving an authorized emergency vehicle, members shall meet the driver training standards published under the Michigan Fire Fighter's Training Council Act (MCL 257.312e(11)).

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

### **326.8 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 department 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.

### **326.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when responding to or returning from a fire alarm or while actually engaged in fighting a fire (MCL 29.391).

Members shall furnish their names and department identification numbers to any person requesting that information, other than in situations in which the member's personal safety is at risk.

### **326.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any department 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

### 327.1 PURPOSE AND SCOPE

This policy provides members of the Saugatuck Township Fire District with guidance regarding when notification is to be made to Adult Protective Services (APS) of suspected abuse of certain adults.

#### 327.1.1 DEFINITIONS

Definitions related to this policy include (MCL 400.11):

**Adult abuse** - Abuse, neglect, or exploitation of a person 18 years of age or older who is unable to protect him/herself from the abuse, neglect, or exploitation because of a mental or physical impairment or because of advanced age.

### 327.2 POLICY

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

### 327.3 MANDATORY NOTIFICATION

Members of the Saugatuck Township Fire District who are licensed to provide health care shall, and all other members should, notify APS when they suspect or have reasonable cause to believe that an adult has been abused, neglected, or exploited (MCL 400.11a).

If the abuse involves an adult in a nursing home facility, members should contact the Michigan Department of Health and Human Services (MCL 333.21771).

For purposes of notification, abuse means harm or threatened harm to an adult's health or welfare including but not limited to non-accidental physical or mental injury, sexual abuse or maltreatment of the adult by another person. Neglect means harm to an adult's health or welfare caused by the adult's inability to respond to a harmful situation or by the conduct of a caregiver, including the failure to provide adequate food, clothing, shelter, or medical care. Exploitation means an action that involves the misuse of an adult's funds, property, or personal dignity by another person (MCL 400.11).

#### 327.3.1 NOTIFICATION PROCEDURE

Notification should occur by calling the APS telephone hotline immediately or as soon as practicable (MCL 400.11a). Notification shall contain, if known:

- (a) The name and age of the adult.
- (b) The names and addresses of the adult's guardian, next of kin, or persons with whom the adult resides, including their relationship to the adult.
- (c) A description of the type of abuse, neglect, or exploitation and the manner in which it occurred or is occurring.

# Saugatuck Township Fire District

## Policy Manual

### *Adult Abuse*

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- (d) Any other information available that may establish the cause of the abuse, neglect, or exploitation.

The department 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 APS.

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

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (MCL 400.11e).

#### **327.4 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

### 328.1 PURPOSE AND SCOPE

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

### 328.2 POLICY

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

### 328.3 REPORTING RESPONSIBILITIES

All department members involved in a traffic accident in a vehicle owned by the Department or while conducting department 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 department 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 Fire Chief of traffic accidents.

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

### 328.4 TYPES OF REVIEWS

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

#### 328.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
  - 1. Minor injury to any department 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 department property or vehicles.
  - 3. Minor damage to non-department property or vehicles while conducting department business.
- (b) A Level II accident is any traffic accident involving:

# Saugatuck Township Fire District

## Policy Manual

### *Traffic Accidents*

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1. Any injury to persons other than department members, except contract and other public agency employees noted in Level I.
  2. Any injury requiring immediate transport and treatment of any department 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 Department or major damage to department property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this department.
  2. The death or anticipated disabling injury of anyone other than a member of this department, a contract employee or other public agency employee when the traffic accident involves any department member, vehicle or property.

#### 328.4.2 REVIEW TEAMS

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

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

#### 328.5 ACCIDENTS 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 Fire 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 department'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.

### *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 department 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 department policies or procedures, the Fire Chief should recommend that the matter be submitted for the initiation of possible administrative action.



# Line-of-Duty Death and Serious Injury Investigations

## 329.1 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.

## 329.2 POLICY

It is the policy of the Saugatuck Township 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 Department may utilize external resources to assist or lead the investigation. These resources include:

- The Michigan Occupational Safety and Health Administration (MIOSHA)
- The Michigan State Fire Marshal
- Local law enforcement
- Area fire department Fire Chiefs or Fire Marshals
- Michigan Department of Transportation (MDOT)

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

## 329.3 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 Fire Chief 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 Saugatuck Township Fire District shall give their full and complete cooperation to the investigation team.
- (c) MIOSHA will conduct an investigation of incidents involving the death of an employee.

# Saugatuck Township Fire District

## Policy Manual

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

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- (d) The Saugatuck Township 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 Saugatuck Township 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 Michigan Freedom of Information Act (MCL 15.231 et seq.).

#### **329.4 INVESTIGATION TEAM**

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

- (a) Fire Chief
- (b) Fire investigator
- (c) Department Health and Safety Officer
- (d) Risk manager
- (e)

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.

##### **329.4.1 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 Department, 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.

# Saugatuck Township 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 Department.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Department of 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 Department or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

#### 329.4.2 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.

#### 329.5 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.

## National Fire Incident Reporting System (NFIRS)

### 330.1 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 department response information is properly reported to NFIRS.

### 330.2 POLICY

The Saugatuck Township Fire District is committed to improving fire reporting and analysis capability at the local, state, and national levels. Therefore, it is the policy of the Saugatuck Township Fire District to participate in NFIRS.

### 330.3 RESPONSIBILITIES

The Administration Fire Chief should designate an NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure department information is compliant with the NFIRS reporting format and that the information is forwarded to Michigan Bureau of Fire Services (BFS). The BFS serves as the State Program Manager of the NFIRS program for USFA. Michigan law requires that reports of fires be made to BFS in a timely manner and as prescribed by BFS (MCL 29.1c; MCL 29.4).

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. Additional resources are available on the BFS National Fire Incident Reporting website.

# Community Volunteer Program

## 331.1 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 department responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the Department, and prompt new enthusiasm.

### 331.1.1 DEFINITIONS

Definitions related to this policy include:

**Volunteer** - An individual who is not a member of the Saugatuck Township Fire District but who performs a service for the Department 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.

## 331.2 POLICY

It is the policy of the Saugatuck Township 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 department personnel or provide a service to the community.

## 331.3 PROCEDURE

Volunteers may assist department personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the Department in its public education efforts and/or in other areas within the Department, 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 Department. 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 department 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.

## 331.4 VOLUNTEER MANAGEMENT

### 331.4.1 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

# Saugatuck Township Fire District

## Policy Manual

### *Community Volunteer Program*

---

volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other department 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.

#### 331.4.2 RECRUITMENT

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

- (a) Be at least 18 years of age for all positions other than an Explorer.
- (b) Be at least 16 years of age for an Explorer position (MCL 29.332).
- (c) Possess a valid Michigan driver's 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 Department.
- (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.

# Saugatuck Township Fire District

## Policy Manual

### *Community Volunteer Program*

---

#### 331.4.3 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

#### 331.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department 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 Department, 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 Department. 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 Department.

#### 331.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, 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.

#### 331.4.6 DRESS CODE

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



# Saugatuck Township Fire District

## Policy Manual

### *Community Volunteer Program*

---

Volunteers shall conform to department-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 department 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 department property at the termination of service.

#### **331.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the Department 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.

#### **331.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or department 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 Department. 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 Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.



# Saugatuck Township Fire District

## Policy Manual

### *Community Volunteer Program*

---

#### **331.7 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 Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

## Ride-Along Program

### 332.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

### 332.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

### 332.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Emergency Response Fire Chief or the authorized designee.

The Emergency Response Fire Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective Fire Chief as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the Department will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, reserves, applicants, and others with approval of the Emergency Response Fire Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

#### 332.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training and sign a nondisclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu, or respiratory infection, on the day of the ride-along.

# Saugatuck Township Fire District

## Policy Manual

### *Ride-Along Program*

---

#### 332.3.2 ELIGIBILITY

The Saugatuck Township Fire District ride-along program is offered to residents, students, and those employed within the Fire District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

Factors that may be considered in disqualifying an applicant include but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Department.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

#### 332.3.3 AVAILABILITY

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Emergency Response Fire Chief. Exceptions to this schedule may be made as approved by the Fire Chief, Fire Marshal, or the Emergency Response Fire Chief.

#### 332.3.4 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks, and shoes. Sandals, t-shirts, tank tops, shorts, and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Emergency Response Fire Chief or Fire Officer may refuse a ride-along to anyone not properly dressed.

#### 332.4 FIRE OFFICER RESPONSIBILITIES

The Fire Officer shall advise the on-duty Fire Chief that a ride-along is present in the fire apparatus before going into service. Fire Officers shall consider the safety of the ride-along at all times. Fire Officers should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

#### 332.5 CONTROL OF RIDE-ALONG

The Fire Officer shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

- (a) The ride-along will follow the lawful directions of any department member.
- (b) The ride-along will not become involved in any investigation, discussions with victims, or handling any fire equipment.
- (c) Either the ride-along or the Fire Officer may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.

# Saugatuck Township Fire District

## Policy Manual

### *Ride-Along Program*

---

- (d) Fire Officers will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

## Grocery Shopping On-Duty

### 333.1 PURPOSE AND SCOPE

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

### 333.2 POLICY

It is the policy of the Saugatuck Township 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.

### 333.3 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 Fire Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (f) Apparatus shall not be parked in fire lanes, red or yellow zones, along red or yellow curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

## Chaplains

### 334.1 PURPOSE AND SCOPE

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

### 334.2 POLICY

The Saugatuck Township Fire District shall ensure that department 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.

### 334.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department 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's license.

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

### 334.4 RECRUITMENT, SELECTION AND APPOINTMENT

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

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

#### 334.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department 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 Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

# Saugatuck Township Fire District

## Policy Manual

### *Chaplains*

---

#### **334.4.2 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 Saugatuck Township Fire District or the authorized designee.

#### **334.5 IDENTIFICATION AND UNIFORMS**

As representatives of the Department, 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 Saugatuck Township Fire District identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Saugatuck Township 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 department property at the termination of service.

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

#### **334.6 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 Department, 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.

# Saugatuck Township Fire District

## Policy Manual

### *Chaplains*

---

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.

#### **334.7 DUTIES AND RESPONSIBILITIES**

Chaplains assist the Department, 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 Department 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 Department.

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 Department or the public into a religious affiliation while representing themselves as chaplains with this department. 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 Saugatuck Township Fire District.

##### **334.7.1 COMPLIANCE**

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

##### **334.7.2 OPERATIONAL GUIDELINES**

- (a) Chaplains will be asked to be available for call on an as-needed basis.



# Saugatuck Township Fire District

## Policy Manual

### Chaplains

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- (b) Chaplains operating at emergency incidents or large-scale department events shall operate within and as part of the Incident Command System (ICS) at all times, 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 Saugatuck Township 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 Saugatuck Township Fire District operations or training sessions, provided the on-duty Fire Chief has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of the Saugatuck Township 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 Saugatuck Township 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.

#### 334.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department 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.

#### 334.7.4 ASSISTING THE DEPARTMENT

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

# Saugatuck Township Fire District

## Policy Manual

### Chaplain

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- (a) Assisting members in defusing a conflict or incident, when requested.
- (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 Department.
- (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 department members.
- (e) Attending department 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 Department.

#### 334.7.5 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 Department.
- (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.

#### 334.7.6 CHAPLAIN MEETINGS

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

#### 334.8 PRIVILEGED COMMUNICATIONS

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

Chaplain 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.

### *Chaplains*

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

#### **334.9 TRAINING**

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

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for department 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

### 335.1 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.

### 335.2 POLICY

The Saugatuck Township Fire District will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Saugatuck Township 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.

### 335.3 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 Saugatuck Township 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/VI 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.
  - 2. Rapid entry and evacuation routes.
  - 3. Equipment needs.
  - 4. Communication interoperability.
- (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.
- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency and the Interagency Board.
- (h) Common communications and terminology to be utilized by responding personnel.

# Saugatuck Township Fire District

## Policy Manual

### *Active Shooter and Other Violent Incidents*

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- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) 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.
- (k) 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 Saugatuck Township Fire District's plan annually and make any necessary updates.

#### **335.4 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 extrication of any individuals with life-threatening injuries.
- (f) 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.
- (g) Utilize Tactical EMS Support personnel or Rescue Task Forces, if available.

#### **335.5 TRAINING**

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

# Saugatuck Township Fire District

## Policy Manual

### *Active Shooter and Other Violent Incidents*

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- (e) Reality-based training at locations that may be a potential target of a critical incident.

## Chapter 4 - Fire Prevention

## Fire Inspections

### 400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of the current adopted edition of the International Fire Code (Fire Code) through periodic inspection within the Saugatuck Township Fire District's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the department's jurisdiction.

### 400.2 POLICY

The Saugatuck Township Fire District is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the State of Michigan and published in the Fire Code, and any other regulations or ordinances that have been formally adopted by the Michigan Bureau of Fire Services (BFS) or the Fire District for the prevention of fire or the protection of life and property against fire.

### 400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Saugatuck Township Fire District's jurisdictional boundaries. The inspection program will comply with the Fire Code and any local amendments or ordinances specific to the Fire District. The department fire inspection program will be administered by the Department of Fire Prevention Division under the responsibility of the Fire Marshal pursuant to the delegated authority provided by Michigan law (MCL 29.2b). All Saugatuck Township Fire District fire inspectors shall meet the certification requirements of the BFS.

### 400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance (MCL 29.2b; MCL 29.3c; MCL 29.3e).

### 400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the Fire Code as well as the accuracy of any required hazardous materials facility plan. Facilities that are required to submit a hazardous materials facility plan should be inspected no less frequently than once every three years (Mich. Admin. Code, R29.1652).

### 400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry.



# Saugatuck Township Fire District

## Policy Manual

### *Fire Inspections*

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If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant (MCL 29.8; Mich. Admin. Code, R 29.1652).

#### **400.7 INSPECTION FEES**

The Department may charge any fire inspection fees adopted by the Fire District. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged.

##### **400.7.1 RE-INSPECTION FEES**

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted in accordance with the Fire District's adopted fee schedule.. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the Fire District may be assessed.

## Permits

### 401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Fire Code and local ordinances.

### 401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Saugatuck Township Fire District that permit requirements are appropriately observed and enforced.

### 401.3 PERMIT PROCESS

A list of permits requiring approval should be available to the public and upon request. The Department shall provide adequate guidance to assist the public in obtaining approval for a particular permit in accordance with the current adopted edition of the International Fire Code (Fire Code).

An inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the Fire Code or other applicable regulations (Mich. Admin. Code R 29.1652).

#### 401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Saugatuck Township Fire District Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply including but not limited to:

- A site plan showing the location of storage, use, handling, or processes associated with the permit.
- The floor plan approved by the Saugatuck Township Fire District depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current hazardous materials emergency plan, if applicable.
- A chemical classification inventory, if applicable.

#### 401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the Fire District governing body and are applicable to each permit application.

#### 401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon showing good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy, or use shall require a new permit.

### *Permits*

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Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. If the work is suspended or abandoned for a period of 180 days after the time the work is commenced, the permit shall become invalid.

All permits shall bear the signature of the Fire Chief or the authorized designee and contain a general description of the operation or occupancy and its location.

#### **401.4 SITE REQUIREMENTS**

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee (Mich. Admin. Code R 29.1652). Permits are subject to inspection at any time by any firefighter acting in an official capacity.

#### **401.5 SUSPENDED OR REVOKED PERMITS**

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code, or law.

#### **401.6 REQUIRED OPERATIONAL PERMITS**

Permits are generally required for all items, locations, and activities as described in the Fire Code (Mich. Admin. Code, R 29.1652).

## Fire Investigations

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Saugatuck Township Fire District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

### 402.2 POLICY

It is the policy of the Saugatuck Township Fire District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

### 402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

### 402.4 PRELIMINARY INVESTIGATION

The first-in Fire Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Fire Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Fire Officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Fire Chief
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion

# Saugatuck Township Fire District

## Policy Manual

### *Fire Investigations*

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- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

#### **402.4.1 ASSISTANCE FROM STATE FIRE MARSHAL'S OFFICE**

The state Fire Marshal's office shall be notified when either of the following circumstances exist:

- (a) The injury or death of an individual who is not a firefighter resulting from a demonstration fire (MCL 29.6).
- (b) There was a fire, explosion, spill, leak, accident, or related occurrence that involves the transportation, storage, handling, sale, use, or processing of hazardous material (MCL 29.5g).

#### **402.4.2 ASSISTANCE FROM DEPARTMENT OF STATE POLICE FIRE INVESTIGATORS**

The response of a fire investigator from the Michigan State Police shall be requested when either of the following circumstances exist:

- (a) There was a fire involving a conspiracy to commit arson, a fire that was perpetrated to defraud a person, or any other fire that may involve the act of arson (MCL 28.72).
- (b) The injury or death of a firefighter resulting from a demonstration fire.

#### **402.5 EQUIPMENT**

The fire investigator's vehicle should be stocked with at least the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

##### **402.5.1 USE OF PROTECTIVE GEAR**

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

# Saugatuck Township Fire District

## Policy Manual

### *Fire Investigations*

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#### 402.5.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

#### **402.6 FIRE INVESTIGATORS**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

##### 402.6.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators shall:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

#### **402.7 FIRE INVESTIGATORS WITH ARREST AUTHORITY**

Fire investigators with arrest authority assigned to an incident are responsible for conducting a thorough investigation and providing complete written documentation.

Fire investigators who reasonably anticipate an arrest in connection with an investigation should arrange to have a law enforcement officer from a law enforcement agency with jurisdiction present. If a law enforcement officer is unavailable to assist with an arrest, investigators should consider delaying the arrest until such time that law enforcement can be present.

In situations where a fire investigator finds it necessary to arrest a suspect without the assistance of local law enforcement, the investigator should notify the local law enforcement agency that an arrest is being made and, if possible, arrange to have another investigator from this department present on the scene at the time of arrest.

##### 402.7.1 FIRE INVESTIGATORS WITH ARREST AUTHORITY QUALIFICATIONS

In addition to the general qualifications for fire investigators required by this policy, fire investigators with arrest authority shall:

- (a) Be sworn and fully empowered by the Chief of Police or Sheriff as a fire arson investigator (MCL 28.602).
- (b) Complete training and certification requirements pursuant to MCL 28.609c.

#### **402.8 DUTY FIREARMS**

Fire investigators with arrest authority who are authorized to carry firearms shall also comply with the Duty Firearms and Use of Force Policy.

### *Fire Investigations*

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#### **402.9 INCIDENT REPORTS**

To ensure department incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

#### **402.10 MICHIGAN BUREAU OF FIRE SERVICES**

The Fire Chief or the authorized designee is responsible for ensuring that a complete fire incident report is provided to the Michigan Bureau of Fire Services as soon as practicable for any fire resulting in (MCL 29.4; MCL 29.6):

- (a) A loss of life or property.
- (b) Firefighter hospitalizations, amputations, or losses of an eye from a demonstration fire.

## Code Enforcement

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Saugatuck Township Fire District will enforce fire and life-safety codes during inspections.

### 403.2 POLICY

It is the policy of the Saugatuck Township Fire District to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community, and emergency responders.

### 403.3 PROCEDURE

The Saugatuck Township Fire District may issue correction notices when violations of the Fire Code are found during fire and life-safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Saugatuck Township Fire District Fire Marshal as soon as practicable and corrected immediately (MCL 29.2b; Mich. Admin. Code, R29.1652; Fire Code Ch. 1).

#### 403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and based on the type of violation (MCL 29.2b; Mich. Admin. Code, R29.1652; Fire Code Ch. 1).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations, and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party or provided as soon as it is completed (MCL 29.2b; Mich. Admin. Code, R29.1652; Fire Code Ch.1).

#### 403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked) All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.



### *Code Enforcement*

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#### 403.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

#### 403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested or be personally served and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

#### 403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the department's legal counsel as soon as practicable.

## Alternative Materials and Methods Requests

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Fire Code.

#### 404.1.1 DEFINITIONS

Definitions related to this policy include:

**Alternative materials and methods (AMM) request** - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible, or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

### 404.2 POLICY

It is the policy of the Saugatuck Township Fire District that requests for AMM shall be evaluated by the Saugatuck Township Fire District Fire Marshal or the authorized designee for compliance with the Fire Code.

### 404.3 PROCEDURE

The following procedures have been established to assist department members in determining whether a proposed AMM is at least equivalent to that prescribed by the Fire Code in quality, strength, effectiveness, fire resistance, durability, and safety (MCL 29.1 et seq.; Mich. Admin. Code, R 29.1652; Fire Code Ch. 1).

#### 404.3.1 PROJECT INFORMATION

For commercial, multi-family residential, and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information, including:
  1. The project name, address, contact person, and telephone number.
  2. The owner's name, address, and telephone number.
  3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) The Fire Code section or a reference to the specific requirement for which the AMM is requested.
- (c) The alternative fire protection measures that will be taken as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Saugatuck Township Fire District.

# Saugatuck Township Fire District

## Policy Manual

### *Alternative Materials and Methods Requests*

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#### 404.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Saugatuck Township Fire District. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Saugatuck Township Fire District Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including but not limited to the level of equivalency achieved, the effect of the AMM on fire and emergency response, and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Saugatuck Township Fire District Fire Marshal or the authorized designee will issue a written response granting approval (MCL 29.2b; Mich. Admin. Code, R 29.1652; Fire Code Ch. 1). Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued (MCL 29.2b; Mich. Admin. Code, R 29.1652; Fire Code Ch. 1).
  - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
  - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Saugatuck Township Fire District. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Saugatuck Township Fire District Fire Marshal or the authorized designee.

# Community Fire Station Visitation Program

## 405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Department uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Emergency Response Division.

## 405.2 POLICY

The Saugatuck Township Fire District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Emergency Response Division.

## 405.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:
  - 1. Pre-school classes or groups (public or private).
  - 2. Kindergarten classes or groups (public or private).
  - 3. Primary and secondary school groups (public, church-based or private).
  - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts, Brownies).
  - 5. Service clubs and organizations that are generally voluntary nonprofit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary, Masons).
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:
  - 1. Birthday party groups
  - 2. Social networking groups
  - 3. Business networking groups
  - 4. For-profit tour groups, including profit-based foreign student groups

# Saugatuck Township Fire District

## Policy Manual

### *Community Fire Station Visitation Program*

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#### 5. Any group, entity or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by completing and submitting an application to the Department of Fire Prevention Division. Applications must be submitted prior to the date requested for the fire station visit. Department of Fire Prevention Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Emergency Response Fire Chief for station and crew assignment.

#### 405.3.1 SCHEDULING FIRE STATION VISITS

The Emergency Response Fire Chief may elect to limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Fire Chief should notify the Department of Fire Prevention Division personnel of the station and crew assigned to conduct each scheduled visit. The Department of Fire Prevention Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

#### 405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 30 persons, including chaperones and drivers. Larger groups may apply but approval of the application will depend on the availability of a Department of Fire Prevention Division representative to assist with managing the tour on the day of the visit.
- (b) Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

## *Community Fire Station Visitation Program*

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### **405.4 RECORD KEEPING**

The Department of Fire Prevention Division should maintain a record of all applications for the station visit program. The records should include:

- (a) The name and contact information for the group or organization applying for a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.
- (e) The Fire Chief, station and crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the department's established records retention schedules.

## Fireworks Displays

### 406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the Saugatuck Township Fire District standards for the storage and disposal of illegal fireworks.

### 406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock, and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Saugatuck Township Fire District to observe the Michigan Fireworks Safety Act and follow the regulations prepared by the local legislative body governing the use of fireworks in public displays when enforcing permitting requirements, plan review, and inspections. The Department shall observe the federal regulations and applicable NFPA standards governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

### 406.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be made using the form established for such application by the Michigan Bureau of Fire Services (BFS) (MCL 29.1c). Applications shall be submitted to the Fire District with a copy to the Saugatuck Township Fire District in a timely manner in order to ensure the appropriate allocation of resources, conduct required inspections, and allow adequate time to address any changes that may be required.

When applying for a public fireworks display permit, an applicant shall include information and evidence to the Saugatuck Township Fire District that includes (MCL 28.470):

- (a) The name of the organization sponsoring the display, and the names and pyrotechnic operator license numbers of persons actually in charge of the display.
- (b) The date and time the display is to be held.
- (c) The exact location planned for the display.
- (d) The size and number of all fireworks to be discharged including the number of set pieces, shells, and other items. Shells shall be designated by diameter specifying single, multiple break, or salute.
- (e) The manner and place of storage of all fireworks prior to, during, and after the display.
- (f) A diagram of the grounds on which the display is to be held showing:
  - 1. The point at which the fireworks are to be discharged.
  - 2. The location of all buildings, roads, and other lines of communication.
  - 3. The lines behind which the audience will be restrained.

# Saugatuck Township Fire District

## Policy Manual

### *Fireworks Displays*

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- (g) The location of all nearby trees, telegraph, or telephone lines, or any other overhead obstruction.
- (h) Proof that satisfactory workers' compensation insurance is carried for all employees.
- (i) Documentary proof of public liability insurance in the amount specified by the Fire District (MCL 28.466).
- (j) The name and resale license number of the wholesaler who supplied all of the items used in the display.

A permit shall not be issued to a nonresident person, firm, or corporation for ignition of articles, pyrotechnics, or display fireworks in Michigan until the person, firm, or corporation has appointed in writing a resident member of the bar of Michigan or a resident agent to be the legal representative upon whom all process in an action or proceeding against the person, firm, or corporation may be served (MCL 28.466).

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Saugatuck Township Fire District, its officers, and the Fire District harmless for any damages or liability.

#### 406.3.1 PLANS

A fully dimensioned plot plan as required by NFPA standards shall be included with the application that shows (MCL 28.470):

- (a) The location of the display set-up and the location, including the distance of the firing box from the display.
- (b) All access roads, including road width, hydrant locations, and ingress and egress points.
- (c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

#### 406.3.2 INSPECTIONS

- (a) All department personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with NFPA standards and the following requirements (MCL 28.469; MCL 28.470):
  - 1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
  - 2. A water container for duds or misfired shells shall be available on the site.
  - 3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
  - 4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes, and no bent or frayed muzzles.



# Saugatuck Township Fire District

## Policy Manual

### *Fireworks Displays*

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5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
  6. If mortar racks are used, they shall be stable and secure.
  7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
  8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
  9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
  10. No smoking is permitted in firing or display areas.
  11. During the electrical firing, no one is allowed to enter the firing area of the display.
  12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
  13. A continuity test shall be conducted prior to the test fire.
- (b) The inspection will include but is not limited to:
1. Verification of proper pyrotechnics operator licensing of operator and pyrotechnics technician licensed assistants.
  2. Verification of identification and age of all unlicensed assistants.
  3. Inspection and inventory of fireworks shells to be discharged.
  4. Inspection of racks to determine proper spacing and bracing.
  5. Inspection of mortars used to fire aerial shells.
  6. Inspection of ready boxes.
  7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Saugatuck Township Fire District inspector.
  8. Inspection of any other components of the display as deemed appropriate by the inspector.

#### **406.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS**

Any fireworks seized pursuant to Michigan law shall be stored in compliance with NFPA 1124 and in a manner approved by the Saugatuck Township Fire District Fire Marshal until relinquished to the local, state, or regional authorities for destruction (MCL 28.465; MCL 28.470).

# Saugatuck Township Fire District

## Policy Manual

### *Fireworks Displays*

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The Saugatuck Township Fire District Fire Marshal or the authorized designee shall immediately notify the Michigan Department of Licensing and Regulatory Affairs (DLRA) of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the appropriate authority and shall be disposed of by DLRA or appropriate law enforcement agency (MCL 28.465).

- (a) Routine seizures (quantities that are temporarily manageable):
  - 1. Inventory, randomly sample and photograph the seized fireworks.
  - 2. Complete any forms required by the appropriate authority and forward as the form instructs.
  - 3. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
  - 4. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
  - 5. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
  - 6. The following items should not be included:
    - (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
    - (b) Trash (including expended fireworks, lighters and matches)
    - (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
    - (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items
- (b) Seizures that require immediate assistance (quantities that exceed the capability of the Saugatuck Township Fire District to manage):
  - 1. Contact the appropriate BFS investigator, who will assist with arranging for temporary storage.
  - 2. Inventory, randomly sample and photograph the seized fireworks.
  - 3. Complete the necessary report and forward it to the appropriate authority.
  - 4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

The Saugatuck Township Fire District will assist the DLRA or appropriate law enforcement agency who will act as the lead agency responsible for prosecuting any case involving fireworks seized by the Department.

# Saugatuck Township Fire District

## Policy Manual

### *Fireworks Displays*

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#### 406.4.1 FEES

If the Department collects fees for the cost of storage and disposal pursuant to Michigan law or a local ordinance that provides for administrative fines or penalties associated with the seizure of dangerous fireworks, the Department shall forward the required amount of the collected monies to the Fire District for deposit in compliance with local ordinance or state law (MCL 28.464; MCL 28.465).

# Hazardous Materials Disclosures

## 407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state, and federal requirements and for the inspection of the facilities that handle hazardous materials.

## 407.2 POLICY

The Saugatuck Township Fire District will work in coordination with the Local Emergency Planning Committee (LEPC) and the Michigan Department of Environmental Quality (DEQ) regarding the receipt of dangerous or hazardous material submittals.

## 407.3 SUBMITTALS

Facilities treating, storing, or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the Department (40 CFR 370.1 et seq.).

Facilities required to prepare or have available a Safety Data Sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit an SDS and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

## 407.4 INSPECTIONS

The Department shall conduct field inspections of facilities that are subject to the requirements of this policy (40 CFR 370.65). Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the LEPC, DEQ, and the Michigan Citizens Community Emergency Response Coordinating Council (MCCERCC) (Mich. Exec. Order No. 2007-18).

Where appropriate, the Department will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

## 407.5 PUBLIC RECORDS

Generally, submissions received by the Department are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

## Maximum Occupancy - Overcrowding

### 408.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding.

### 408.2 POLICY

It is the policy of the Saugatuck Township Fire District to protect the safety of the public through enforcement of the Fire Code regarding occupancy overcrowding.

### 408.3 ENFORCEMENT

Any member of the Department, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating officer shall immediately notify the Saugatuck Township Fire District Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Saugatuck Township Fire District Fire Marshal prior to requiring that an occupancy be vacated (MCL 29.7a; MCL 29.8; Mich. Admin. Code, R 29.1652; Fire Code, Ch. 20).

#### 408.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Department of Fire Prevention Division for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

#### 408.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Central Dispatch after hours shall be routed to the appropriate on-duty Fire Chief. Depending upon the urgency of the complaint, the Fire Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Saugatuck Township Fire District Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.

# Saugatuck Township Fire District

## Policy Manual

### *Maximum Occupancy - Overcrowding*

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- Call for local law enforcement support.

#### 408.3.3 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

#### 408.3.4 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with Saugatuck Township Fire District procedures.

## Juvenile Firesetter Referrals

### 409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment, and psychological services, in cooperation with local nonprofit organizations.

### 409.2 POLICY

It is the policy of the Saugatuck Township Fire District to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

### 409.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by department personnel following a request from parents, guardians, or caregivers, or as a result of a fire incident. There are multiple types of referrals:

#### 409.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Saugatuck Township Fire District for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the Department being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the department's Department of Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

#### 409.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Department of Fire Prevention. If no Department of Fire Prevention personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Department of Fire Prevention Division. When appropriate, a Department of Fire Prevention member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

#### 409.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Department of Fire Prevention Division. The IC should be contacted by the Department of Fire Prevention Division confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

# Saugatuck Township Fire District

## Policy Manual

### *Juvenile Firesetter Referrals*

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- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was a result of a child experimenting with fire or arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Department of Fire Prevention Division.

The IC should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter, or when the suspect is still at the scene.

A juvenile who has been referred to the Department by the juvenile justice court will be assigned to a member of the Department of Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Department of Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Department of Fire Prevention member should send a program completion letter on department letterhead to the juvenile's probation officer.

#### **409.4 PROGRAM COMPONENTS**

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

**Assessment** - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Saugatuck Township Fire District. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

**Diversion** - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing, where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the Department will process a request to dismiss the citation.

**Educational intervention** - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

**Counseling** - The Department may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.



# Saugatuck Township Fire District

## Policy Manual

### *Juvenile Firesetter Referrals*

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**Behavioral update** - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Department of Fire Prevention Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in department training programs as part of awareness and disposition outcomes.

## Fire Watch Services

### 410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for the Department regarding incidents or situations which may require a fire watch due to required automatic fire protection and/or detection services that are inoperable, construction/demolition activities, hot work or other high-risk activities, or events which may have an adverse impact on public safety.

#### 410.1.1 DEFINITIONS

Definitions related to this policy include:

**Fire code official** - A person who has been designated to administer and enforce the fire code.

**Fire watch** - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire, and notifying the Saugatuck Township Fire District. Fire watch may be conducted by department personnel.

**Fire watcher** - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the Department in the event of a fire. Several fire watchers might comprise a single fire watch.

**High life-risk occupancy** - Hospitals, care facilities, schools, high-rise buildings, and certain assembly occupancies.

**Hot work** - Operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems, or any other similar activity.

**Impairment coordinator** – The building owner or authorized designee assigned to comply with the requirements of a fire watch. (Mich. Admin. Code, R 29.1652; Fire Code, Ch. 13).

### 410.2 POLICY

It is the policy of the Saugatuck Township Fire District that the Department will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the Fire Code.

### 410.3 RESPONSIBILITIES

Upon notification that a fire watch has been ordered by the fire official, the Fire Chief, or the authorized designee shall ensure that a fire watch is implemented (Mich. Admin. Code, R 29.1652; Fire Code, Ch. 1; Fire Code, Ch. 3; Fire Code, Ch. 11; Fire Code, Ch. 13; Fire Code, Ch. 34; Fire Code, Ch. 41).

The Fire Chief or the authorized designee should:

# Saugatuck Township Fire District

## Policy Manual

### *Fire Watch Services*

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- Confer with the Fire Code Official and the Impairment Coordinator to determine whether it is necessary for the Saugatuck Township Fire District to assume the fire watch.
- Give to, and review with, the Impairment Coordinator a copy of any Saugatuck Township Fire District fire watch requirements. The results of this review should be a factor to consider when deciding whether the Saugatuck Township Fire District will assume the fire watch.
- Contact Central Dispatch and order that all units responding to a call for aid at the location are notified that a fire watch is in effect.

During special events or other activities, the Saugatuck Township Fire District Fire Marshal or the authorized designee should make a determination whether the location, premises, building, or event has a high life-risk occupancy and, if so, require or implement a fire watch. If the location does not have a high life-risk occupancy, the Saugatuck Township Fire District Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner or event manager shall implement a fire watch

#### **410.4 PROCEDURES**

The Incident Commander (IC) shall have the following responsibilities that apply for a fire watch conducted by the Saugatuck Township Fire District (Mich. Admin. Code, R 29.1652; Fire Code, Ch. 1; Fire Code, Ch. 3; Fire Code, Ch. 11; Fire Code, Ch. 13; Fire Code, Ch. 34; Fire Code, Ch. 41):

- (a) Determine the minimum level of fire watch service including the number of personnel assigned to fire watcher duties in accordance with the Fire Code
- (b) Ensure that each assigned fire watcher is provided with at least one means of direct communication with Central Dispatch and his/her sole duty shall be to perform constant patrols and watch for the occurrence of fire
- (c) Direct all fire watchers to make a thorough inspection of all buildings and spaces where the required protection system is out of service, together with any other areas of concern during fire watch patrols
- (d) Continue the fire watch until notified by the Fire Code Official that the automatic fire protection or detection system is back in service.
- (e) Fire Watch forms will be provided by the Fire District, shall be completed by the impairment coordinator, and shall be returned to the Fire District upon completion of the Fire Watch.

##### **410.4.1 ADDITIONAL PROCEDURES**

For fire watches conducted by the building owner, the IC should confirm that all fire watchers assigned to the fire watch are equipped with at least one form of direct communication with Central Dispatch.

# Saugatuck Township Fire District

## Policy Manual

### *Fire Watch Services*

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#### **410.5 FEES**

If it is determined that Fire District personnel will conduct the fire watch, applicable fees may apply in accordance with the adopted fee schedules.

## Chapter 5 - Emergency Medical Services

## Patient Care Records

### 500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure as required by Michigan law, and in a manner or on forms established by the local medical control authority.

#### 500.1.1 DEFINITIONS

Definitions related to this policy include:

**Competent** - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication, or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

**MI-EMSIS** - The Michigan Emergency Medical Services (EMS) Information System available for submitting patient care records electronically.

**NEMSIS** – The National EMS Information System.

**Patient** - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by a Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT) or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

### 500.2 POLICY

It is the policy of the Saugatuck Township Fire District to follow the patient documentation and distribution guidelines required by Michigan law and developed by the local medical control authority. This includes using a NEMSIS Gold Compliant system to submit data to MI-EMSIS.

# Saugatuck Township Fire District

## Policy Manual

### *Patient Care Records*

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#### **500.3 PROCEDURE**

A Patient Care Record (PCR) shall be completed for every patient response (Mich. Admin. Code, R 325.22117). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment, and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the department's incident reporting system to document that assistance was offered and declined. The department's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

The PCR should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a completed PCR must be provided within 24 hours or as otherwise required by the local medical control authority.

An EMS evaluation, performed minimally by a qualified department member, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local medical control authority, department EMS supervisors, and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

#### **500.4 DISTRIBUTION OF PCR COPIES**

- (a) If a patient is transported to a paramedic receiving center, copies should be distributed as follows and in accordance with local medical control authority protocols:
  - 1. Copy retained by the Department
  - 2. Copy sent to the base hospital or alternative base station
  - 3. Copy left at the designated hospital receiving center with the patient
  - 4. Copy sent to the local medical control authority
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows and in accordance with local medical control authority protocols:
  - 1. Copy retained by the Department
  - 2. Copy sent to the base hospital or alternative base station
  - 3. Other copies sent per local medical control authority policy

# Saugatuck Township Fire District

## Policy Manual

### *Patient Care Records*

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- (c) If a patient is declared dead and is not transported, copies should be distributed as follows and in accordance with local medical control authority protocols:
1. Copy retained by the Department
  2. Copy sent to the assigned base hospital or alternative base station
  3. Copy left with the body for the coroner's office
  4. Copy sent to the local medical control authority
  5. Other copies sent per local medical control authority policy

#### **500.5 PCR STORAGE**

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy and Michigan law. Such records shall be maintained for five years or in the case of minors, until the patient reaches 23 years of age (Mich. Admin. Code, R 325.22117).



# Medical Supplies

## 501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assist with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

For controlled medications see the Controlled Substance Accountability Policy.

## 501.2 POLICY

It is the policy of the Saugatuck Township Fire District to use a PAR level system for medical supply inventories.

## 501.3 PROCEDURES

The PAR level should be based on normal inventory usage for a two-week period at career stations and a four-week period at reserve stations. The PAR level should include all medical supplies maintained in fire stations and carried on apparatus.

A delivery schedule for supplies should be created and distributed to all stations one month in advance.

### 501.3.1 MEDICATIONS

In the absence of specific local medical control protocols to the contrary, the following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only department members who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the department mail system.
- (c) All medications should be inventoried daily by the designated paramedic for each facility or station.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (g) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.

# Saugatuck Township Fire District

## Policy Manual

### *Medical Supplies*

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- (h) Out-of-date medications should be exchanged for current medications.
- (i) The Emergency Medical Services (EMS) supervisor should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

#### **501.4 SUPPLY OVERSTOCK**

Overstock should be returned to the supplier. Items should be properly packaged and labeled. A written list of items being returned should be attached to the box or container with the returned items. Do not return individual items that are normally supplied as units in a case, bottle or box.

#### **501.5 BACK-ORDERED SUPPLIES**

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the EMS supervisor.

## Patient Refusal of Pre-Hospital Care

### 502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care, and/or transport.

#### 502.1.1 DEFINITIONS

Definitions related to this policy include:

**Competent** - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication, or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

**Emancipated minor** - An individual under the age of 18 years who is married, on active duty in the military, is emancipated by declaration of a court, or is emancipated pursuant to any other provision of Michigan law (MCL 722.4).

**Patient** - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by an Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT) or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care (MCL 333.20969).

**Protective custody** - An individual who is held against his/her will for evaluation because the individual is a danger to him/herself, a danger to others, and/or is gravely disabled or unable to care for him/herself (MCL 330.1100c).

# Saugatuck Township Fire District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

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#### **502.2 POLICY**

It is the policy of the Saugatuck Township Fire District that a Patient Care Record (PCR) and a patient release form be completed pursuant to local medical control protocols any time a patient refuses emergency medical evaluation, care, and/or transportation.

#### **502.3 PROCEDURE**

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMT should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients who likely have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT should make contact with the base hospital for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to:
  - 1. The patient's complaint or the reason for the call.
  - 2. Any important circumstances surrounding the call for assistance.
  - 3. Significant patient medical history.
  - 4. Complete physical assessment, including vital signs and mental status.
  - 5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability, or mental illness. Examples of conditions affecting the patient's decision-making capacity include but are not limited to a significantly altered level of consciousness or blood pressure, hypoxia, or severe pain.
- (d) The EMT should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient

# Saugatuck Township Fire District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

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understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport, or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including base hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.

- (f) The base hospital should be contacted regarding any patient exhibiting symptoms meeting the base hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, base hospital consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the base hospital should be contacted.
- (h) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled, or cannot care for him/herself and cannot be treated and/or transported, the EMT should notify law enforcement to confirm that observation and to take the individual into protective custody as provided by Michigan law (MCL 330.1427). The EMT should remain with the patient until the proper authorities have made a determination regarding the hold. Patients on a mental health hold cannot be released at the scene.
- (i) If the base hospital and/or the EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
  - 1. The patient should be transported to an appropriate facility under implied consent. In this case a mental health hold is not necessary.
  - 2. If the base hospital determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider placing the individual into protective custody (MCL 330.1427).
  - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

#### **502.4 DOCUMENTATION**

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment, or transport
- (d) A statement that the patient was advised of the risks/consequences of refusing medical attention and that he/she acknowledged understanding those risks

# Saugatuck Township Fire District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

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- (e) Any alternatives that were presented to the patient
- (f) A description of base hospital contact, including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the department-specific incident number, the signature of the field personnel and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the base hospital for review.

## Do-Not-Resuscitate Orders

### 503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for department Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on the Michigan Do-Not-Resuscitate (DNR) Procedure Act.

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

#### 503.1.1 DEFINITIONS

Definitions related to this policy include (MCL 333.1052):

**Do Not Resuscitate (DNR) order** - A document executed under the Michigan DNR Procedure Act directing that, if an individual suffers cessation of both spontaneous respiration and circulation in a setting outside of a hospital, resuscitation will not be initiated. Resuscitative efforts include chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advanced airway adjuncts (e.g., endotracheal tube, Combitube®), cardiopulmonary medications, or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm.

The order must be in a form as described by Michigan law (MCL 333.1054; MCL 333.1056).

A DNR order can also be evidenced by a DNR bracelet.

**DNR bracelet or identification bracelet** - A wrist bracelet that meets the requirements of Michigan law and that is worn by a patient while a DNR order is in effect. A DNR identification bracelet shall possess features that make it clearly recognizable as a DNR identification bracelet including but not limited to all of the following (MCL 333.1057):

- (a) Imprinted with the words "DO-NOT-RESUSCITATE ORDER"
- (b) The name and address of the patient
- (c) The name and telephone number of the patient's attending physician, if any

The words shall be printed in a type size and style that is as easily read as practicable, given the size of the identification bracelet.

**Palliative care** - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

**Patient advocate** - An individual designated to make medical treatment decisions for a patient under Michigan law.

**Physician Orders for Scope of Treatment (POST) form** - Medical orders that direct specific types or levels of treatment to be provided in a setting outside of a hospital. (MCL 333.5676).

**Vital sign** - A pulse or evidence of respiration.

# Saugatuck Township Fire District

## Policy Manual

### *Do-Not-Resuscitate Orders*

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#### **503.2 POLICY**

It is the policy of the Saugatuck Township Fire District that EMS members honor DNR orders or bracelets to withhold or withdraw resuscitative measures.

#### **503.3 PROCEDURES**

The following guidelines and any local medical control protocols should be used by members who are presented with a DNR order or DNR bracelet (MCL 333.1061):

- (a) All EMS members shall honor a DNR order when EMS members have determined that the patient has no vital signs and it can be reasonably established that the patient is the subject of the DNR order and either:
  - 1. When EMS members have identified a DNR order, DNR bracelet or POST form as defined in this policy (MCL 333.1061a).
  - 2. When EMS members have personally seen the DNR order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) All DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- (c) A DNR order shall be disregarded if the patient requests resuscitative measures.
- (d) When EMS members honor a DNR order, they should note on the Patient Care Record (PCR) that a DNR order or DNR bracelet was presented or observed and honored, and shall document the circumstances surrounding the DNR order on a PCR.
- (e) Base hospital contact should be made, the base hospital physician consulted, and resuscitation initiated:
  - 1. If there are any questions concerning the validity of the DNR order.
  - 2. If a DNR order is incomplete or not signed.
  - 3. When a document other than those noted in this policy is presented.
  - 4. Any time EMS members have concerns or require assistance.
- (f) All DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or the coroner's office to report the death and should support family members on-scene, as appropriate.
- (g) All DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity, and comfort before leaving the scene.
- (h) If a DNR patient is transported to a hospital, the following shall apply:
  - 1. A valid DNR order shall be honored during transport of the patient.
  - 2. The DNR order or bracelet shall accompany the patient.
  - 3. The patient advocate should accompany the patient to the hospital, if possible.



## *Do-Not-Resuscitate Orders*

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### **503.4 POST FORMS**

EMS personnel shall provide or withhold treatment to a patient according to the orders on a POST form unless any of the following apply (MCL 333.5679):

- (a) The care is necessitated by an injury or medical condition that is unrelated to the diagnosis or medical condition indicated on the patient's POST form.
- (b) The orders on the POST form request medical treatment that is contrary to generally accepted health care standards or emergency medical protocols.
- (c) The POST form contains a medical order regarding the initiation of resuscitation if the patient suffers cessation of both spontaneous respiration and circulation, and there is a DNR order put into effect after the POST form was validly executed.
- (d) The POST form has been revoked.

EMS personnel shall comply with the most recent DNR order and a POST form when the POST form contains a medical order regarding the initiation of resuscitation and the individual suffers cessation of both spontaneous respiration and circulation (MCL 333.1061a; MCL 333.5681).

## Latex Sensitivity

### 504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all department members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

#### 504.1.1 DEFINITIONS

Definitions related to this policy include:

**Latex sensitivity** - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

### 504.2 POLICY

It is the policy of the Saugatuck Township Fire District that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

### 504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Patient Care Record as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves

# Saugatuck Township Fire District

## Policy Manual

### *Latex Sensitivity*

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- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

# Controlled Substance Accountability

## 505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the supply, use, and accountability of controlled substances administered by the Saugatuck Township Fire District (21 CFR 1300.01 et seq.).

### 505.1.1 DEFINITIONS

Definitions related to this policy include:

**Controlled substance** - A drug, substance, or immediate precursor listed in any schedule of the federal Controlled Substances Act, including any substance added or rescheduled by the Michigan Board of Pharmacy.

**Unit** - Any ambulance, transport unit, or first response engine or truck company.

## 505.2 POLICY

It is the policy of the Saugatuck Township Fire District to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state, and federal regulations governing the supply, use, and accountability of all controlled substances (21 CFR 1300.01 et seq.; Title 21 USC Controlled Substances Act).

## 505.3 STORAGE AND INVENTORY

To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area.

The Emergency Medical Services (EMS) supervisor will determine the locking mechanism and procedures to be utilized on vehicles that contain controlled substances to ensure compliance with protocols of the local medical control authority (Mich. Admin. Code, R 338.486). Controlled substances should be secured in the locked mechanism any time the unit is parked and unattended.

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the EMS supervisor or the authorized designee:

- (a) All controlled substances are to be secured by department members in the designated locking mechanism provided by the Department.
- (b) At each shift change, an incoming and outgoing paramedic shall, in each other's presence, inspect the quantities, the integrity of the containers, and the expiration dates of the controlled substance inventories. Each paramedic shall attest to the quantity available by printing and signing his/her full name on a controlled substance daily report. At no time shall an individual enter a name or signature on behalf of another person.
- (c) If the inventory of any controlled substance results in a discrepancy, the paramedics must immediately attempt to reconcile the amount missing. If the discrepancy cannot

# Saugatuck Township Fire District

## Policy Manual

### *Controlled Substance Accountability*

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be reconciled, immediate notification shall be made to the Fire Officer, the Fire Chief, and the EMS supervisor. The EMS supervisor shall be responsible for the completion and submission of the online DEA Form 106, Report of Theft or Loss of Controlled Substances (21 CFR 1301.76).

- (d) If the unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station. If the outgoing paramedics have already left the station, one on-duty paramedic and the Fire Officer from the on-duty shift may conduct the inventory and reconciliation process.
- (e) In the event that a paramedic works two consecutive shifts on the same unit, the inventory shall be performed by the paramedic and witnessed and verified by another paramedic assigned to the station, a Fire Officer, or an on-duty shift member.
- (f) A controlled substance daily report and a controlled substance disposition and restock record shall be maintained on board all units. These documents shall be available for random inspection and review by the EMS supervisor and local, state, or federal regulatory representatives to ensure compliance.
- (g) When a controlled substance daily report is completed on the last day of the month, the Fire Officers from each shift shall review the report for completeness and sign the bottom of the record. After review, the Fire Officer shall forward a copy of the report, along with a copy of the corresponding controlled substance disposition and restock record, to the EMS supervisor as soon as practicable.
- (h) A copy of the controlled substance daily report and controlled substance disposition and restock record should be maintained in the station files for a period of one year. After one year, the station copies shall be shredded.

#### 505.3.1 STANDARD CONTROLLED SUBSTANCE INVENTORY

- (a) The standard complement of controlled substances shall be established by the EMS supervisor or the authorized designee to ensure compliance with protocols of the local medical control authority.
- (b) Any modification to the standard complement of controlled substances shall be justified and approved by the EMS supervisor or the authorized designee.
- (c) The supply of controlled substances will be obtained from any of the department's automated storage and retrieval units, the department's controlled substances vault, or other authorized source.
- (d) Only paramedics and EMS supervisors are authorized to remove controlled substances from the automated storage and retrieval unit and the controlled substances vault. A witness (paramedic, EMT, or other authorized member) is required in order to access the automated inventory control unit or controlled substances vault. When removing controlled substances from any automated storage and retrieval unit, personnel shall record the following information in the designated fields:
  - 1. The patient's first and last name, sex, and date of birth (when known)
  - 2. Unit identification number and Patient Care Record (PCR) number

# Saugatuck Township Fire District

## Policy Manual

### *Controlled Substance Accountability*

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3. The incident number
4. Any additional pertinent information may be entered into comments field
- (e) When a controlled substance is received, the paramedic receiving the drug must immediately secure the drug into the locked mechanism on the unit.

#### **505.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION**

- (a) Only paramedics shall administer controlled substances. Each time a controlled substance is administered to a patient, the drug, dose, and administration route shall be documented on the PCR in compliance with local medical control authority guidelines. In addition, the following information shall be recorded on the controlled substance disposition and restock record:
  1. Date of administration
  2. Incident number associated with the event
  3. PCR number
  4. Patient's full first and last name (when known)
  5. Drug and dose administered
  6. Printed first and last name and signature of paramedic who administered the controlled substance
  7. Date and source of the medication resupply
- (b) If the entire amount of a controlled substance is not administered by the transporting paramedic, a licensed staff member for the hospital that received the patient shall witness the proper disposal of the remaining amount. The hospital staff member's signature must be obtained on the controlled substance disposition and restock record. If waste of a controlled substance occurs at the incident, another paramedic or Fire Officer must witness the waste and sign the record.
- (c) When a controlled substance is restocked, the following information shall be entered on the controlled substance disposition and restock record on the line immediately below the corresponding patient information:
  1. The date
  2. The restock source
  3. The printed full name and signature of the paramedic who restocked the controlled substance into the locked mechanism

##### **505.4.1 ADDITIONAL DOCUMENTATION FOR TRANSFERS**

If a controlled substance is administered and the care of the patient is transferred to a transporting paramedic who resupplies the administering unit, the information listed above must appear on the controlled substance disposition and restock record of the administering and transporting unit that provided the drug for restock, in addition to the unit identification of both the units.

### *Controlled Substance Accountability*

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If a paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance, any remaining controlled substance shall not be provided to the transporting paramedic. If additional medication is needed after the patient care transfer, the controlled substance shall be used from the inventory of the transporting paramedic.

#### **505.5 CONTROLLED SUBSTANCE SUPPLY AND RESUPPLY**

- (a) The EMS supervisor shall submit a completed DEA Form 222 to the designated department supplier to order controlled substances in order to maintain established levels.
- (b) Upon receipt of the controlled substance from the supplier, the EMS supervisor or the designated paramedic shall inventory the controlled substance received to ensure that the type and quantities ordered match the type and quantities received and are reflected on the corresponding DEA Form 222 (21 CFR 1305.12; 21 CFR 1305.13).
- (c) The EMS supervisor or the designated paramedic will immediately place the controlled substance in the controlled substance vault or automated storage and retrieval unit and ensure that inventory is reconciled with any electronic data files.
- (d) The EMS supervisor or the designated paramedic will inventory the controlled substance vault and any automated storage and retrieval units weekly to ensure the existing inventory is reconciled with any electronic data files. The record of these inventories is to be printed and maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).
- (e) Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the Fire Chief and a DEA Form 106, Report of Theft or Loss of Controlled Substances, shall be completed and submitted, if required (21 CFR 1301.76).

##### **505.5.1 UNIT RESUPPLY**

If a controlled substance is initially administered from the one unit, the transporting unit or another on-scene department unit may resupply the administering unit on-scene.

The transporting unit or other department unit on-scene shall then be responsible for obtaining the resupply from the department's automated storage and retrieval unit or other authorized supply source.

An administering paramedic may opt to obtain the resupply of a controlled substance from the department's automated storage and retrieval unit or other authorized source any time it is operationally appropriate instead of resupplying from the transporting or other on-scene department unit.

Resupply from a non-department unit is not authorized. If the care of a patient is transferred to a non-department unit, the administering paramedic will obtain the resupply from the department's automated storage and retrieval unit or other authorized source.

## *Controlled Substance Accountability*

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### **505.6 ACCOUNTING FOR EXPIRED OR DAMAGED CONTROLLED SUBSTANCES**

Controlled substances due to expire or that are damaged may be replaced as follows:

- Note the expiration date or damage, the date of replacement, and the source of restock on the department's controlled substance disposition and restock record.
- Place the expired drug or damaged container in the supplied envelope and label with the type of drug, dosage, unit identifier, and name of the paramedic who returned the drug and the date.
- Put the envelope in the locked return drug box to be returned to the designated supplier.

This process may also be used to replace controlled substances due to expire.

### **505.7 ACCOUNTABILITY**

The EMS supervisor should:

- (a) Review the controlled substance daily reports and the controlled substance disposition and restock records monthly for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file, and any other issues that may require follow-up or investigation.
- (b) Create, complete, maintain, and annually update the department's signature log.
- (c) Randomly inspect controlled substance daily reports and the controlled substance disposition and restock records on units for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file, and any other issues that may require follow-up or investigation.
- (d) Ensure copies of controlled substance daily reports and the controlled substance disposition and restock records are maintained as provided in the records retention schedule and for a minimum period of two years (21 CFR 1304.04).
- (e) Notify the responsible Fire Chief of any item that deviates from this policy and notify local medical control of any discrepancies.



## Chapter 6 - Training

# Fire Apparatus Driver/Operator Training

## 600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Saugatuck Township Fire District members, including tiller operators, who operate firefighting apparatus as part of their duties, receive appropriate training.

### 600.1.1 DEFINITIONS

Definitions related to this policy include:

**Firefighting apparatus** - Mobile firefighting equipment such as but not limited to a pumper/engine, aerial apparatus, a tanker/tender, or any other similar equipment that has fire suppression or rescue as its primary use. A vehicle not designed, equipped, or utilized for emergency operations is not fire apparatus (Mich. Admin. Code, R 408.17403).

**Tiller operator** - The driver of the rear free-axle portion of a ladder truck.

## 600.2 POLICY

It is the policy of the Saugatuck Township Fire District that all members who operate firefighting apparatus, including tiller operators, should successfully complete driver training that meets or exceeds the requirements of the Michigan Fire Fighter's Training Council (MFFTC).

Training should include written, oral, and practical evaluations to demonstrate proficiency. The Training Officer shall annually audit and update driver/operator training materials to ensure compliance with local, state, and federal requirements.

## 600.3 PROCEDURES

All members who operate firefighting apparatus, including tiller operators, should have certification and training validating competent operational and driving skills consistent with the requirements of the MFFTC.

## 600.4 TRAINING OFFICER OR FIRE CHIEF RESPONSIBILITIES

It shall be the responsibility of the Training Officer or Fire Chief to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Officer shall coordinate with the department member appointed to monitor driver's license status to ensure members have valid driver's licenses, in accordance with the Driver's License Requirements Policy.

### 600.4.1 FEDERAL MOTOR CARRIER SAFETY REGULATIONS

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus has the training and testing required under the federal Motor Carrier Safety Regulations (49 CFR 392.1 et seq.; MCL 480.15).

# CPR and Automated External Defibrillator Training

## 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an Automated External Defibrillator (AED).

### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Automated External Defibrillator (AED)** - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

**Qualified instructor** - An individual who is qualified by the Michigan Department of Health and Human Services (MDHHS), the American Heart Association or American Red Cross, and the local medical control authority to teach AED/CPR.

## 601.2 POLICY

It is the policy of the Saugatuck Township Fire District that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of MDHHS-approved and local medical control authority-approved courses and will be provided by qualified instructors at the health care provider level.

## 601.3 REQUIREMENTS

CPR and AED training should include (MCL 333.20919):

- Proper use, maintenance, and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care, and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing, and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway, and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers, or other nearby persons.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.
- The appropriate continuation of care following a successful defibrillation.

## *CPR and Automated External Defibrillator Training*

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- Any other areas as determined by the local medical control authority.

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the Department shall be approved and monitored by the local medical control authority, which shall also approve any written and skills examinations required for course completion. MDHHS or the local medical control authority shall approve AED instructors and designate public safety AED service providers.

### **601.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with MDHHS and Michigan Occupational Safety and Health Administration (MIOSHA) regulations (Mich. Admin. Code, R 408.17411). Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

### **601.5 MANDATORY REPORTING**

The EMS supervisor, IT Director, or Fire Clerk shall be responsible for collecting and recording AED use data from department-approved Patient Care Records (PCRs) and MDHHS requirements. Those PCRs shall be maintained for a minimum of five years and shall be available for inspection by the local medical control authority or MDHHS. It will be necessary to establish procedures for the collection, maintenance, and evaluation of patient medical records in order to report annually to the local medical control authority or MDHHS on the total number of patients defibrillated and appropriate patient follow-up data, as required.

# Communicable Disease Training Program

## 602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

## 602.2 POLICY

It is the policy of the Saugatuck Township Fire District to make members' health and safety a priority by providing initial and recurring communicable disease training as required by Michigan law (29 CFR 1910.1030; MCL 408.1014; Mich. Admin. Code, R 408.17411).

## 602.3 TRAINING REQUIREMENTS

The Health and Safety Officer, working with the Training Officer, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes and periodically reviewing and updating the training program.
- (e) Ensuring that the training mandates set forth in 29 CFR 1910.1030 are included in the training program and are met by all members (MCL 408.1014; Mich. Admin. Code, R 408.17411).

## 602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive department-provided, no-cost training during working hours (29 CFR 1910.1030; MCL 408.1014; Mich. Admin. Code, R 408.17411).

## 602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all communicable disease training provided to members as required by Michigan law (Mich. Admin. Code, R 408.17411). Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

# Saugatuck Township Fire District

## Policy Manual

### *Communicable Disease Training Program*

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The Training Officer should maintain the training records in accordance with established records retention schedules.

# Emergency Action Plan and Fire Prevention Plan Training

## 603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Saugatuck Township Fire District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with the Code of Federal Regulations and Michigan law for all Saugatuck Township Fire District facilities.

## 603.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide training to all members regarding the EAP and FPP.

## 603.3 TRAINING GUIDELINES

The EAP and FPP training shall include but is not limited to (29 CFR 1910.38; 29 CFR 1910.39; MCL 408.1014):

- (a) A review of the department's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The Department shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The Department shall advise each member of his/her responsibility under the plans at the following times:
  - 1. Initially when the plans are developed
  - 2. Whenever the member's responsibilities or designated actions under the plans change
  - 3. Whenever the plans are changed
- (e) The Department shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member in the event of an emergency.

## 603.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the department's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include but are not limited to (Mich. Admin. Code, R 408.17411):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

# Saugatuck Township Fire District

## Policy Manual

### *Emergency Action Plan and Fire Prevention Plan Training*

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- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.



## Hazard Communication Program Training

### 604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the department's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with Michigan law (29 CFR 1910.1200; MCL 408.1014; Mich. Admin. Code, R 408.17411).

#### 604.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.1200; MCL 408.1014):

**Hazardous chemical** - Any chemical that is classified as a physical hazard, health hazard, simple asphyxiant, combustible dust, pyrophoric gas or hazard not otherwise classified.

**Health hazard** - A chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure) or aspiration hazard.

### 604.2 POLICY

It is the policy of the Saugatuck Township Fire District, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced (29 CFR 1910.1200; MCL 408.1014; Mich. Admin. Code, R 408.17411).

### 604.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics (29 CFR 1910.1200; MCL 408.1014; Mich. Admin. Code, R 408.17411):

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the Department has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).

## *Hazard Communication Program Training*

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- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

### **604.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all hazard communications program training provided to members. Records should include, but are not limited to (Mich. Admin. Code, R 408.17411):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

## Hazardous Materials (HAZMAT) Training

### 605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Saugatuck Township Fire District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to meet the requirements of Michigan law (Mich. Admin. Code, R 408.17411).

### 605.2 POLICY

It is the policy of the Saugatuck Township Fire District that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials (Mich. Admin. Code, R 408.17411).

### 605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the Incident Commander (IC), awareness or operations level, and HAZMAT technician or specialist (29 CFR 1910.120(q)(6); MCL 408.1014).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas (Mich. Admin. Code, R 408.17411).

#### 605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training shall be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training shall demonstrate competency in the understanding and recognition of a hazardous substance release (29 CFR 1910.120(q)(6); MCL 408.1014).

#### 605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training shall be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading and prevent exposures (29 CFR 1910.120(q)(6); MCL 408.1014).

#### 605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training shall be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member

# Saugatuck Township Fire District

## Policy Manual

### *Hazardous Materials (HAZMAT) Training*

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with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch or otherwise stop the release of a hazardous substance (29 CFR 1910.120(q)(6); MCL 408.1014).

#### **605.3.4 HAZMAT SPECIALIST**

HAZMAT specialist level training shall be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (29 CFR 1910.120(q)(6); MCL 408.1014).

#### **605.3.5 HAZMAT INCIDENT COMMANDER**

HAZMAT IC level training shall be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (29 CFR 1910.120(q)(6); MCL 408.1014).

#### **605.3.6 HAZMAT EMERGENCY RESPONSE PLAN**

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives and Michigan Occupational Safety and Health Administration (MIOSHA) personnel (29 CFR 1910.120(q)(1); MCL 408.1014). The plan shall include how emergency first aid and medical transport to a hospital will be provided for members (Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 325.47201).

#### **605.3.7 HAZMAT ANNUAL REFRESHER TRAINING**

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (29 CFR 1910.120(q)(8); MCL 408.1014).

#### **605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS**

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. MIOSHA requires that medical examinations and consultations be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (29 CFR 1910.120(q)(9); MCL 408.1014):

- (a) Prior to assignment
- (b) At least once every 12 months
- (c) At termination of employment or reassignment to duties not covered by this policy

# Saugatuck Township Fire District

## Policy Manual

### *Hazardous Materials (HAZMAT) Training*

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- (d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- (e) As soon as possible upon notification that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation

The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on-duty. The content of medical examinations should be made available to the member as determined by the attending physician.

#### **605.4.1 HAZMAT MEDICAL SURVEILLANCE**

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance (29 CFR 1910.120(q)(9); MCL 408.1014).

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years. This record shall contain at a minimum the following information:

- (a) The name and Social Security number of the member.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the Department, with the exception of department policies and OSHA standards.

#### **605.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members (Mich. Admin. Code, R 408.17411). Records should include, but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
  - 1. Specific content required by regulation covered

# Saugatuck Township Fire District

## Policy Manual

### *Hazardous Materials (HAZMAT) Training*

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2. Manufacturer's recommendations (as applicable)
  3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
  - (d) The names, certificate numbers and qualifications of persons conducting the training.
  - (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Hearing Conservation and Noise Control Training

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to noise above levels predetermined by Michigan law.

## 606.2 POLICY

It is the policy of the Saugatuck Township Fire District to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the department's efforts.

## 606.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the Saugatuck Township Fire District. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Fire Officers shall be responsible for ensuring that members attend scheduled testing and training (29 CFR 1910.95; Mich. Admin. Code, R 325.60101).

### 606.3.1 NOISE EXPOSURE LIMITS

The Saugatuck Township Fire District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those established in Michigan law (29 CFR 1910.95; Mich. Admin. Code, R 325.60101).

### 606.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the Department shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the Department (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17437).

The Department shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

### 606.3.3 HEARING PROTECTOR ATTENUATION

The Saugatuck Township Fire District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in Michigan law (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17437).

# Saugatuck Township Fire District

## Policy Manual

### *Hearing Conservation and Noise Control Training*

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#### 606.3.4 MONITORING

The Saugatuck Township Fire District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17437).

#### 606.3.5 AUDIOMETRIC TESTING PROGRAM

The Saugatuck Township Fire District shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to Michigan law. The Department shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17437).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17437).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17437).

#### 606.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hearing conservation program training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Copies of baseline and annual audiometric testing and evaluation documents.

The Training Officer shall maintain the training records in accordance with established records retention schedules (29 CFR 1910.95; Mich. Admin. Code, R 325.60101; Mich. Admin. Code, R 408.17411).



# Heat Illness Prevention Training

## 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with Michigan Occupational Safety and Health Administration (MIOSHA) regulations for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities, and training record documentation pursuant to MIOSHA-Memo-COM-12-1R1 and enforced under the Michigan general duty clause and the Michigan Administrative Code, General Industry Safety and Health Standard, Part 74.

### 607.1.1 DEFINITIONS

Definitions related to this policy include:

**Acclimatization** - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

**Heat-related illness** - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes but is not limited to heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain), and heat stroke.

## 607.2 POLICY

It is the policy of the Saugatuck Township Fire District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the Department shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

## 607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include (Mich. Admin. Code, R 408.17401; Mich. Admin. Code, R 408.17411):

- (a) The environmental and personal risk factors for heat illness.
- (b) The department's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.

## *Heat Illness Prevention Training*

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- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The department's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- (h) The department's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The department's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

### **607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES**

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (Mich. Admin. Code, R 408.17401; Mich. Admin. Code, R 408.17411):

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

### **607.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include but are not limited to (Mich. Admin. Code, R 408.17411):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Health Insurance Portability and Accountability Act (HIPAA) Training

## 608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

### 608.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

**Health information** - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

**Individually identifiable health information** - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

**Protected health information (PHI)** - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

## 608.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the Department that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

## 608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the Department shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the department's privacy policies and procedures.

# Saugatuck Township Fire District

## Policy Manual

### *Health Insurance Portability and Accountability Act (HIPAA) Training*

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The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

- (a) Department's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the Department uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the Department provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Records or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) Department's procedures for protecting employee health information.

#### **608.4 TRAINING RECORDS**

The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j); Mich. Admin. Code, R 408.17411).

# National Incident Management System (NIMS) Training

## 609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

## 609.2 POLICY

It is the policy of the Saugatuck Township Fire District to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Saugatuck Township Fire District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide (Mich. Admin. Code, R 408.17451).

## 609.3 PROCEDURE

All department personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the Department or the role of a member within the Department as follows:

- (a) Entry Level:
  - 1. FEMA IS-700: NIMS, An Introduction
  - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
  - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
  - 1. IS-700, IS-800 NRF, ICS-100, ICS-200, and ICS-300
- (d) Command and General Staff, Area Emergency and EOC Managers:
  - 1. IS-700, IS-800 NRF, ICS-100, ICS-200, ICS-300, and ICS-400

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multijurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System) (Mich. Admin. Code, R 408.17451).

# Saugatuck Township Fire District

## Policy Manual

### *National Incident Management System (NIMS) Training*

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#### **609.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to (Mich. Admin. Code, R 408.17411):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Repetitive Motion Injuries and Ergonomics Training

## 610.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMIs) through work site evaluation, control of exposures, and training of members whose assigned duties have a risk of RMIs.

## 610.2 POLICY

It is the policy of the Saugatuck Township Fire District that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

The Department shall correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the Department shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures, or tool redesign and administrative controls such as job rotation, work pacing, or work breaks.

## 610.3 TRAINING REQUIREMENTS

- (a) Members shall be provided training that includes but is not limited to an explanation of:
  - 1. The department's program to minimize RMIs.
  - 2. The exposures that have been associated with RMIs.
  - 3. The symptoms and consequences of injuries caused by repetitive motion.
  - 4. The importance of reporting symptoms and injuries to the Department.
  - 5. Methods used by the Department to minimize RMIs.
- (b) Refresher training should be provided on an annual basis.
- (c) Members shall receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
  - 1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process, or operation.
  - 2. Relationship between RMIs and the workplace - Members incurring RMIs were performing a job, process, or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly, or loading).
  - 3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.
  - 4. The RMIs were reported by members to the Department in the previous 12 months.

## *Repetitive Motion Injuries and Ergonomics Training*

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### **610.4 ADDITIONAL TRAINING AND INFORMATION**

Additional training and information should be provided to members:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the Department becomes aware of new work-related exposures associated with RMIs.

At a minimum, the Department should provide refresher training on an annual basis.

### **610.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all RMI prevention training provided to members (Mich. Admin. Code, R 408.17411). Records should include but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

### **610.6 MANDATORY REPORTING**

The Department shall submit the mandated injury report annually for the previous 12-month period as indicated in the Michigan Occupational Safety and Health Administration Agency Instruction MIOSHA-STD-05-2R1 (Mich. Admin. Code, R 408.22141).



# Respiratory Protection Training

## 611.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum, and the requirements for recurrent training.

### 611.1.1 DEFINITIONS

Definitions related to this policy include:

**Respirator or respiratory protection** - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency, or both.

## 611.2 POLICY

It is the policy of the Saugatuck Township Fire District to protect the health of members by providing respiratory protection training.

## 611.3 TRAINING REQUIREMENTS

### 611.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The Department shall provide effective respiratory protection training to all members who are required or expected to utilize respirators (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17411).

Members shall be trained, based on their duties, if they (29 CFR 1910.134; Mich. Admin. Code, R 325.60051 et seq.; Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17436):

- (a) Use respirators.
- (b) Supervise respirator users.
- (c) Issue, repair, or adjust respirators.

### 611.3.2 MANNER OF TRAINING

The Department will present effective training using qualified instructors. Training may be provided using audiovisuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources, or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material, and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134; Mich. Admin. Code, R 325.60051 et seq.; Mich. Admin. Code R 408.17411; Mich. Admin. Code, R 408.17436).

# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Training*

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#### 611.3.3 FREQUENCY OF TRAINING

The Department will provide respiratory protection training (29 CFR 1910.134; Mich. Admin. Code, R 325.60051 et seq.; Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17436):

- (a) Initially, before work site respirator use begins.
- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
  - 1. The member has not retained knowledge or skills.
  - 2. Changes in the work site or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member should practice, at least quarterly, for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

#### 611.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use, including the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (29 CFR 1910.134; Mich. Admin. Code, R 325.60051 et seq.; Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17436):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.
- (e) Relevant training points of the National Fire Protection Association standards adopted under Mich. Admin. Code, R 408.17405.
- (f) Relevant training points from the American National Standards Institute (Mich. Admin. Code, R 408.13301a).

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

#### 611.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties (29 CFR 1910.134; Mich. Admin. Code, R 325.60051 et seq.; Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17436):

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure, and potential health effects and symptoms.

## *Respiratory Protection Training*

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- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use, or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use, and remove the respirator.
- (e) How to clean, disinfect, repair, and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.
- (h) The department's general obligations under 29 CFR 1910.134.

### **611.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members (Mich. Admin. Code, R 408.17411). At a minimum, the Department should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain the training records in accordance with established records retention schedules.

## Training Records

### 612.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the Department and all training received by individual department members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute, or regulation.

### 612.2 POLICY

It is the policy of the Saugatuck Township Fire District to maintain comprehensive records of all training provided by the Department and all training received by department members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the Department are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training, or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using department-approved secure electronic file storage systems.

### 612.3 MASTER TRAINING CALENDAR

The Training Division will create and maintain an annual master training calendar for the Department. This calendar will document all department-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for approved masks and respirators.
- (c) All Michigan Occupational Safety and Health Administration (MIOSHA) training provided by the Department.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS), or other NIMS-compliant incident management system.
- (e) All NIMS, ICS, and NIMS-compliant incident management system courses.
- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses, or programs provided by the Department.

# Saugatuck Township Fire District

## Policy Manual

### *Training Records*

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- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the Department.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills, or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on department-established records retention schedules.

#### **612.4 DIVISION TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the Department (Mich. Admin. Code, R 408.17411). All Divisions are required to submit documentation for each training session offered. The information in each record shall include but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, MIOSHA or MDHHS regulation, or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications, and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets, or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

#### **612.5 INDIVIDUAL TRAINING RECORDS**

The Training Division will create and maintain an individual training file for each member of the Department. The training files will be kept separate from the department's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records, or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the Department.

When a member ends employment with the Department, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's

### *Training Records*

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separation from service or in accordance with the department's established records retention schedule.

Members of the Department shall be provided access to their individual training file upon request (Mich. Admin. Code, R 408.17411). A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves, or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, MIOSHA certifications, and MDHHS pre-hospital care provider continuing education coursework, licensing, and certification records (paramedic and Emergency Medical Technician).

#### **612.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

Members of the Department may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications, and coursework that are pertinent to their position with the Saugatuck Township Fire District.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Saugatuck Township Fire District training file.

#### **612.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Saugatuck Township Fire District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the Department. The written request should include the past member's full name, approximate dates of employment with the Department, and date of separation from employment with the Department. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should

# Saugatuck Township Fire District

## Policy Manual

### *Training Records*

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include a statement authorizing the Saugatuck Township Fire District to release copies to the named third party.

# Firefighter Health, Safety and Survival Training

## 613.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

## 613.2 POLICY

The Saugatuck Township Fire District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

## 613.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the Department. Members are also responsible for their own actions and are expected to follow Saugatuck Township Fire District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should attempt to stop the unsafe behavior immediately, and report the behavior to his/her supervisor as soon as reasonably practicable.

## 613.4 SUPERVISOR RESPONSIBILITIES

Fire Officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

## 613.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the Department.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

## 613.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.



# Saugatuck Township Fire District

## Policy Manual

### *Firefighter Health, Safety and Survival Training*

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- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

## Chapter 7 - Equipment and Technology

# Use of Department-Owned and Personal Property

## 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of department property entrusted to department members and the return of department property upon separation from employment or affiliation with the Department. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

## 700.2 POLICY

It is the policy of the Saugatuck Township Fire District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use, and request for replacement of all department property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of department property may lead to discipline, including but not limited to the cost of repair or replacement of the property, and up to and including termination.

## 700.3 PROCEDURE

The following procedures shall be in effect regarding department property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage, or unserviceable condition of department-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable department property without supervisory approval.
- (d) Use of department property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, department property shall only be used by the member to whom it was assigned.
- (e) Department property should not be discarded, sold, traded, donated, destroyed, or otherwise disposed of without supervisory approval.

### 700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Members who separate from the Department shall return all department property, regardless of its condition. The following guidelines should apply:

- (a) All department property, including keys, identification cards, electronic devices, system access cards, uniforms, personal protective equipment, and any other

# Saugatuck Township Fire District

## Policy Manual

### *Use of Department-Owned and Personal Property*

---

Department owned equipment shall be returned to the Department no later than the member's departure date or as directed by the Fire Chief or the authorized designee.

- (b) Badge surrender shall be consistent with the Badges Policy.
- (c) A member who fails to return all department property in his/her possession may be required to reimburse the Department for the value of the property or may be subject to legal action brought by the Department.

#### **700.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and Fire District and department rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the Fire District or Department when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

##### **700.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value. The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

##### **700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost, or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.

# Saugatuck Township Fire District

## Policy Manual

### *Use of Department-Owned and Personal Property*

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- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices, or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the Department for the performance of the member's duties.
- (c) Any personal property used in place of department-issued property, unless required by the Department.
- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

#### 700.4.3 PERSONAL VEHICLES

The Department will not provide vehicle insurance coverage for members who use their personal vehicles for department business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for department business shall maintain and have evidence of financial responsibility required for that vehicle (MCL 257.517).

#### 700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any department function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

#### 700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the Fire District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Fire Chief.

## Personal Communication Devices

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, cellphones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 701.2 POLICY

The Saugatuck Township Fire District allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under the Michigan Freedom of Information Act (FOIA) (MCL 15.231 et seq.).

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any PCD issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including any department-issued PCD or personally owned PCD that has been used to conduct department-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. The

# Saugatuck Township Fire District

## Policy Manual

### *Personal Communication Devices*

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fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks.

#### **701.4 DEPARTMENT-ISSUED PCD**

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause. Devices, and the associated telephone numbers, that were the property of the member prior to employment with the Department, shall be returned to the member upon termination of employment with the Department.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

#### **701.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Members are discouraged from using a personally owned PCD for Department business.
- (b) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (c) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (d) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (e) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
  - 1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Fire Chief.
- (f) The device shall not be utilized to record or disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Fire Chief or the authorized designee.

# Saugatuck Township Fire District

## Policy Manual

### *Personal Communication Devices*

---

- (g) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, FOIA retention and release obligations and internal investigations (MCL 15.231 et seq.). If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (h) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Saugatuck Township Fire District no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

#### **701.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace should be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official department business.



# Saugatuck Township Fire District

## Policy Manual

### *Personal Communication Devices*

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- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

#### **701.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

#### **701.8 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

#### **701.9 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles shall restrict the use of these devices to matters of an urgent nature and shall, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren or who are not carrying out their official duties shall not use a PCD while driving (MCL 257.602b).

# Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to department vehicles and apparatus. Vehicles and apparatus shall comply with all regulations specified in the Michigan Vehicle Code and/or the National Fire Protection Association (NFPA) 1911. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, and refueled, and present a professional appearance.

### 702.1.1 DEFINITIONS

Definitions related to this policy include:

**Fire apparatus** - Mobile firefighting equipment such as but not limited to a pumper/engine, aerial apparatus, a tanker/tender, or any other similar equipment that has fire suppression or rescue as its primary purpose. A vehicle not designed, equipped, or utilized for emergency operations is not fire apparatus (Mich. Admin. Code, R 408.17403).

**In-reserve** - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

**In-service** - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Emergency Response Division or that is pre-positioned to be readily available to on-duty Emergency Response personnel for calls for service (e.g., airport rescue, firefighting apparatus).

## 702.2 POLICY

It is the policy of the Saugatuck Township Fire District that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and in-reserve apparatus. Vehicles and apparatus that are out of service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

## 702.3 RECORDS

The Department shall maintain a written record of inspections, testing, repairs, and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be forwarded to the Emergency Response Fire Chief and retained by the Department based on established records retention schedules.

Records of repair or replacement of apparatus shall be maintained for the life of the apparatus (Mich. Admin. Code, R 408.17461).

## Use of Department Vehicles

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of department take-home vehicles. The use of take-home vehicles is an essential component of the department's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate department needs, members may be allowed to take department vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

#### 703.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

**Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

**Take-home vehicle** - A vehicle owned by the Department that is authorized for commuting between work and home and/or off-duty use. Department vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

### 703.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, emergency and investigative recall, and other considerations.

### 703.3 PROCEDURE

Department members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) Department members are prohibited from driving department vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.

# Saugatuck Township Fire District

## Policy Manual

### *Use of Department Vehicles*

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- (d) Members operating department-owned vehicles may, upon approval of the Fire Chief, permit persons other than department members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.
- (e) Department take-home vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.
- (f) Department members may, upon approval of the Fire Chief, relinquish control of, and allow any person to operate, department vehicles if that person is not a member of the Department, except in the case of an emergency where the member is unable to drive him/herself.

#### 703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for department-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall agree to the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- (c) Department-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (d) The Department should provide necessary care and maintenance supplies.
- (e) Off-street parking shall be available at the member's residence.
- (f) Vehicles shall be locked when not attended.
- (g) All department identification, portable radios, and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a department-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

#### 703.3.2 VEHICLES SUBJECT TO INSPECTION

All department-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions, or deletions of any equipment or accessories shall be made to department vehicles without written permission from the designated vehicle manager.

# Saugatuck Township Fire District

## Policy Manual

### *Use of Department Vehicles*

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#### 703.3.4 TOLL BRIDGE AND TUNNEL USAGE

Members responding to an emergency or incident that requires using toll bridges or tunnels, while on-duty, are exempt from paying the toll (MCL 254.322). All members passing through a toll facility during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Commuting or returning to the station after an emergency may not qualify for this exemption. Members operating department-owned vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges.

# Information Technology Use

## 704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

### 704.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Saugatuck Township Fire District that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

## 704.2 POLICY

Saugatuck Township Fire District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy and any Fire District policy.

## 704.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

# Saugatuck Township Fire District

## Policy Manual

### *Information Technology Use*

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However, the Department shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under the Michigan Internet Privacy Protection Act (MCL 37.271 et seq.).

#### **704.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **704.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or Fire District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

##### **704.4.2 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an approved department-related project or program or who otherwise have a legitimate department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

##### **704.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain



# Saugatuck Township Fire District

## Policy Manual

### *Information Technology Use*

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exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

#### **704.4.4 OFF-DUTY USE**

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

#### **704.5 PROTECTION OF SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

#### **704.6 INSPECTION AND REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.



## Mobile Data Terminal Use

### 705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Data Terminal (MDT) in the apparatus to access incident and resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

### 705.2 POLICY

The MDT shall be used for official department business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Department are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Fire Chief.

#### 705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Fire Officer or other crew member who is not driving and has access to the MDT.

#### 705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

#### 705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

#### 705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that

## *Mobile Data Terminal Use*

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the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Notify the Fire Chief of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

### **705.3 MDT CONSIDERATIONS**

#### **705.3.1 NON-FUNCTIONING MDT**

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Central Dispatch. It shall be the responsibility of Central Dispatch to record all information that will then be transmitted verbally over the fire radio.

#### **705.3.2 EXPLOSIVE DEVICE RESPONSES**

When assisting on a report of a possible explosive device, members will turn off the MDT. Operating an MDT may cause some devices to detonate.

## Knox-Box® Access

### 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of department members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Saugatuck Township Fire District jurisdiction where it has been determined or required by the Fire Code that a Knox-keyed device is needed or has been provided for accessibility for emergency responders.

#### 706.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer-Aided Dispatch (CAD) premise information file** - A file entered in a CAD system to automatically notify responding units of certain information, including the presence of a Knox-Box, about a facility to which they have been dispatched.

**Key tag** - Attached to each key in a Knox-Box to identify its function.

**Knox-Box** - A locked box used for securely storing the keys to a gate, building or rooms within a building.

**Knox cabinet** - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazardous materials (HAZMAT) data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

**Knox Company** - The manufacturer/vendor of Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Saugatuck Township Fire District.

**Knox master key** - A key carried on all fire apparatus which enables department members to access any Knox-keyed device within the jurisdiction.

**Knox tones** - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

### 706.2 POLICY

It is the policy of the Saugatuck Township Fire District to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

## *Knox-Box® Access*

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### **706.3 KNOX KEY ACCOUNTABILITY**

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by Central Dispatch. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring Central Dispatch to send tones shall have that activity noted in the incident record.

The Fire Chief is ultimately accountable for Knox master keys issued to the Department. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at department expense.

### **706.4 SITE INSTALLATION AND TESTING**

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the Department, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed six feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering.

Knox-key switches should be installed by a certified electrician familiar with these devices.

### **706.5 KEYS IN KNOX-BOXES**

Every access key placed in a Knox-Box shall be identified with a sturdy key tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room

## *Knox-Box® Access*

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- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Department

### **706.6 LOCK-UP OF KEYS IN KNOX-BOXES**

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Saugatuck Township Fire District to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

### **706.7 TESTING KEY SWITCHES**

After a key switch has been installed, the property owner must contact the Department. The first-in engine company will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

Once it has been determined that the Knox-Box operates properly, the Knox-Box coordinator and Central Dispatch supervisor shall be notified so that the CAD premise information file can be updated to include the presence of a Knox-Box.

### **706.8 NUMBER OF KEY SETS REQUIRED**

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

### **706.9 ANNUAL KNOX-BOX TESTING**

The Fire Chief or the authorized designee should ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or an engine company. This should consist of checking the operation of the box and the keys.

# Communications Operations

## 707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the Department in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

### 707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Saugatuck Township Fire District radio operations shall be conducted in accordance with FCC procedures and guidelines.

## 707.2 POLICY

The Saugatuck Township Fire District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Central Dispatch. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

## 707.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in Central Dispatch to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival
- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident

## *Communications Operations*

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- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

### **707.4 RADIO COMMUNICATIONS**

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

#### **707.4.1 APPARATUS IDENTIFICATION**

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Central Dispatch. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Central Dispatch once the mobile unit has been properly identified.

#### **707.4.2 RADIO TESTING**

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

## Public Alerts

### 708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

### 708.2 POLICY

It is the policy of the Saugatuck Township Fire District to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Fire Chief or higher rank.

### 708.3 PROCEDURE

Public Alerts are intended to inform the public about incidents and recruit public assistance through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, Central Dispatch will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside Central Dispatch for the public to call for additional information and explicit instructions not to call Central Dispatch for additional information.

A Public Alert should include, but is not limited to:

- (a) The Saugatuck Township Fire District has generated the alert.
- (b) The nature of the alert.
- (c) The location and scope of the incident/prevention campaign/fire hazard.
- (d) What the listener should do to assist in the effort.
- (e) Established routes and/or destinations, if applicable.
- (f) Where the listener can call to get additional information, if applicable.
- (g) Instructions regarding what the listener should not do, if applicable.

### 708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system



# Saugatuck Township Fire District

## Policy Manual

### *Public Alerts*

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vendor and all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

# Photography and Electronic Imaging

## 709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize department members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring department compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by department members or automated vehicle equipment; establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

## 709.2 POLICY

It is the policy of the Saugatuck Township Fire District to authorize members to utilize photography and electronic imaging to document incidents and department activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by department members must also comply with the requirements of HIPAA.

The Saugatuck Township Fire District shall respect the privacy rights established in the state and federal constitutions.

## 709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by department members or automated vehicle equipment while on-duty or acting in an official capacity are the sole property of the Department and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the Department without the express prior approval of the Fire Chief (17 USC § 201).

## 709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

### 709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging, including automated vehicle equipment, may be utilized by department members for non-incident events, including:

- (a) Documentation of department training events, exercises, lectures, classes or activities, and all fire academy-related activities.

# Saugatuck Township Fire District

## Policy Manual

### *Photography and Electronic Imaging*

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- (b) Documentation of internal department events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving department members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Department of Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all department vehicles, apparatus, tools and equipment, facilities and other department-owned property.
- (e) Creation and maintenance of a photo/image bank depicting all department members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the department's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) Documentation of any condition, activity or event related to the department's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities or any other activity of Department of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, documentation of any department activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief.

#### 709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging, including automated vehicle equipment, may be utilized by department members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

## *Photography and Electronic Imaging*

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- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

### **709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING**

Department members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by department members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by department members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

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## Non-Official Use of Department Property

### 710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of department property. Department property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

### 710.2 POLICY

The personal use of department property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official department business without the express prior approval of a Fire Chief.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Fire Chief for consideration.

## Chapter 8 - Records Management

## Records Management

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all department documents, including those in fire stations, to ensure that department records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

### 800.2 POLICY

It is the policy of the Saugatuck Township Fire District to promote the efficient and cost-effective conduct of department business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

### 800.3 CUSTODIAN OF RECORDS AND FREEDOM OF INFORMATION ACT COORDINATOR

The Fire Chief shall appoint a Custodian of Records and a Freedom of Information Act (FOIA) coordinator who may be, but is not required to be, the same person. This person will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee shall (MCL 15.234; MCL 15.236):

- (a) Remain familiar with the FOIA.
- (b) Identify what records the Department has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the department's records retention schedule, including:
  - 1. Identifying the minimum length of time the Department must keep records in a series.
  - 2. Identifying the department section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
  - 1. Maintaining a storage inventory.
  - 2. Providing an annual reminder to Fire Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of department records, including:
  - 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  - 2. Providing a list to Fire Chiefs and section managers of records eligible to be destroyed.
  - 3. Obtaining any required approvals for the destruction of eligible records.
  - 4. Maintaining a list of records that have been destroyed.

# Saugatuck Township Fire District

## Policy Manual

### *Records Management*

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- (f) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, the Release of Records, and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of department records as reasonably necessary for the protection of such records, including:
  - 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
  - 2. Maintaining a schedule of fees for public records as allowed by law.
- (j) Prepare a written public summary of the specific procedures and guidelines including how to submit a written request and explaining the department's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The summary shall be posted on the department website, available free to the public upon request, and in the department's response to a written request.
  - 1. The link to the department website may be provided in the written response instead of providing paper copies.

#### **800.4 MEMBERS' RESPONSIBILITY**

All members are expected to handle department records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

#### **800.5 FIRE OFFICERS' RESPONSIBILITY**

Fire Officers at fire stations are responsible for the management of records at the fire station level. The Fire Officers should ensure that all records at the fire stations are retained in accordance with this policy.

#### **800.6 TRAINING**

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate department members.



## Release of Records

### 801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

### 801.2 POLICY

The Saugatuck Township Fire District is committed to providing public access to records consistent with the Michigan Freedom of Information Act (FOIA).

### 801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the FOIA Coordinator or the authorized designee.

#### 801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following (MCL 15.233):

- (a) Requests for public information or records shall be made in writing.
- (b) The Department is not required to create records which do not exist.
- (c) The Department is not required to make a compilation, summary, or report of information.
- (d) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (MCL 15.244).
  - 1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- (e) A response to a written request for inspection or copies of a public record shall be made within five business days after receiving the request (unless more time is agreed upon in writing by the requesting party) by (MCL 15.235):
  - 1. Granting the request.
  - 2. Making written notice denying the request.
  - 3. Granting the request in part and providing written notice denying the request in part.
  - 4. Providing written notice extending the response time for not more than 10 business days.
    - (a) Only one notice of extension by the Department shall be issued for a particular request. The notice shall specify the reasons for the extension and the date by which the Department shall do one of the following:

# Saugatuck Township Fire District

## Policy Manual

### *Release of Records*

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1. Grant the request in part and provide written notice denying the request in part.
  2. Provide written notice denying the request.
  3. Grant the request.
  5. Responses may be emailed, faxed, or mailed first-class with the consent of the requesting party.
- (f) A certified copy of a public record shall be furnished upon written request.
- (g) A requesting party has a right to subscribe to future issuances of a public record that is created, issued, or disseminated on a regular basis. The subscription shall be valid for up to six months and shall be renewable, upon request.
- (h) All written requests for public records shall be kept on file for a minimum of one year.

#### 801.3.2 DENIALS

The written denial of a request for information or records in whole or part is a final determination to deny the request or a portion of the request. The FOIA coordinator or authorized designee is responsible for the denial and shall sign the written notice. The written notice shall contain (MCL 15.235):

- (a) An explanation of the basis under FOIA or other statute for the determination that the public record is exempt from disclosure.
- (b) A certificate that the public record does not exist under the name given by the requester or by another name reasonably known to the Department.
- (c) A description of the public record or information on a public record that is separated or deleted, if made.
- (d) A full explanation of the requester's right to:
  1. Submit to the Fire Chief a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial.
  2. Seek judicial review of the denial under MCL 15.240.
- (e) Notice of the right to receive attorneys' fees and damages as provided in MCL 15.240 after judicial review if the court has determined the Department did not comply with the request and orders disclosure of all or a portion of a public record.

A failure to provide a response constitutes a final determination to deny the request.

#### 801.3.3 APPEALS

If the Department receives a written appeal directed to the Fire Chief from the requesting party, it shall be immediately forwarded to the Fire Chief and the FOIA coordinator for review. Within 10 business days of receiving the appeal, the Fire Chief shall do one of the following (MCL 15.240):

- (a) Reverse the disclosure denial.
- (b) Issue a written notice to the requesting party upholding the disclosure denial.

# Saugatuck Township Fire District

## Policy Manual

### *Release of Records*

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- (c) Reverse the disclosure denial in part and provide written notice to the requesting party upholding the disclosure denial in part.
- (d) Only in unusual circumstances, provide a notice extending for not more than 10 business days, the period that the Fire Chief shall respond to the written appeal.
  - 1. Only one notice of extension by the Department shall be issued for a particular appeal.

If the Department receives an appeal commenced as a civil action filed in court, the appeal shall be forwarded to legal counsel for the Department.

#### **801.4 RELEASE RESTRICTIONS**

Examples of records with release restrictions include but are not limited to (MCL 15.243):

- (a) Patient Care Records (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy).
- (b) Information of a personal nature if public disclosure would constitute a clearly unwarranted invasion of an individual's privacy.
- (c) Information that would disclose a Social Security number.
- (d) Records pertaining to a civil action in which the requesting party and the Department are parties.
- (e) Information or records subject to the attorney-client privilege.
- (f) Test questions, scoring keys, and other examination data used to administer an examination for employment.
- (g) Internal communications and notes within the Department or between the Fire District of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final department determination of policy or action.
- (h) Investigating records compiled by the Saugatuck Township Fire District for law enforcement purposes to the extent that disclosure would:
  - 1. Interfere with a law enforcement proceeding.
  - 2. Deprive a person of the right to a fair trial or impartial administrative adjudication.
  - 3. Constitute an unwarranted invasion of personal privacy.
  - 4. Disclose either the identity of a confidential source or confidential information furnished by a confidential source if it is contained in a record compiled by law enforcement in a criminal investigation.
  - 5. Disclose law enforcement investigative techniques or procedures.
  - 6. Endanger the life or physical safety of law enforcement personnel.
- (i) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Saugatuck Township Fire District relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired, all contract agreements have been executed, or three years have elapsed since the making of the appraisal.

# Saugatuck Township Fire District

## Policy Manual

### *Release of Records*

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- (j) Records that would reveal the exact location of archeological sites.
- (k) Records or information specifically described and exempted from disclosure by statute.

#### **801.5 RELEASED RECORDS TO BE MARKED**

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the department name and to whom the record was released.

## Subpoenas and Court Appearances

### 802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the Department to cover any related work absences and keep the Department informed about relevant legal matters.

### 802.2 POLICY

Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

### 802.3 RECEIPT OF SUBPOENAS

Only department members authorized to receive a subpoena on behalf of the Department or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or the authorized designee for processing.

#### 802.3.1 SUBPOENAS OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for department records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the department privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the Department or Fire District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the Department.

The Department may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

#### 802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

# Saugatuck Township Fire District

## Policy Manual

### *Subpoenas and Court Appearances*

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The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this department as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena. A fee is not required for a subpoena served by mail (MCR 2.506(G)).

Members shall notify their Fire Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Fire Chief.

Members who are deposed should request a copy of the transcript.

#### **802.3.3 ON-CALL SUBPOENAS**

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

#### **802.3.4 CRIMINAL SUBPOENAS**

Upon receipt of a criminal subpoena related to department business, the member shall promptly notify the Fire Chief of his/her appearance and contact legal counsel if he/she has any questions.

#### **802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS**

Members properly served with valid subpoenas for civil matters unrelated to their department duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the Department for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

### **802.4 RESPONSIBILITIES**

#### **802.4.1 MEMBERS**

Members subpoenaed to appear for any department-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.

# Saugatuck Township Fire District

## Policy Manual

### *Subpoenas and Court Appearances*

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- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about department-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the Department. Members shall coordinate any scheduled appearances with their Fire Officer to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or department legal counsel.

#### **802.4.2 SUPERVISORS**

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

#### **802.5 TESTIFYING AGAINST THE INTEREST OF THE FIRE DISTRICT**

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the department's legal counsel, as may be indicated by the case.

This requirement includes:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding.
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- (c) Providing testimony or information on behalf of, or at the request of, any party other than any Fire District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- (d) No member will be retaliated against for testifying in any matter.

# Saugatuck Township Fire District

## Policy Manual

### *Subpoenas and Court Appearances*

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#### **802.6 RECEIPT AND PROCESSING OF A SUMMONS**

Upon receipt of a summons and complaint in a matter related to department business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the Department.



## Patient Medical Record Security and Privacy

### 803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Freedom of Information Act (MCL 15.231 et seq.)

#### 803.1.1 DEFINITIONS

Definitions related to this policy include:

**Health information** - Any information, whether oral or recorded in any form or medium, that is created or received by the Department and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

**Individually identifiable health information** - Health information, including demographic information, created or received by the Department that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

**Limited data set** - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

# Saugatuck Township Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

**Patient medical records** - Department records or data containing any information identifying a patient.

**Protected Health Information (PHI)** - Individually identifiable health information that is created or received by the Department. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

**Protected Personal Information (PPI)** - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

#### **803.2 POLICY**

It is the policy of the Department to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

#### **803.3 RESPONSIBILITIES**

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received department training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

#### **803.4 PRIVACY OFFICER**

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under HIPAA.

# Saugatuck Township Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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- (c) Mitigate, to the extent practicable, any harmful effects known to the Department regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

#### **803.5 PROCEDURE**

Records containing PHI or PPI, including Patient Care Records (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Saugatuck Township Fire District facilities by authorized personnel (45 CFR 164.530(c)).

#### **803.6 SECURITY**

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as department records during the time department personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

##### **803.6.1 ELECTRONIC PHI SECURITY**

All computer workstations and servers within the Department shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to department computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the

# Saugatuck Township Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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recipient. Any electronic PHI traveling outside a secure network environment, via the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

#### **803.6.2 HARD COPIES**

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the Department is considered unattended when members are physically outside of the area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the Department.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the Department without express authorization from the Custodian of Records.

#### **803.7 PHI RECORD REQUESTS**

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
  - 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

#### **803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI**

The Department shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including, but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog or other form of social or public media.

# Saugatuck Township Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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- (c) Verbal discussions.
- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

#### 803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the department's use to carry out treatment, payment or health care operations (45 CFR 164.506).
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c)).
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f)).
- (g) Where the Department believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l)).

#### 803.7.3 REQUIRED DISCLOSURES

The Department must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

#### 803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested

# Saugatuck Township Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:
1. The requesting party has made a good faith effort to provide written notice to the individual.
  2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
  3. The time for the individual to raise objections to the court or tribunal has elapsed.
  4. No objections were filed or all objections have been resolved.
  5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
    - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
    - (b) Requires the return to the Department or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

#### 803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
  1. To report certain types of wounds or other physical injuries.
  2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- (b) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the Department may only disclose the following PHI (45 CFR 164.512(f)):
  1. Name and address
  2. Date and place of birth

## *Patient Medical Record Security and Privacy*

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3. Social Security number
4. ABO blood type and Rh factor
5. The character and extent of injuries
6. Date and time of treatment
7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

### **803.8 INDIVIDUAL RIGHTS**

The privacy officer is responsible for ensuring the Department complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

#### **803.8.1 PHI AMENDMENT REQUESTS**

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the Department.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

## Chapter 9 - Safety



# Illness and Injury Prevention Program

## 900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Saugatuck Township Fire District.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by department procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Fire Districtwide safety efforts.

## 900.2 POLICY

The Saugatuck Township Fire District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

## 900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
  - 1. New member orientation, including a discussion of safety and health policies and procedures.
  - 2. Regularly scheduled safety meetings.
  - 3. Regular member review of the IIPP.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) A system for reviewing whether safety mandates are being met that relate to:
  - 1. Communicable diseases (29 CFR 1910.1030; MCL 408.1014).
  - 2. Respiratory protection (29 CFR 1910.134; MCL 408.1014).
  - 3. Employee emergency action plans (Mich. Admin. Code, R 408.10623).
  - 4. Personal protective equipment (PPE) (29 CFR 1910.132; MCL 408.1014).

# Saugatuck Township Fire District

## Policy Manual

### *Illness and Injury Prevention Program*

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5. Walking-working surfaces (29 CFR 1910.21; Mich. Admin. Code, R 408.10202).
  6. Personal fall protection systems (29 CFR 1910.140; Mich. Admin. Code, R 408.10202; Mich. Admin. Code, R 408.13301).
- (l) Availability of forms that address:
1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
  2. Investigations and corrective actions taken regarding individual incidents or accidents.
  3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (m) Establishing a safety and health committee, which will:
1. Meet regularly.
  2. Prepare a written record of safety and health committee meetings.
  3. Review the results of periodic scheduled inspections.
  4. Review investigations of accidents and exposures.
  5. Make suggestions to command staff for the prevention of future incidents.
  6. Review investigations of alleged hazardous conditions.
  7. Submit recommendations to assist in the evaluation of member safety suggestions.
  8. Assess the effectiveness of efforts made by the Department to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

#### **900.4 DIVISION SAFETY COORDINATORS**

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and Michigan law and answering questions from members about this policy (Mich. Admin. Code, R 408.17412).
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Fire Chief.
- (e) Notifying the HSO when:
  1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.

# Saugatuck Township Fire District

## Policy Manual

### *Illness and Injury Prevention Program*

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2. New, previously unidentified hazards are recognized.
3. Occupational injuries and illnesses occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

#### **900.5 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors) (Mich. Admin. Code, R 408.17412).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Fire Chief via the chain of command.

The Administration Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

#### **900.6 INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

#### **900.7 RECORDS**

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule and Michigan law (Mich. Admin. Code, R 408.22133).

# Michigan Occupational Safety and Health Administration (MIOSHA) Inspections

## 901.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for Saugatuck Township Fire District members to follow in the event that a Michigan Occupational Safety and Health Administration (MIOSHA) inspector requests access to department property or work operations (MCL 408.1029).

This policy does not address those inspections requested by the Saugatuck Township Fire District as part of a consultation service by MIOSHA.

## 901.2 POLICY

It is the policy of the Saugatuck Township Fire District for the Fire Chief or the authorized designee to designate one or more department representatives who will be responsible for facilitating a MIOSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the MIOSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the MIOSHA inspector once he/she has arrived (MCL 408.1029).

Department members should work cooperatively with any MIOSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the Department to begin the inspection in a timely manner could result in the MIOSHA inspector obtaining an inspection warrant to enter department property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

## 901.3 PROCEDURE

The MIOSHA inspections may be unannounced (MCL 408.1029). Typically inspections occur when there has been a serious accident, serious injury or occupational fatality; when a member has charged that a serious safety violation exists; or at a work site where an imminent danger has been identified.

Upon entering the department work site, the inspector will present his/her identification and will ask to meet with the department representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

The MIOSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples.

# Saugatuck Township Fire District

## Policy Manual

### *Michigan Occupational Safety and Health Administration (MIOSHA) Inspections*

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Department representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the Department who is the subject matter expert on the topic (MCL 408.1029).

At the conclusion of the inspection, the MIOSHA inspector will hold a closing meeting with the department representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a MIOSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the department's Health and Safety Officer, risk manager and legal counsel, and that the Department conducts an appropriate internal investigation and adequately addresses all MIOSHA findings.

# Michigan Occupational Safety and Health Administration (MIOSHA) Notification of Illness, Injury or Death

## 902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Department to notify the Michigan Occupational Safety and Health Administration (MIOSHA) of employment-related illnesses, injuries or deaths of any department members pursuant to Michigan law (Mich. Admin. Code, R 408.22101 et seq.).

## 902.2 POLICY

The Department will comply with MIOSHA's reporting requirements in the event of a serious illness, injury or death as noted below (Mich. Admin. Code, R 408.22139).

## 902.3 MANDATORY NOTIFICATION

MIOSHA shall be notified within eight hours after the death of any employee, and within 24 hours of an inpatient hospitalization of one or more employees, or an amputation or loss of an eye as a result of a work-related incident.

Fatalities must be reported by telephone to the MIOSHA central telephone number. Any inpatient hospitalization, amputation or loss of an eye must be reported to the nearest MIOSHA office, via a MIOSHA central telephone number or through MIOSHA's website. Notification should not be considered complete by leaving a message on a MIOSHA answering machine or by sending a fax (Mich. Admin. Code, R 408.22139).

## 902.4 REQUIRED INFORMATION

MIOSHA requires the following information, if available, to be submitted with the notification (Mich. Admin. Code, R 408.22139):

- (a) The name of the Department
- (b) The location of the work-related incident
- (c) The time of the work-related incident
- (d) The type of reportable event (e.g., fatality, inpatient hospitalization, amputation or loss of an eye)
- (e) The number of employees who suffered a fatality, inpatient hospitalization, amputation or loss of an eye
- (f) The names of the employees who suffered a fatality, inpatient hospitalization, amputation or loss of an eye
- (g) A department contact person and his/her phone number, normally the Health and Safety Officer

# Saugatuck Township Fire District

## Policy Manual

### *Michigan Occupational Safety and Health Administration (MIOSHA) Notification of Illness, Injury or Death*

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- (h) A brief description of the work-related incident

# Communicable Diseases

## 903.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

### 903.1.1 DEFINITIONS

Definitions related to this policy include:

**Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

**Exposure** - When an eye, the mouth, a mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Saugatuck Township Fire District (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

## 903.2 POLICY

The Saugatuck Township Fire District is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

## 903.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the department's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:
  1. Exposure control mandates for bloodborne pathogens in 29 CFR 1910.1030 (MCL 408.1014).
  2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).



# Saugatuck Township Fire District

## Policy Manual

### *Communicable Diseases*

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The ECO should also act as the liaison with the local medical control authority (MCA) and the Michigan Occupational Safety and Health Administration (MIOSHA) and may request voluntary compliance inspections. The ECO should periodically, at a minimum annually, review and update the Saugatuck Township Fire District exposure control plan and review implementation of the plan.

#### **903.4 EXPOSURE PREVENTION AND MITIGATION**

##### **903.4.1 GENERAL PRECAUTIONS**

All members shall use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to (29 CFR 1910.1030; MCL 408.1014):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or department vehicle, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
  - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

##### **903.4.2 IMMUNIZATIONS**

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; MCL 408.1014).

## *Communicable Diseases*

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### **903.5 POST-EXPOSURE**

#### **903.5.1 INITIAL POST-EXPOSURE STEPS**

Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; MCL 408.1014):

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.
- (d) Comply with all procedures established for such incidents in the protocols of the local MCA.

#### **903.5.2 REPORTING REQUIREMENTS**

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; MCL 408.1014):

- (a) Name and Social Security number of the members exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Workers' Compensation-Related Illness and Injury Reporting and Illness and Injury Prevention Program policies).

#### **903.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT**

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional or the local MCA that contains only the following information (29 CFR 1910.1030; MCL 408.1014):

- (a) Whether the member has been informed of the results of the evaluation.

# Saugatuck Township Fire District

## Policy Manual

### *Communicable Diseases*

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- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

#### 903.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; MCL 408.1014).

#### 903.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Notifying exposed emergency personnel pursuant to MCL 333.20191.
- (c) Seeking assistance from the Michigan Department of Community Health (MCL 333.5115) or local MCA.
- (d) Court-ordered testing for individuals arrested and charged with certain offenses pursuant to MCL 333.5129.
- (e) Consent or court-ordered testing pursuant to MCL 333.5204.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the Fire District Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

#### **903.6 CONFIDENTIALITY OF REPORTS**

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

## High-Visibility Safety Vests

### 904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles, and disaster recovery equipment and to comply with applicable safety regulations including requirements contained in the federal Manual on Uniform Traffic Control Devices for Streets and Highways pursuant to 23 CFR 655.601 and Michigan law.

### 904.2 POLICY

It is the policy of the Saugatuck Township Fire District that all members shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where members are subject to the hazards of moving traffic, construction vehicles, or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat, or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel, and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

### 904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other department personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

#### 904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows (Mich. Admin. Code, R 408.42223):

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).
- (c) Two vests will be assigned to each Fire Chief.
- (d) One vest each will be assigned to the Fire Chief, Assistant Chiefs, Fire Chiefs, safety officers, investigators, and the Public Information Officer.

# Saugatuck Township Fire District

## Policy Manual

### *High-Visibility Safety Vests*

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- (e) One vest will be assigned to each support vehicle used by department members who may be required to work on or near roadways.

#### 904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

## Soft Body Armor

### 905.1 PURPOSE AND SCOPE

The Saugatuck Township Fire District is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify soft body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

### 905.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide soft body armor to department members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The Saugatuck Township Fire District authorizes members to utilize department-issued soft body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the Department to have members utilize soft body armor on a routine basis, but rather to have soft body armor available to personnel for situations that may be violent, potentially violent or otherwise a risk to safety that the use of soft body armor could reduce or eliminate.

A supervisor may mandate the use of soft body armor in any situation or circumstance that he/she feels may warrant the use of armor.

### 905.3 SUPERVISORY AUTHORITY AND USE CONSIDERATIONS

- (a) For the purposes of this policy a supervisor may be defined as:
  - 1. The Incident Commander (IC) directing any incident.
  - 2. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of personnel assigned to him/her.
  - 3. The Fire Officer in charge of any apparatus or crew.
  - 4. The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew).
- (b) In certain situations, supervisors and members of the Department should strongly consider utilizing soft body armor. These situations include:
  - 1. Incidents involving mass civil disturbances, rioting or looting.
  - 2. Incidents involving large-scale protesting or organized civil disturbances.
  - 3. Incidents involving confrontations between rival street gangs, motorcycle gangs or other criminal enterprises.
  - 4. Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing.

### *Soft Body Armor*

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5. Incidents involving groups or organizations with a known history of violent encounters or activities.
6. Any incident when law enforcement representatives recommend the use of soft body armor.

#### **905.4 STORAGE OF SOFT BODY ARMOR**

All department-issued soft body armor should be stored in full compliance with the manufacturer's guidance. Generally, all soft body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Soft body armor should be stored in a location that is reasonably accessible to members, as needed. During times of known or anticipated violent events, soft body armor may be temporarily moved to and stored in any location that makes it more readily and quickly accessible to members.

#### **905.5 MAINTENANCE AND SERVICE LIFE OF SOFT BODY ARMOR**

All department-issued soft body armor shall be inspected and maintained in accordance with the manufacturer's instructions. All department soft body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria or when it has exceeded its rated service life.

# Apparatus/Vehicle Backing

## 906.1 PURPOSE AND SCOPE

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

Definitions related to this policy include:

**Apparatus** - Any department 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 Saugatuck Township Fire District and used for department business.

## 906.2 POLICY

To promote firefighter safety, it is the policy of the Saugatuck Township 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 should 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 should be picked up by driving forward over the hose rather than backing.

## 906.3 OFFICER AND DRIVER RESPONSIBILITIES

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.

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.



### *Apparatus/Vehicle Backing*

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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**

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 or wireless headsets to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio or headset 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.
- (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.

# Saugatuck Township Fire District

## Policy Manual

### *Apparatus/Vehicle Backing*

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- (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.

# Heat Illness Prevention Program

## 907.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy).

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects their safety or emergency operations as noted in guidance from the Michigan Occupational Safety and Health Administration (MIOSHA).

### 907.1.1 DEFINITIONS

Definitions related to this policy include:

**Fireground rehabilitation** - A system for on-scene management of firefighter heat stress, dehydration, and fatigue. The primary goals of rehabilitation are rehydration, rest, and cooling, assessment of remaining work capacity, and recognition and treatment of heat strain injuries.

**Heat exhaustion** - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale, or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

**Heat stress** - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue, and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

**Heat strain** - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

**Heat stroke** - A condition where the body's temperature regulatory system fails, sweating becomes inadequate, and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

# Saugatuck Township Fire District

## Policy Manual

### *Heat Illness Prevention Program*

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confusion, convulsions, an altered level of consciousness, and skin that is hot, usually dry, and red or spotted. Body temperature is usually 104 degrees or higher.

#### **907.2 POLICY**

It is the policy of the Saugatuck Township Fire District to require member participation in the heat illness prevention program and the accompanying training.

#### **907.3 REQUIREMENTS**

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions (Mich. Admin. Code, R 408.17401; Mich. Admin. Code, R 408.17411; MCL 408.1011).

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include but are not limited to:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Fire Officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every Fire Officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most

# Saugatuck Township Fire District

## Policy Manual

### *Heat Illness Prevention Program*

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physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

# Respiratory Protection Program

## 908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Department, the requirements and guidelines for the use of respirators, and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards.

### 908.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life or health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types (29 CFR 1910.134; Mich. Admin. Code, R 325.60052).

**Respiratory protection** - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

## 908.2 POLICY

It is the policy of the Saugatuck Township Fire District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Fire Officer or Incident Commander (IC) based upon his/her evaluation of the hazard. Members shall not be required, or allowed, to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices.

## 908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the Department meets any legal mandates related to respiratory protection.

The administrator shall (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436):

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.

## *Respiratory Protection Program*

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- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
  - 1. Respirator fit during use
  - 2. Any effects of respirator use on work performance
  - 3. Respirators being appropriate for the hazards encountered
  - 4. Proper use under current work site conditions
  - 5. Proper maintenance
- (g) Ensure the Department covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

### **908.4 USE OF RESPIRATORY PROTECTION**

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices (Mich. Admin. Code, R 408.17412; Mich. Admin. Code, R 408.17431).

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function (29 CFR 1910.134; Mich. Admin. Code, R 325.60052).

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other department-approved procedures recommended by the respirator manufacturer.

Fire Officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Fire Officer shall re-evaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Program*

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- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

#### 908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 325.52101(7); Mich. Admin. Code, R 408.17412; Mich. Admin. Code, R 408.17436). These situations may include but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the Fire Officer or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

#### 908.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436).

Fire Officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of carbon monoxide and adequate levels of oxygen.
- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (d) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.



# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Program*

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#### 908.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use (29 CFR 1910.134; Mich. Admin. Code, R 325.60052).

A Fire Officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

#### 908.4.4 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists (Mich. Admin. Code, R 408.17436).

#### 908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy) (Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17412).

### **908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

#### 908.5.1 SCBA REQUIREMENTS

Saugatuck Township Fire District's SCBA shall meet the standards found in National Fire Protection Association (NFPA) Standard 1981 for Open Circuit Self-Contained Breathing Apparatus for Fire Fighters (1997 edition) and approved for use by NIOSH and any other Michigan Occupational Safety and Health Administration (MIOSHA) standard (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17405).

# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Program*

---

The Saugatuck Township Fire District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

#### **908.5.2 COMPRESSED BREATHING AIR**

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1989) (29 CFR 1910.134; Mich. Admin. Code, R 325.60052).

#### **908.6 RESPIRATOR FIT TESTING**

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436).

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

#### **908.6.1 RESPIRATOR FIT TESTING PROCEDURES**

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436).

#### **908.6.2 FIT TESTING RECORDS**

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the Department records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17411; Mich. Admin. Code, R 408.17436):

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style, and size) of the respirator tested.

# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Program*

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- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

#### **908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE**

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17411):

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee re-evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the Department to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

#### **908.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE**

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to (Mich. Admin. Code, R 408.17436):

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator which is not operating properly or is below department standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
  - 1. Excessive dirt
  - 2. Cracks, tears, holes

# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Program*

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3. Distortion from improper storage
  4. Cracked, loose, or scratched lenses (full facepiece)
  5. Broken or missing mounting clips
- (d) Head straps:
1. Breaks or tears
  2. Loss of elasticity
  3. Broken or malfunctioning buckles or attachments
  4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
1. Detergent residue, dust particles, or dirt on the valve seal
  2. Cracks, tears, or distortion in the valve material or valve seal
  3. Missing or defective valve covers
- (f) Filter elements:
1. Proper filter for the hazard
  2. Approved designation (NIOSH)
  3. Missing or worn gaskets
  4. Worn thread
  5. Cracks or dents in filter housing

#### 908.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17431; Mich. Admin. Code, R 408.17436).

Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the Department and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436). SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

# Saugatuck Township Fire District

## Policy Manual

### *Respiratory Protection Program*

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All maintenance and inspection mandates of 29 CFR 1910.134 and Mich. Admin. Code, R 408.17436 shall apply.

#### 908.8.2 STORAGE

Respirators in storage shall be protected against (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436):

- Dust.
- Sunlight.
- Heat.
- Extreme cold.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges, and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436).

#### 908.8.3 FLOW TESTING

The Department shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The Department shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent (29 CFR 1910.134; Mich. Admin. Code, R 325.60052; Mich. Admin. Code, R 408.17436).

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

#### 908.8.4 INSPECTIONS AFTER USE AND REPAIRS

Respiratory protection equipment devices shall be inspected by the user after each use. Malfunctioning or damaged components or units shall be repaired by the manufacturer or a person who is certified by the manufacturer or shall be replaced (Mich. Admin. Code, R 408.17431).

### *Respiratory Protection Program*

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#### **908.9 EXPOSURES**

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

## Personal Alarm Devices

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU), or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

### 909.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

### 909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982 (Mich. Admin. Code, R 408.17440).

Members shall wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas (Mich. Admin. Code, R 408.17451). A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

### 909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

## Health and Safety Officer (HSO)

### 910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

### 910.2 POLICY

It is the policy of the Saugatuck Township Fire District that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

### 910.3 QUALIFICATIONS

The department's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- (e) Familiarity with the operation of the department's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a Health and Safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
  1. Fire Instructor I (NFPA Instructor I)
  2. NFPA Instructor II
  3. NFPA Fire Officer I
  4. NFPA Fire Department Safety Officer
  5. Training program management
  6. Incident Safety Officer
  7. Health and Safety Officer

### 910.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include but are not limited to:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general department safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).



# Saugatuck Township Fire District

## Policy Manual

### *Health and Safety Officer (HSO)*

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- Ensuring that Michigan health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for department officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

#### **910.5 RESPONSE DUTIES**

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

#### **910.6 HEALTH AND SAFETY INCIDENT REVIEW**

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

## Vehicle Safety Belts

### 911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of safety belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

### 911.2 POLICY

It is the policy of the Saugatuck Township Fire District that all members shall wear properly adjusted safety restraints or safety harnesses when operating or positioned in any vehicle owned, leased or rented by this department, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (MCL 257.710e; Mich. Admin. Code, R 408.17421).

### 911.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the safety belt is inoperable (MCL 257.710e ; Mich. Admin. Code, R 408.17421).

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

## Fire Station Safety

### 912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Saugatuck Township Fire District members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public pursuant to Michigan law.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

### 912.2 POLICY

It is the policy of the Saugatuck Township Fire District that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 912.3 PROCEDURE

For the safety of all occupants, the on-duty Fire Officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station (MCL 408.1014; Mich. Admin. Code, R 408.17401 et seq.):

(a) Personal protective equipment (PPE)

1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, and edgers and while working under vehicles.
2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, other tools).
3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.

(b) Housekeeping and personal hygiene

1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
2. Clean and repair the source of water leaks quickly to avoid mold growth.
3. Smoking is prohibited in the building as provided in the Smoking and Tobacco Use Policy (MCL 333.12603).

# Saugatuck Township Fire District

## Policy Manual

### *Fire Station Safety*

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4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
5. Maintain cooking appliances and eating utensils in good working order.
6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
7. Provide and clearly label first-aid supplies (29 CFR 1910.151; Mich. Admin. Code, R 408.17411).
8. Post signs in all restrooms reminding employees/visitors to wash their hands.

#### (c) Cooking

1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
3. Do not let pot handles extend over the counter.

#### (d) Safe lifting

1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, and map boxes.
3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.

#### (e) Walking surfaces and exits

1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
2. Remove any objects that block hallways and/or passageways.
3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
6. Ensure all areas of the building are adequately illuminated.
7. Ensure beds are located to cause minimum interference during dressing.

#### (f) Apparatus floor

# Saugatuck Township Fire District

## Policy Manual

### *Fire Station Safety*

---

1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.
  2. Exercise caution and use handrails when exiting apparatus.
  3. Maintain apparatus doors in a safe, operable condition.
  4. Maintain adequate clearance for vehicles under apparatus doors
  5. Maintain cushioned mat and a 3-foot clear area around slide poles.
  6. Ensure proper operation and maintenance of required exhaust ventilation system.
- (g) Equipment, machinery, and tools
1. Observe safety precautions when operating all equipment, machinery, and tools.
  2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
  3. Mount all equipment and machinery securely to the surface on which it sits.
  4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
  5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
  6. Ensure all power tools are adequately grounded.
  7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
  8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (h) Electrical wiring, fixtures, and controls (Mich. Admin. Code, R 29.1652; Fire Code Ch. 11)
1. Ensure proper operation and maintenance of dormitory and other means of egress emergency lighting (Mich. Admin. Code, R 408.17415).
  2. Maintain 36 inches of clear access around all electrical control panels.
  3. Label electrical switches and circuit breakers with their purpose.
  4. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
  5. Ensure all extension cords are properly grounded and approved.
  6. Avoid using flexible cords and cables as a substitute for fixed wiring.
  7. Avoid hanging electrical cords on pipes or nail hooks.

# Saugatuck Township Fire District

## Policy Manual

### *Fire Station Safety*

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8. Check all electrical cords for fraying or exposed plug wiring.
9. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention (Fire Code Ch. 13).
  1. Ensure fire extinguishers are of the proper type for the expected hazards.
  2. Maintain portable fire extinguishers in a fully operable condition.
  3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  4. Test the fire alarm system at least annually.
  5. Ensure a qualified person services the sprinkler system at least annually.
  6. Check smoke detectors periodically to ensure they are working properly.
  7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention (29 CFR 1910.1201; Mich. Admin. Code, R 325.77001 et seq.)
  1. Label all hazardous materials containers with the name of the hazardous material, an applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
  2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
  3. Store hazardous materials separately from food, food preparation, and eating areas.
  4. Store ignitable liquids in an approved, vented flammable and combustible liquids storage cabinet.
  5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
  6. Store cylinders of compressed gas in an upright position, away from combustible materials.
  7. Avoid wearing or storing turnout gear in the living quarters or buildings.
  8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
  9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
  10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.

# Saugatuck Township Fire District

## Policy Manual

### *Fire Station Safety*

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- 11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and the Wellness and Fitness Program policies.
- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy.

## Ground Ladder Testing

### 913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth in Michigan law and by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to department members when using ground ladders.

### 913.2 POLICY

It is the policy of the Saugatuck Township Fire District to perform testing, inspection, and certification of all ground ladders for the safety of department members and to comply with applicable standards.

### 913.3 INSPECTION AND TESTING

All department-owned ground ladders should be tested and certified annually (Mich. Admin. Code, R 408.17461). The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be inspected thoroughly and within 24 hours after each use (Mich. Admin. Code, R 408.17461). Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified department member or a qualified vendor.

### 913.4 RECORDS

The Fire Chief shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder (Mich. Admin. Code, R 408.17461).



## Personal Protective Equipment

### 914.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Saugatuck Township Fire District members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities. PPE information related to patient care is found in the Communicable Diseases Policy.

### 914.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

The Saugatuck Township Fire District shall also establish a written maintenance, repair, servicing, and inspection program for protective clothing and equipment to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear, and improper use of PPE.

### 914.3 PPE STANDARDS AND REQUIREMENTS

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements, and standards (29 CFR 1910.132; MCL 408.1014; Mich. Admin. Code, R 408.17431 et seq.):

- (a) The PPE provided shall minimally meet the standards approved by the American National Standards Institute (ANSI) and established by the National Fire Protection Association (NFPA) or other recognized authority (Mich. Admin. Code, R 408.17405).
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Fire Chief in charge of the Division where the equipment will be used.
- (c) PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions (Mich. Admin. Code, R 408.17411).
- (e) The Department shall ensure that all PPE, whether provided by the Department or the member, complies with the applicable state standards (Mich. Admin. Code, R 408.17432).
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (g) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

# Saugatuck Township Fire District

## Policy Manual

### *Personal Protective Equipment*

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- (h) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (i) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.
- (j) Supervisors shall ensure that all members use appropriate PPE.
- (k) Supervisors shall not knowingly allow defective or damaged PPE to be used (Mich. Admin. Code, R 408.13310).
- (l) Members shall use all of the PPE provided by the Department as directed (Mich. Admin. Code, R 408.13310).
- (m) PPE shall include protection of the foot, leg, hand, body, face, eye, and head.
- (n) PPE required to meet a nationally recognized standard shall either bear a manufacturer's label or be certified in writing by the manufacturer as being in compliance with the applicable standard.

#### 914.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (29 CFR 1910.135; MCL 408.1014; Mich. Admin. Code, R 408.17433).

#### 914.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with previously cited national standards (29 CFR 1910.133; MCL 408.1014; Mich. Admin. Code, R 408.17433).

#### 914.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be removed and not worn until properly cleaned, or shall be destroyed (29 CFR 1910.132; MCL 408.1014; Mich. Admin. Code, R 408.17432).

### *Personal Protective Equipment*

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#### 914.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138; MCL 408.1014).

#### 914.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with recognized national standards (29 CFR 1910.136; MCL 408.1014; Mich. Admin. Code, R 408.17434).

### **914.4 SELECTION, CARE, AND MAINTENANCE OF PPE**

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

#### 914.4.1 SELECTION

The PPE selection process should be conducted through a labor-management committee utilizing members from labor and representatives from management.

Prior to procurement, a risk assessment may be performed to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions. The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability, and garment life
- (d) Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs

# Saugatuck Township Fire District

## Policy Manual

### *Personal Protective Equipment*

---

#### 914.4.2 INSPECTION

There are two primary types of PPE inspection (Mich. Admin. Code, R 408.17431):

**Routine inspection** - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trousers, gloves, and hood should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Rips, tears, and cuts
    - (b) Damaged/missing hardware and closure systems
    - (c) Thermal damage, such as charring, burn holes, and melting
    - (d) Damaged or missing reflective trim
    - (e) Shrinkage
    - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents, and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
  - 4. Physical damage to ear flaps, such as:
    - (a) Rips, tears, and cuts
    - (b) Thermal damage, such as charring, burn holes, and melting
  - 5. Damaged or missing components of suspension and retention systems
  - 6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents

## *Personal Protective Equipment*

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3. Physical damage, such as:
  - (a) Cuts, tears, and punctures
  - (b) Thermal damage, such as charring, burn holes, and melting
  - (c) Exposed or deformed steel toe, steel midsole, and shank
  - (d) Loss of water resistance

**Advanced inspection** - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified employees or a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the recognized national standards of Mich. Admin. Code, R 408.17405.

### 914.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE (Mich. Admin. Code, R 408.17431):

- (a) Soiled and contaminated PPE elements shall not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
  - (b) Commercial dry cleaning shall not be used.
  - (c) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
  - (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
  - (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
  - (f) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements. Department standards identify and define three primary types of cleaning: routine, advanced, and specialized.
1. **Routine cleaning** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
    - (a) When possible, initiate cleaning at the incident scene.
    - (b) Brush off any dry debris.
    - (c) Gently rinse off debris with a water hose.

# Saugatuck Township Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
  - (e) Inspect for soiling and contamination and repeat the process if necessary.
  - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
- 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
  - (a) The department's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
  - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
  - (c) Station laundering machines shall not be used to clean PPE elements.
- 3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
  - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
  - (b) The department's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
  - (c) PPE that is used by more than one member shall be cleaned or sanitized before reassignment (Mich. Admin. Code, R 408.17431).

#### 914.4.4 MAINTENANCE AND CLEANLINESS OF EYE AND FACE PROTECTION

The following apply to the maintenance and cleaning of eye and face protection (Mich. Admin. Code, R 408.13313):

- (a) A face or eye protector shall be kept clean and in good repair.
- (b) Cleaning facilities for protectors shall be provided away from the hazard, but readily accessible to the wearer.
- (c) A slack, worn-out, sweat-soaked, knotted, or twisted headband shall be replaced.

# Saugatuck Township Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (d) A face or eye protector is a personal item and shall be for exclusive use of the person to whom it is issued. If circumstances require reissue, the protector shall be in good condition and thoroughly cleaned and sanitized.

#### 914.4.5 REPAIR OF PPE

The department's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to members while repairs are being made (Mich. Admin. Code, R 408.17431).

#### 914.4.6 ISSUING PPE

All PPE ensembles or elements shall be issued through the department's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- Members shall only use department-issued PPE.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other department facilities.

#### 914.4.7 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- (b) PPE shall be clean, dry, and well ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

#### 914.4.8 PPE TRAINING

The Training Officer shall be responsible for the following (Mich. Admin. Code, R 408.17411):

- (a) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.



# Saugatuck Township Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (b) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

#### 914.4.9 PPE RECORD KEEPING

The Department shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates of advanced cleaning, specialized cleaning, or decontamination, and by whom it was performed.
- (h) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (i) The date the element was removed from service (retirement).
- (j) The date and method the element was disposed.

#### 914.4.10 PPE RETIREMENT

Pursuant to manufacturer's recommendations and applicable NFPA standards, all PPE ensembles and elements that are worn or damaged to the extent that the Department deems that it is not possible or cost effective to repair shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective, or damaged shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

#### 914.4.11 SPECIAL INCIDENT PROCEDURE

If any member of the Saugatuck Township Fire District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.



# Saugatuck Township Fire District

## Policy Manual

### *Personal Protective Equipment*

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- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the department's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

# Hazardous Energy Control

## 915.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum hazardous energy control requirements mandated by 29 CFR 1910.147, MCL 408.1014 and Mich. Admin. Code, R 408.18502. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

### 915.1.1 DEFINITIONS

Definitions related to this policy include:

**Affected member** - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up, or adjusting machines or equipment under lockout or tagout.

**Authorized member** - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up, or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

**Hazardous energy** - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

**Lockout or tagout** - The use of devices, positive methods, and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical, thermal).

## 915.2 POLICY

It is the policy of the Saugatuck Township Fire District to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

## 915.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. Department members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include but is not limited to (29 CFR 1910.147; MCL 408.1014; Mich. Admin. Code, R 408.18502):

# Saugatuck Township Fire District

## Policy Manual

### *Hazardous Energy Control*

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- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules, and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including but not limited to:
  - 1. A statement of the intended use of the procedure.
  - 2. Procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
  - 3. The procedural steps for the placement, removal, and transfer of lockout and tagout devices.
  - 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout, and other hazardous energy control devices.
- (b) As needed, the Department shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The Department shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include but is not limited to:
  - 1. Extrication tools
  - 2. Chain saws
  - 3. Hydraulic systems (e.g., rack, jacks)
  - 4. Complex electrical systems (e.g., generators, pumps, radios)

#### **915.4 LOCKOUT AND TAGOUT**

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (29 CFR 1910.147; MCL 408.1014; Mich. Admin. Code, R 408.18502):

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine, or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

#### **915.5 INSPECTIONS**

The Saugatuck Township Fire District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and

# Saugatuck Township Fire District

## Policy Manual

### *Hazardous Energy Control*

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to determine the necessity for updating any methods or procedures (29 CFR 1910.147; MCL 408.1014; Mich. Admin. Code, R 408.18502):

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included, and the name of the person performing the inspection.

#### **915.6 TRAINING**

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include but is not limited to the following topics (29 CFR 1910.147; Mich. Admin. Code, R 408.17411):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards, and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment, and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

#### **915.7 TRAINING RECORDS**

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include (Mich. Admin. Code, R 408.17411):

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and ranks of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.

## Hazard Communication

### 916.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of department members who may be occupationally exposed to hazardous chemicals in the workplace pursuant to Michigan law (29 CFR 1910.1200; MCL 408.1014; Mich. Admin. Code, R 408.17411).

### 916.2 POLICY

It is the policy of the Saugatuck Township Fire District to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how department members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (29 CFR 1910.1200; MCL 408.1014; Mich. Admin. Code, R 408.17411).

### 916.3 PROCEDURE

The Fire Chief or the authorized designee should develop, implement and maintain a written chemical hazard communication program that includes, but is not limited to (29 CFR 1910.1200; MCL 408.1014):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the Department will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The Department shall make the written chemical hazard communication program available, upon request, to members, to their designated representatives and to the National Institute of Occupational Safety and Health (NIOSH).
- (d) The Department shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information:
  1. Identity of the hazardous chemical
  2. Appropriate hazard warnings
  3. Name and address of the manufacturer, importer or other responsible party

### 916.4 SAFETY DATA SHEETS

The Department shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with Michigan law (29 CFR 1910.1200; MCL 408.1014).

# Saugatuck Township Fire District

## Policy Manual

### *Hazard Communication*

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#### **916.5 TRAINING REQUIREMENTS**

See the Hazard Communication Program Training Policy for required training (29 CFR 1910.1200; MCL 408.1014; Mich. Admin. Code, R 408.17411).

## Chapter 10 - Personnel

## Promotions and Transfers

### 1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Saugatuck Township Fire District.

### 1000.2 POLICY

The Saugatuck Township Fire District provides equal employment opportunities for employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, veteran status, marital status or sex. It is the policy of the Saugatuck Township Fire District to utilize the promotional testing criteria, study materials and testing instruments available from authenticated and validated local, regional and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the Department based on this criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement or local civil service rules.

### 1000.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making ability
  - 4. Personal integrity and ethical conduct
  - 5. Leadership
  - 6. Initiative
  - 7. Adaptability and flexibility
  - 8. Ability to conform to organizational goals and objectives in a positive manner

### 1000.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Officer



# Saugatuck Township Fire District

## Policy Manual

### *Promotions and Transfers*

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#### 1000.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the Saugatuck Township Fire District
- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional or national training or certification for the transfer position

#### 1000.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Fire Chief for whom the candidate will work. The Fire Chief should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Fire Chief after the interview, the Fire Chief should submit his/her recommendation to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, for emergency situations or for training in accordance with any applicable collective bargaining agreement or local civil service rules.

#### 1000.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Saugatuck Township Fire District.

#### 1000.6 TRAINING OFFICER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the Department. Any relevant training certificate or certification document submitted to the Department by a member should be permanently retained in the member's training file (Mich. Admin. Code, R 408.17411).

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## Position Descriptions

### 1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the Department.

### 1001.2 POLICY

It is the policy of the Saugatuck Township Fire District to develop unique position descriptions for each assignment within an established rank or classification.

### 1001.3 PROCEDURE

The Office of the Fire Chief will generally develop and maintain classification specifications (e.g., firefighter, Fire Officer, Fire Chief). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in Office of the Fire Chief rules, local civil service rules or collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

## Career Tracks

### **1002.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish specific career tracks for each classification specification within the Saugatuck Township Fire District.

### **1002.2 POLICY**

It is the policy of the Saugatuck Township Fire District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the Department shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

### **1002.3 PROCEDURE**

The Saugatuck Township Fire Office of the Fire Chief shall maintain all information on classification specifications, promotional opportunities and career tracks.

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## Fire Officer Development

### 1003.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the required and recommended competencies in the Saugatuck Township Fire District's fire officer development program.

### 1003.2 POLICY

It is the policy of the Saugatuck Township Fire District to use professionally recognized programs and resources to train and develop members for supervisory roles.

### 1003.3 RESOURCES

To assist members in developing the needed competencies for supervisory roles, the Saugatuck Township Fire District will utilize such resources as:

- The Michigan Fire Fighter's Training Council (MFFTC) and Michigan Fire Fighter Training Division (FFTD) leadership/supervisory training programs and courses.
- The Center for Public Safety Excellence's (CPSE) Chief Fire Officer Designation (CFO).
- The National Fire Academy's (NFA) Executive Fire Officer Program (EFOP).
- The National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications.
- The International Association of Fire Chiefs' (IAFC) *Officer Development Handbook*.
- The School of Fire Staff and Command at Eastern Michigan University.
- The Regional Alliance for Firefighter Training (RAFT).
- Other department-approved certification programs for the professional development of fire officers.

# Emergency Recall

## 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Saugatuck Township Fire District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

### 1004.1.1 DEFINITIONS

Definitions related to this policy include:

**Automatic aid** - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

**Mutual aid** - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Saugatuck Township Fire District and neighboring jurisdictions.

## 1004.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require the emergency recall of employees.

## 1004.3 PROCEDURES

The Fire Chief or any other chief officer, Fire Chief or Incident Commander (IC) may initiate an emergency recall by providing Central Dispatch or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

### 1004.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Activation of the Michigan Urban Search and Rescue (MUSAR) Task Force.
- Activation of the Mutual Aid Box Alarm System – Michigan (MABAS-MI).
- Any time designated by the Fire Chief or the authorized designee.

## *Emergency Recall*

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### 1004.3.2 CENTRAL DISPATCH RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining agreements. Dispatch or the other designated resource should follow the established procedure when implementing an emergency recall.

### 1004.3.3 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall immediately or provide notification within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

### 1004.3.4 EXCEPTIONS

Members may not refuse an emergency recall notice. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

## **1004.4 OTHER RESOURCES**

If sufficient resources cannot be assembled by an emergency recall, the Department may consider other options such as:

- Automatic aid
- Mutual aid
- MABAS-MI
- Additional chief officers

## Overtime

### 1005.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Saugatuck Township Fire District employees and to establish an overtime compensation request process in compliance with federal and Michigan law (29 CFR 553.22; MCL 123.841).

### 1005.2 POLICY

It is the policy of the Saugatuck Township Fire District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the Department.

### 1005.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the Fire District's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the Department. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off, should submit a request for overtime payment as soon as practicable after overtime is worked.

The individual employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed the number of hours allowed by the collective bargaining agreement or Fire District rules and regulations, or the FLSA (29 CFR 553.22).

### 1005.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as practicable for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

### 1005.5 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status.

# Saugatuck Township Fire District

## Policy Manual

### Overtime

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#### 1005.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed or as stipulated in the collective bargaining agreement:

TIME WORKED	RECORD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

#### 1005.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Fire Chief or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.



# Discriminatory Harassment

## 1006.1 PURPOSE AND SCOPE

This policy is intended to prevent department members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

## 1006.2 POLICY

The Saugatuck Township Fire District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

## 1006.3 DISCRIMINATION PROHIBITED

### 1006.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include: making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

### 1006.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice.

# Saugatuck Township Fire District

## Policy Manual

### *Discriminatory Harassment*

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Retaliation will not be tolerated (see the Anti-Retaliation Policy).

#### 1006.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

#### 1006.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Michigan Civil Rights Commission guidelines (MCL 37.2208).
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with Fire District or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### 1006.4 RESPONSIBILITIES

This policy applies to all department members who shall follow the intent of these guidelines in a manner that reflects department policy and the best interest of the Saugatuck Township Fire District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Fire Chief or the Fire Board Chairperson.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

# Saugatuck Township Fire District

## Policy Manual

### *Discriminatory Harassment*

---

#### 1006.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, a manager, the Fire Chief, the Fire Chief or the Fire Board Chairperson for further information, direction or clarification.

#### 1006.4.2 SUPERVISOR'S RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure that subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Fire Chief or Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

#### 1006.4.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the Department.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

#### 1006.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Saugatuck

# Saugatuck Township Fire District

## Policy Manual

### *Discriminatory Harassment*

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Township Fire District that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

#### 1006.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

#### 1006.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency, dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Fire Chief or the Fire Board Chairperson.

#### 1006.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges.

Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

#### 1006.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

# Saugatuck Township Fire District

## Policy Manual

### *Discriminatory Harassment*

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- (a) Approved by the Fire Chief, the Fire Board Chairperson or the Fire Chief, as deemed appropriate.
- (b) Maintained for the period established in the department's records retention schedule.

#### 1006.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

#### **1006.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during his/her term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

# Conduct and Behavior

## 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

## 1007.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

## 1007.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming of a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in hazing or bullying; offensive, obscene, or uncivil language; verbal or physical altercations or threats thereof; or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

## 1007.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane or insolent language or gestures, and should not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle, or similar personal characteristics (MCL 37.2101 et seq.).

## 1007.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle, or similar personal characteristics (MCL 37.2101 et seq.).

# Saugatuck Township Fire District

## Policy Manual

### *Conduct and Behavior*

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#### **1007.6 CONFORMANCE TO LAWS**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

#### **1007.7 DEROGATORY OR MALICIOUS STATEMENTS**

Members should not be a party to any malicious gossip, report, or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers, and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

#### **1007.8 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

#### **1007.9 SEXUAL ACTIVITY**

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos, or any other content of a sexual or provocative nature.

#### **1007.10 ILLEGAL GAMBLING**

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

#### **1007.11 GIFTS AND GRATUITIES**

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the Fire District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

#### **1007.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

# Saugatuck Township Fire District

## Policy Manual

### *Conduct and Behavior*

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At no time shall a member consider a gift of the heart as a personal present.

#### **1007.13 ABUSE OF POSITION**

Members should not use their official position, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs, or official titles that identify them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

#### **1007.14 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.



## Personnel Complaints

### 1008.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this department and the service provided by this department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

### 1008.2 POLICY

This department takes seriously all complaints regarding service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 1008.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of department policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate department policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

#### 1008.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Fire Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated department representative, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated department representative, such matters need not be documented as personnel

### *Personnel Complaints*

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complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

#### **1008.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

##### **1008.4.1 AVAILABILITY OF COMPLAINT FORMS**

Personnel complaint forms will be available and clearly visible in public access locations within department facilities. Forms will also be available on the department website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Fire Chief any suggestions for improvement or changes.

##### **1008.4.2 SOURCES OF COMPLAINTS**

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

##### **1008.4.3 ACCEPTANCE OF COMPLAINTS**

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the Department, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

#### **1008.5 COMPLAINT DOCUMENTATION AND TRACKING**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

# Saugatuck Township Fire District

## Policy Manual

### *Personnel Complaints*

---

On an annual basis, the Department should audit the log and send an audit report to the Fire Chief or the authorized designee.

#### **1008.6 DISCIPLINARY INVESTIGATIONS**

All allegations of misconduct will be investigated as follows:

##### **1008.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) Department supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Fire Chief, Fire Chief and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Fire Chief of the accused member, via the chain of command. The Fire Chief will forward a copy of the complaint to the Fire Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Fire Chief, Fire Chief or Fire Chief.
- (d) A supervisor investigating any complaint should:
  - 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
  - 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Office of the Fire Chief and the Fire Chief for direction regarding his/her role in addressing the complaint.

# Saugatuck Township Fire District

## Policy Manual

### *Personnel Complaints*

---

- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the Department receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Fire Chief.
- (g) Unresolved citizen complaints shall be forwarded to the Fire Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

#### 1008.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the Department:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated if required.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However,

# Saugatuck Township Fire District

## Policy Manual

### Personnel Complaints

---

in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.

- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

#### 1008.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and follow this format:

**Introduction** - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a very brief summary of the facts giving rise to the investigation.

**Summary of allegations** - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

**Evidence as to each allegation** - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

#### 1008.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the Department, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the Office of the Fire Chief in writing of the employee's administrative leave and the cause for the leave.

#### 1008.6.5 COMPLETION OF INVESTIGATION

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall complete the investigation such that any final disposition involving the filing of charges is accomplished within 90 days from the date of discovery of the violation by an individual authorized to initiate an investigation (MCL 38.514).

#### 1008.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in

# Saugatuck Township Fire District

## Policy Manual

### *Personnel Complaints*

---

writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

#### 1008.7.1 FIRE CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Fire Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Fire Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Fire Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Fire Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

#### 1008.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Fire Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
  - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
  - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response, or if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire Chief has issued a written decision, the discipline shall become effective.

# Saugatuck Township Fire District

## Policy Manual

### *Personnel Complaints*

---

#### 1008.7.3 NOTICE REQUIREMENTS

If no disciplinary action is taken, the member shall be notified that an investigation was conducted (MCL 423.509).

If disciplinary action is taken, a copy of the Fire Chief's written decision of disciplinary action shall be filed with the civil service commission no later than 90 days from the date of discovery of the violation (MCL 38.514).

#### 1008.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

#### 1008.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

#### 1008.10 HEARING BY CIVIL SERVICE COMMISSION

Members entitled to a hearing before the civil service commission may, within five days after receiving a notice of disciplinary action, file a response to the charges and request a hearing before the civil service commission. The hearing shall be convened and conducted as provided by applicable law. The disciplinary action shall not become effective until a decision is issued by the civil service commission (MCL 38.514).



### *Personnel Complaints*

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#### **1008.11 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any applicable civil service procedures, collective bargaining agreement and/or personnel rules (MCL 51.362).

#### **1008.12 AT-WILL AND PROBATIONARY MEMBERS**

At-will employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These members are not entitled to any rights under this policy.

A probationary employee may be discharged for cause pursuant to the procedures set forth in this policy. With regard to discipline other than discharge, the time frames set forth herein are not applicable and such violations may accumulate during the probationary period and be used to determine if the employee has passed probation (MCL 38.511; MCL 38.514).

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.



## Personal Projects On-Duty

### 1009.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

### 1009.2 POLICY

It is the policy of the Saugatuck Township Fire District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Fire Officer or Fire Chief may deny or revoke permission for a personal project while on-duty.
- (d) Department equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All department policies must be followed while engaged in the personal project.

### 1009.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Department is compensating the member.
- (b) Any project that has no association to the Department and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Department.

## On-Duty Voting in Elections

### 1010.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all elections if provided for in the collective bargaining agreement and dependent on the needs of the service.

### 1010.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide members a reasonable opportunity to vote in all elections if provided for in the applicable collective bargaining agreement and dependent on the needs of the service.

### 1010.3 PROCEDURES

Polls are open from 7:00 a.m. to 8:00 p.m. each election day for elections. Members scheduled to be at work during that time may be allowed to take up to two hours off to vote without losing any pay at the discretion of the Department.

Employees who need time off to vote must notify their supervisor at least two working days prior to the election.

Supervisors may allow members time off to vote according to the following:

- (a) Employees may take as much time as needed to vote but only two hours of that time will be paid.
- (b) Authorized time off for voting should be at the beginning or end of a regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift.
- (c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

## Personnel Records

### 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of, and access to personnel files in accordance with established law, including the Bullard-Plawecki Employee Right to Know Act (MCL 29.369b; MCL 423.501 et seq.).

#### 1011.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history, or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current, or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal, or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 1011.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

**Department file** - Any file maintained in the office of the Department or the Office of the Fire Chief as a permanent record of a member's employment with the Department.

**Division file** - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

**Supervisor log entries** - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the Department.

**Training file** - Any file containing the training records of a member.

**Investigations file** - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations, or reference check responses.

**Medical file** - Any separately maintained and properly secured file with limited access that exclusively contains material relating to a member's medical history.

### 1011.2 POLICY

It is the policy of the Department to maintain personnel records pursuant to the laws of Michigan.

# Saugatuck Township Fire District

## Policy Manual

### *Personnel Records*

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#### **1011.3 REQUESTS FOR DISCLOSURE**

All records kept by Michigan public agencies are considered public unless they are covered by specific disclosure statutes.

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made. When divulging a disciplinary report, letter of reprimand, or other disciplinary action in response to a third-party request, the Department shall provide the member with written notice by first-class mail on or before the day the information is to be divulged, unless there is an applicable exception under MCL 423.506.

Except when the release of a personnel record is ordered in a legal action or arbitration, the Custodian of Records or other authorized person shall review the record prior to release to a third party to ensure that disciplinary reports, letters of reprimand, or other records of disciplinary action are deleted when the records are more than four years old (MCL 423.507).

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this may require assistance of the department's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Fire Board Chairperson, Fire District Attorney, or attorneys or representatives of the Fire District in connection with official business.

#### **1011.4 RELEASE OF CONFIDENTIAL INFORMATION**

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

#### **1011.5 MEMBER ACCESS TO OWN FILE**

Any member, upon written request, may request access to his/her own personnel file twice in a calendar year or as otherwise provided for in the applicable collective bargaining agreement. The review shall take place at the Saugatuck Township Fire District during normal business hours. Members may obtain a copy of the information reviewed and may be charged for any duplication fees (MCL 423.503; MCL 423.504).

# Saugatuck Township Fire District

## Policy Manual

### *Personnel Records*

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If the member demonstrates that he/she is unable to review the personnel record at the department office, a copy of the requested record shall be mailed to the member, upon written request (MCL 423.504).

Any member who disagrees with information contained in a personnel record may seek the removal or correction of that information by mutual agreement between the member and the Fire Chief. If an agreement is not reached, the member may submit a written statement explaining the member's position to the Fire Chief via the chain of command. The statement shall not exceed five pages and shall be included whenever the information is divulged to a third party as long as the original information is a part of the file (MCL 423.505).

Members may be restricted from accessing files containing any of the following information (MCL 423.501):

- Ongoing investigations, to the extent the Department, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.
- Investigations involving alleged criminal activity or the violation of a department rule by the member.
- Letters of reference concerning employment/appointment, licensing, or issuance of permits regarding the member.
- Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for department planning purposes.
- Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Medical reports and records made or obtained by the Saugatuck Township Fire District if the records or reports are available to the member from the doctor or medical facility involved.
- Records limited to grievance investigations.

#### **1011.6 DESTRUCTION OF CERTAIN INVESTIGATION FILES**

A separate and confidential investigative file should be maintained for criminal investigations involving a member that relate to loss or damage to another member's property or that of the Saugatuck Township Fire District or to the disruption of the Saugatuck Township Fire District's operations. Upon completion of the investigation, if disciplinary action is not taken, the investigation file and all copies of the material shall be destroyed (MCL 423.509).

# Grievance Procedure

## 1012.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical or wasteful conduct or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of department policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate nondiscriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

### 1012.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or a dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, or gross mismanagement and any practice within the Department which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

## 1012.2 POLICY

It is the policy of this department that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this department to promote free verbal communication between members and supervisors.

## 1012.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful or retaliatory or participating in any investigation pursuant to this policy or any other policy in this Policy Manual (see the Anti-Retaliation Policy).

# Saugatuck Township Fire District

## Policy Manual

### *Grievance Procedure*

---

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

#### **1012.4 PROCEDURE**

Except as otherwise required under a collective bargaining agreement, grievances as defined above should be resolved using the following procedure.

##### **1012.4.1 COMMUNICATING GRIEVANCES**

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Office of the Fire Chief without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

##### **1012.4.2 GRIEVANCE RECEIPT**

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Office of the Fire Chief are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

##### **1012.4.3 RESOLVING GRIEVANCES**

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with the member.



# Saugatuck Township Fire District

## Policy Manual

### *Grievance Procedure*

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- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Fire Chief.
- (c) If a successful resolution is not found with the Fire Chief, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
  - 1. Submit a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
    - (a) The basis for the grievance
    - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the written grievance. The Fire Chief and the Fire District executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the Fire District executive is considered final.

## **1012.5 RESPONSIBILITIES**

### **1012.5.1 MEMBER RESPONSIBILITIES**

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the Department. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another member.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Office of the Fire Chief (MCL 423.16).

### **1012.5.2 SUPERVISOR RESPONSIBILITIES**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the Department before issues escalate to the grievance level. Once a



# Saugatuck Township Fire District

## Policy Manual

### *Grievance Procedure*

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member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Fire Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

#### **1012.5.3 COMMAND STAFF RESPONSIBILITIES**

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

#### **1012.6 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

#### **1012.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Fire Chief.

#### **1012.8 GRIEVANCE AUDITS**

The Administration Fire Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Fire Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

## Physical Fitness

### 1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The Department provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### 1013.2 POLICY

It is the policy of the Saugatuck Township Fire District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining member fitness for duty as required by Michigan law (Mich. Admin. Code, R 408.17411). The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The Department retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

### 1013.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Fire Chief and the Fire Officer. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy and not result in a response delay.

All Emergency Response members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Fire Officer during the designated physical fitness period. Members who have provided the Department with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the Department, one or more of the following may apply:

- (a) Station physical fitness equipment
  1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- (b) Fitness club membership

## *Physical Fitness*

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1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the department's discretion, with fitness club memberships for on-duty physical fitness activities.

### **1013.4 PHYSICAL FITNESS GUIDELINES**

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties. Activities may include, but are not limited to:

- (a) Stretching.
- (b) Running, jogging, walking or rowing.
- (c) Weight training (with spotter present).
- (d) Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
- (e) Core strengthening.
- (f) Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (g) Physical fitness activities as recommended by the Department Wellness and Fitness Program and/or peer fitness trainers (PFTs).

Member participation in competitive or contact sports is not recommended while on-duty.

### **1013.5 INJURY PREVENTION**

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to:
  1. Insufficient warm-up.
  2. Poor core stabilization.
  3. Exceeding physical capabilities.
  4. Improper equipment use.
  5. Defective equipment.
  6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
  1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
  2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.

# Saugatuck Township Fire District

## Policy Manual

### *Physical Fitness*

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3. Maintain realistic goals and limits for physical fitness routines.
4. Develop an understanding of how to use fitness equipment properly and safely.
5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it, if necessary.
6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

# Critical Incident Stress Debriefing

## 1014.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Saugatuck Township Fire District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

### 1014.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

**Critical incident stress management team member** - A member of the Michigan Crisis Response Association Network (MCL 333.20981).

## 1014.2 POLICY

It is the policy of the Saugatuck Township Fire District to implement a CISD program to provide support and professional intervention to members of this department following exposure to situations that are likely to create unusually strong emotional reactions.

## 1014.3 CISD PROGRAM

The Department should establish a committee responsible for implementing and managing the CISD program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who are representative of all levels of department personnel. The department's Health and Safety Officer serves as the committee chairperson.

State, local, and peer organizations provide CISD programs and teams. These resources can prove beneficial and reduce costs.

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD program.
- Recommending the type and content of critical incident-related programs, workshops, or seminars.
- Distributing CISD-related information to members.

## *Critical Incident Stress Debriefing*

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- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.
- Coordinating and following up on requests for CISD.

### **1014.4 CISD COMPONENTS**

The CISD program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### **1014.4.1 ACTIVATION**

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

### *Critical Incident Stress Debriefing*

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Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

Any member may request peer support or professional help as needed, on an individual basis.

#### 1014.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
  - 4. Assist in the selection of new peer support personnel.
  - 5. Provide guidance to peer support personnel.
  - 6. Assist in training peer support personnel and with continuing education.
  - 7. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.
  - 3. Provide support and basic education to members and their families.
  - 4. Serve as a CISD provider with mental health professionals.
  - 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD program as peer support personnel should have the following qualities:
  - 1. Good negotiating skills
  - 2. Ability to communicate effectively
  - 3. The respect and trust of peers

## *Critical Incident Stress Debriefing*

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4. Ability to maintain confidentiality
5. Ability to adhere to established limits and criteria
6. Ability to learn about the psycho-social process
7. Good listening skills
8. Good rapport with fellow emergency workers
9. Sensitivity to the problems of others
10. Be an emergency service provider or a member of a related service
11. Possess experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

### **1014.5 DEBRIEFING**

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel, and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support, and understanding.
- (d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of department operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means



# Saugatuck Township Fire District

## Policy Manual

### *Critical Incident Stress Debriefing*

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to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

#### **1014.6 ATTENDANCE**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, personal communications devices, or other distractions turned off.

#### **1014.7 ROTATION OF PERSONNEL**

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their Fire Officers or Fire Chiefs for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Fire Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

#### **1014.8 CONFIDENTIALITY**

The Department considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants (MCL 333.20982).

The only exceptions to confidentiality should be when:

## *Critical Incident Stress Debriefing*

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- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable, and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

### **1014.8.1 COMMUNICATION WITH MICHIGAN CRITICAL INCIDENT STRESS MANAGEMENT TEAM MEMBERS**

Communications with a critical incident stress management team member who is affiliated with the Michigan Crisis Response Association Network are confidential under MCL 333.20982, with limited exceptions.

### **1014.9 RECORDS RETENTION**

Following a CISD intervention, the committee chairperson should prepare a summary report and forward it to the CISD program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

# Workplace Violence

## 1015.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

## 1015.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the Department is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

## 1015.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on department property.

No member engaged in department business shall carry weapons in violation of applicable state or local laws or department policy.

## 1015.4 REPORTING AND INVESTIGATING

### 1015.4.1 MEMBER RESPONSIBILITY

Department members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

### 1015.4.2 SUPERVISOR, MANAGER, FIRE CHIEF, AND FIRE CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

### *Workplace Violence*

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#### **1015.4.3 INVESTIGATION**

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

Department members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

#### **1015.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR**

Department members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

#### **1015.5 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

#### **1015.6 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the Department as a protected area must provide a copy of the restraining order to their immediate supervisor or the Fire Chief. The Department needs this information in order to provide a safe workplace.

#### **1015.7 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable collective bargaining agreement before the Department takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

## *Workplace Violence*

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### **1015.8 LEGAL ACTION**

The department's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the Department to reduce future or threatened violent behavior in the workplace.

### **1015.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1015.10 WORKPLACE VIOLENCE PREVENTION**

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

## Lactation Breaks

### 1016.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to any member desiring to express breast milk for her infant child.

### 1016.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her nursing child for up to one year after the child's birth (29 USC § 207).

### 1016.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify Central Dispatch or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1016.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

# Saugatuck Township Fire District

## Policy Manual

### *Lactation Breaks*

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#### **1016.5 STORAGE OF EXPRESSED MILK**

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member ends her shift.

# Smoking and Tobacco Use

## 1017.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Saugatuck Township Fire District facilities or vehicles pursuant to the Michigan Clean Indoor Air Act (MCL 333.12601 et seq.).

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

## 1017.2 POLICY

The Saugatuck Township Fire District recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as further outlined in this policy (MCL 333.12601 et seq.).

## 1017.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Saugatuck Township Fire District.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside Fire District facilities and vehicles.



## Drug- and Alcohol-Free Workplace

### 1018.1 PURPOSE AND SCOPE

The Saugatuck Township Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on department property or when performing department-related business elsewhere.

### 1018.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide a drug- and alcohol-free workplace for all members.

### 1018.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1018.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

Possession or use of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

### 1018.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

# Saugatuck Township Fire District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

#### **1018.5 EMPLOYEE ASSISTANCE PROGRAM**

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Office of the Fire Chief, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

#### **1018.6 WORK RESTRICTIONS**

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Fire Chief respond to the location of the impaired member. The Fire Chief shall ensure the member is transported to a safe location and that the continuity of department operations is maintained.

#### **1018.7 REQUESTING OR REQUIRING SCREENING TESTS**

A supervisor or Fire Chief may request or require an employee to submit to a screening test under any of the following circumstances or pursuant to other specific provisions and procedures contained in the applicable collective bargaining agreement:

- (a) The supervisor or Fire Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person or substantial damage to property.

##### **1018.7.1 FIRE CHIEF RESPONSIBILITY**

The Fire Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.

# Saugatuck Township Fire District

## Policy Manual

### *Drug- and Alcohol-Free Workplace*

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- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### **1018.7.2 SCREENING TEST DISPOSITION**

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

#### **1018.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

#### **1018.9 CONFIDENTIALITY**

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

# Uniform Regulations

## 1019.1 PURPOSE AND SCOPE

The purpose of this policy is to establish regulations for the use and issuance of uniforms to members as authorized by Michigan law in order to enhance the department's overall professional and positive image (MCL 750.217g).

## 1019.2 POLICY

It is the policy of the Saugatuck Township Fire District that members shall wear the proper uniform at all times when on-duty or engaged in department-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede department regulations regarding the use of any personal protective equipment (PPE).

## 1019.3 STANDARD WORK UNIFORM

The standard work uniform for Fire Officers, firefighter/operators and firefighters shall consist of the 5.11 Tactical or Proper black short- or long-sleeve shirt, department issued polo shirt, 5.11 Tactical or Proper black trousers, 5.11 Tactical or Proper black shorts, department-issued badge, standard belt with department buckle and black leather boots or shoes.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Officers shall wear appropriate rank insignia on the standard work uniform.

### 1019.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets are not fire resistive and shall not be worn underneath PPE
- 5.11 Tactical fatigue-type jackets may only be worn as modified to short sleeve, by hemming the sleeves to the same length as the standard work uniform shirt
- A long-sleeve jacket that is department-approved shall be worn with a long-sleeve shirt
- Officers shall wear appropriate rank insignia on any uniform jacket

### 1019.3.2 T-SHIRTS

Official department on-duty t-shirts or plain white t-shirts may be worn:

- Under the standard work uniform shirt.

# Saugatuck Township Fire District

## Policy Manual

### *Uniform Regulations*

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- Uncovered and tucked into the trousers, at the Fire Officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.
- Long-sleeve t-shirts, either official or plain white, shall be worn as a layering component under wildland PPE.

#### 1019.3.3 BASEBALL CAPS

Official department on-duty baseball caps may be worn, at the discretion of the Fire Officer, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

#### 1019.4 PHYSICAL FITNESS UNIFORMS

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items should not be worn under PPE because those fabrics may melt.

#### 1019.5 DRESS UNIFORMS

Dress uniforms shall be worn as directed by the Fire Chief and when attending the following types of events:

- Funerals and memorials
- Formal department functions, such as graduations and badge ceremonies
- Formal Fire District functions

#### 1019.6 UNIFORM MAINTENANCE

- Uniforms shall be clean, neat and in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

## Badges

### 1020.1 PURPOSE AND SCOPE

The name of the Saugatuck Township Fire District and the department badge and uniform patches are property of the Department. This policy establishes the rules associated with Saugatuck Township Fire District badges and any likeness of the badge.

### 1020.2 POLICY

The Saugatuck Township Fire District may issue members of the Department a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this department shall be displayed, carried, or worn by members while on-duty or otherwise acting in an official or authorized capacity.

### 1020.3 BADGE TYPES

#### 1020.3.1 SWORN, APPOINTED, OR ELECTED MEMBER FLAT BADGES

Sworn, appointed, or elected members may, at their own expense and with the written approval of the Fire Chief, purchase a flat badge that can be carried in a wallet.

A sworn, appointed, or elected member may sell, exchange, or transfer a flat badge only to another sworn, appointed, or elected member of the Saugatuck Township Fire District and only with the written approval of the Fire Chief.

#### 1020.3.2 CIVILIAN MEMBER BADGES

Curved uniform badges issued to Civilian personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspector).

- (a) Civilian personnel shall not display the department badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Civilian personnel shall not display the department badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the Department.
- (c) Civilian personnel may not purchase, carry, or display a flat badge.

#### 1020.3.3 RETIREE BADGES

Upon honorable retirement, a member may receive as a gift or purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the Saugatuck Township Fire District and may be revoked in the event of misuse or abuse.

An honorably retired sworn, appointed, or elected member of the Department may keep his/her flat badge upon retirement.

# Saugatuck Township Fire District

## Policy Manual

### *Badges*

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#### 1020.3.4 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this department: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

#### 1020.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

#### 1020.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the Department. Department badges are for official use only.

The department badge, uniform patch, or any likeness thereof shall not be used for personal or private reasons including but not limited to letters, memoranda, or electronic communications, such as email, websites, or web pages.

Members may not use the department badge, uniform patch, or department name in any material (printed matter, products, other items) without approval of the Fire Chief.

Members shall not loan their department badge to others and shall not permit the badge to be reproduced or duplicated.

#### 1020.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the department badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the department badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the Saugatuck Township Fire District. The following modifications shall be included:
  - 1. Any text referring to the Saugatuck Township Fire District shall be replaced with the name of the member association.
  - 2. The badge number portion of the image shall display the name or acronym of the member association.

# Identification Cards

## 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Saugatuck Township Fire District identification cards. Any image or likeness of the identification card and the name of the Saugatuck Township Fire District are the property of the Department and their use shall be restricted as specified in this policy.

## 1021.2 POLICY

It is the policy of the Saugatuck Township Fire District that identification cards shall be issued to all department members. All members shall be in possession of their department-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of department identification cards shall be in compliance with this policy.

## 1021.3 IDENTIFICATION CARD CONTENT

Department-issued identification cards shall include the following information:

- The department name
- An image of the department badge
- A photograph of the member
- The full name of the member
- The rank of the member
- The member's employee identification number
- The member's signature
- The date of appointment to the member's current rank or position
- The department's mailing address
- A statement indicating that the identification card is the property of the Saugatuck Township Fire District and that if found, the card must be returned to the Department

## 1021.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the Department.

## 1021.5 UNAUTHORIZED USE

Department identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the department identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.



# Saugatuck Township Fire District

## Policy Manual

### *Identification Cards*

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Members shall not loan department identification cards to others and shall not permit the identification card to be reproduced or duplicated.

#### **1021.6 LOSS OF DEPARTMENT IDENTIFICATION CARD**

The loss of the department identification card must be immediately reported to the Department. An identification card should be considered lost whenever it is not in the direct control of the member.

#### **1021.7 REPLACING IDENTIFICATION CARDS**

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

# Workers' Compensation-Related Illness and Injury Reporting

## 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries and occupational illnesses pursuant to the Michigan Workers' Disability Compensation Act.

### 1022.1.1 DEFINITIONS

Definitions related to this policy include (MCL 418.401):

**Work-related illness or personal injury** - A disease or disability that is due to causes and conditions that are characteristic of and peculiar to the business of the employer and that arises out of and in the course of the employment. Mental disabilities and conditions of the aging process, including but not limited to heart and cardiovascular conditions and degenerative arthritis, shall be compensable if contributed to or aggravated or accelerated by the employment in a significant manner.

## 1022.2 POLICY

The Saugatuck Township Fire District will address work-related illnesses and injuries and mental health issues appropriately, and will comply with applicable state workers' disability compensation requirements.

## 1022.3 RESPONSIBILITIES

### 1022.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury shall report such event to a supervisor immediately or as soon as practicable, but in no more than 90 days, and shall seek medical care when appropriate. In the case of repetitive-type injury, the date of the injury is considered to be the date of diagnosis.

A claim for compensation for an injury can be made up to two years after the occurrence of the injury (MCL 418.381).

### 1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Fire Chief of the reported illness or injury.

Supervisors shall ensure that the Michigan Workers' Compensation Agency (WCA) form WC-100 regarding the death, illness, injury, or disability of seven days or more is completed and forwarded to the Fire Chief promptly. In the case of a death, the form WC-106 must also be completed

Injuries that require medical attention but do not result in a disability of seven days do not need to be reported.

# Saugatuck Township Fire District

## Policy Manual

### *Workers' Compensation-Related Illness and Injury Reporting*

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Any related Fire Districtwide illness- or injury-reporting protocol shall also be followed.

#### 1022.3.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief who receives a report of a work-related death, illness, or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, the Fire District's risk management entity, and the Administration Fire Chief to ensure any required WCA filings are completed in a timely manner along with any Michigan Occupational Safety and Health Administration (MIOSHA) required reporting is completed and filed as noted in the illness and injury prevention plan identified in the Illness and Injury Prevention Program Policy.

#### 1022.3.4 FIRE CHIEF RESPONSIBILITIES

The Fire Chief shall review and forward copies of the report to the Office of the Fire Chief. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

#### 1022.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for WCA reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Fire Chief through the chain of command and a copy sent to the Administration Fire Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

#### 1022.5 SETTLEMENT OFFERS

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company, or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

##### 1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related illness or injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the Fire District to determine whether the offered settlement will affect any claim the Fire District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the Fire District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

## Temporary Modified-Duty Assignments

### 1023.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, Fire District rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

### 1023.2 POLICY

Subject to operational considerations, the Saugatuck Township Fire District may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

### 1023.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) and Michigan's Persons with Disabilities Civil Rights Act shall be treated equally, without regard to any preference for a work-related injury.

No position in the Saugatuck Township Fire District shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

### 1023.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Fire Chief or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.

# Saugatuck Township Fire District

## Policy Manual

### *Temporary Modified-Duty Assignments*

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- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids, or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Fire Chief will make a recommendation through the chain of command to the Fire Chief regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the Office of the Fire Chief or the Fire District Attorney as appropriate.

#### **1023.5 ACCOUNTABILITY**

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Fire Chief.

##### **1023.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Fire Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

##### **1023.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but are not limited to:

- (a) Periodically apprising the Fire Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Fire Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

## *Temporary Modified-Duty Assignments*

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### **1023.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status.

### **1023.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)).

A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

#### **1023.7.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the Fire District's personnel rules and regulations regarding family and medical care leave.

### **1023.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

### **1023.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

## Release of HIPAA-Protected Information

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's protected health information (PHI), which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

### 1024.2 POLICY

It is the policy of the Saugatuck Township Fire District to allow members to complete a pre-authorization for the release of their PHI to a family member or other specific individual in the event the member becomes injured or ill on-duty.

### 1024.3 GUIDELINES

The Fire Chief or the authorized designee should ensure procedures are in place to address:

- (a) The right of members to voluntarily complete a pre-authorization for the release of PHI to specific individuals.
- (b) Storage and security of completed pre-authorization forms.
- (c) Supervisor access to completed forms during both business and non-business hours.
- (d) Expiration and renewal requirements for the pre-authorization form.
- (e) Situations or circumstances in which members can expect the Department to release their PHI to the pre-authorized family member or other specific individual.

## Return to Work

### 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee who has been off work for an extended period of time due to an injury or illness may return to work.

#### 1025.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1025.2 POLICY

It is the policy of the Saugatuck Township Fire District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the Department.

### 1025.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Office of the Fire Chief.

### 1025.4 DEPARTMENT RESPONSIBILITIES

The Department will evaluate the employee's request to return to work and the written medical verification, and will consult with the Office of the Fire Chief in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the Department has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.



# Saugatuck Township Fire District

## Policy Manual

### *Return to Work*

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The Office of the Fire Chief, in consultation with the department representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Office of the Fire Chief should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

# Line-of-Duty Death

## 1026.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any department member while on-duty, while traveling in connection with such duty or while engaged in firefighting or Emergency Medical Services (EMS) activities off-duty, is considered a line-of-duty death. The death of any department member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of department members are seriously injured.

## 1026.2 POLICY

It is the policy of the Saugatuck Township Fire District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

## 1026.3 RESPONSIBILITIES

### 1026.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the Department at the appropriate time. Immediately after the announcement, all flags at fire stations and other department facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- (c) Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the Department.
- (f) Document all actions, contacts, requests, and other pertinent data.

# Saugatuck Township Fire District

## Policy Manual

### *Line-of-Duty Death*

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- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine the need to request outside resources to assist in the staffing or investigation of the incident, as needed.

#### 1026.3.2 FIRE CHIEF

In the event of a line-of-duty death, the Fire Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Fire Chief and the Fire Chief.
- (c) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

#### 1026.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

- (a) Collect facts of the incident from the Fire Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy in this manual.

#### 1026.3.3 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of his/her line-of-duty death. Personal effects include all property owned by the deceased member that is kept on department property, as well as personal items on

# Saugatuck Township Fire District

## Policy Manual

### *Line-of-Duty Death*

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the person of the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of his/her personal effects:

- (a) All personal effects at the station shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division to be kept in a secured location.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

#### **1026.3.4 ADMINISTRATION DIVISION**

The Administration Division will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officers' Benefit Act to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all of the benefits to which the survivor is entitled.

#### **1026.4 FAMILY SUPPORT LIAISON**

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

#### **1026.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

#### **1026.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

# Line-of-Duty Death and Serious Injury Notification

## 1027.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications and identifies roles and responsibilities.

## 1027.2 POLICY

It is the policy of the Saugatuck Township Fire District to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized or killed in the line of duty. The Department shall make it a priority to offer assistance and support to the member's family.

## 1027.3 PROCEDURE

- (a) For the purposes of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander (IC) or Fire Chief at the scene of the serious injury or death will immediately notify the Fire Chief and provide the necessary information.
- (c) The Fire Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the IC, Public Information Officer (PIO) or the Fire Chief, as appropriate.
- (e) In the event of the death of a member, the Fire Chief must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

## 1027.4 DEATH NOTIFICATIONS

The Fire Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Fire Chief and department chaplain or two Fire Chiefs to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Administration Division to obtain information regarding the member's next of kin.
- (b) Call back operations staff, if necessary.

# Saugatuck Township Fire District

## Policy Manual

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

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#### 1027.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Fire Chief learning of the serious injury or death. The following should be considered when planning the notification:

#### 1027.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, he/she should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the Department.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

#### 1027.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Fire Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family or with the assistance of the local fire department/law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Fire Chief.

#### 1027.4.4 INTERNAL DEPARTMENT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Fire Chiefs should be notified.

# Saugatuck Township Fire District

## Policy Manual

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

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- (b) All members should be notified as soon as possible after the family notification is made.

#### 1027.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Fire Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Elected officials or board of directors
- (b) Fire Board Chairperson
- (c) Employee labor representatives
- (d) Department Health and Safety Officer, who will make the necessary notifications in coordination with the Fire Chief
- (e) Other notifications as determined by the Fire Chief

#### 1027.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to the Michigan State Fire Marshal should be made for a line-of-duty death
- (b) Notification shall be made within eight hours to the Michigan Occupational Safety and Health Administration (MIOSHA) (Mich. Admin. Code, R 408.22139)
- (c) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (d) Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- (e) Notification to the United States Fire Administration (USFA)
- (f) Notification to the National Fallen Firefighters Foundation (NFFF)
- (g) Notification to other agencies as mandated by federal and state law and local ordinance

#### 1027.5 FAMILY SUPPORT

The Fire Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

#### 1027.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the Saugatuck Township Fire District to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.

# Saugatuck Township Fire District

## Policy Manual

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

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- (b) All information must be validated prior to its release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and are aware of the death, the PIO will simply confirm that a death has occurred and communicate the department's compassion and concern for the employee's family and colleagues. The PIO will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the PIO will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

#### **1027.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE**

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the seriously injured employee has been taken to a hospital, a Fire Chief should assign a Fire Chief who is not involved in the incident to go to the hospital and become the hospital liaison.
- (b) The Fire Chief should establish communications with the hospital and report regularly to the Fire Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and his/her family. In addition, the Fire Chief should ensure close coordination with the treating medical facility.



## Family Support Liaison

### 1028.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the department personnel responsible for the activation.

### 1028.2 POLICY

It is the policy of the Saugatuck Township Fire District to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line of duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

### 1028.3 PROCEDURE

#### 1028.3.1 LIAISON ACTIVATION CRITERIA

The Department will assign a member to the Family Support Liaison position whenever any department member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

#### 1028.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the Department and will represent the Department in helping meet the needs of the employee's family by communicating directly with the Fire Chief or the authorized designee. Responsibilities shall include, but are not limited to:

- (a) Establish ongoing communication with the member's Fire Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the department Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

# Saugatuck Township Fire District

## Policy Manual

### *Family Support Liaison*

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- (g) Establish communications with other support personnel or groups, including department chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the department-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

#### 1028.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Fire Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Fire Chief.
- (d) If the selected liaison does not already have an assigned department pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

## Funerals

### 1029.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the Department, both active and retired, who passes away may be offered the option of a funeral or assistance from the Department. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the Department.

#### 1029.1.1 DEFINITIONS

Definitions related to this policy include:

**Level I, Line-of-Duty Death** - Considered for all firefighters (career, reserve and volunteer) of the Department who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

**Level II, On-Duty Death** - Pertains to all firefighters of the Department who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

**Level III, Active Employee Off-Duty** - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

**Level IV, Retired Employee or Staff Professional** - The death of a retiree or professional staff employee of the Department. Level IV may also include a dignitary closely associated with the Department, as designated by the Fire Chief, and upon whom the Department wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the department's discretion.

**Level V, Death of a Family Member** - The death of a family member of an active firefighter, retiree or staff professional of the Department. Level V may also include a family member of a dignitary closely associated with the Department as designated by the Fire Chief, and upon whom the Department wishes to bestow funeral honors.

### 1029.2 POLICY

It is the policy of the Saugatuck Township Fire District for the Fire Chief or the authorized designee to make the necessary assignments and coordinate actions with other department representatives any time the Department learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty Death, Line-of-Duty Death and Serious Injury Notification and Family Support Liaison policies.

If a responsible family member requests department assistance, the Fire Chief or the authorized designee should appoint, with the approval of the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option

## Funerals

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of department participation if the circumstances of the member's death may reasonably bring discredit to the Department.

The Fire Chief or the authorized designee should determine the highest level of participation the Department can provide, based on the cause of death.

### **1029.3 LEVEL OF PARTICIPATION**

The desires of the family are paramount and shall be given fullest consideration; however, the department's funeral participation will be conducted according to the following guidelines:

- (a) A Level I funeral may include Level II criteria and any of the following:
  - 1. Crossed ladders
  - 2. Supreme Sacrifice Medal
  - 3. Helicopter fly-over
- (b) A Level II funeral may include Level III criteria and any of the following:
  - 1. Fire engine or caisson with casket
  - 2. Cordon of fire apparatus of both the Department and visiting agencies
- (c) Level III funeral may include Level IV criteria and any of the following:
  - 1. Casket draped with the U.S. flag
  - 2. Honor Guard as pallbearers
  - 3. Procession with department apparatus from the firefighter's current battalion
  - 4. Bugler
  - 5. Bell ceremony
- (d) Level IV funeral may include:
  - 1. Hearse with casket
  - 2. Apparatus from last assignment (if appropriate)
  - 3. Honor Guard
  - 4. Pipe and drum band
  - 5. Administration and logistic support as needed
  - 6. Uniformed personnel
  - 7. Flag folding (if appropriate)
- (e) Level V funeral honors may include (with the approval of the Fire Chief):
  - 1. One piece of apparatus to be used as a static display (not to be included in a procession)
  - 2. Honor Guard (if appropriate)
  - 3. Uniformed personnel

## Funerals

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### 1029.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any department member who is a close friend of the family and will make reasonable efforts to address the needs and desires of the family, communicate between the Department and the family and coordinate details with the Officer in Charge.
- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall department participation and is responsible for the coordination between the funeral director, the chaplain and the Family Support Liaison.
- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers will be members of the Honor Guard, unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).

## Family and Medical Leave

### 1030.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Office of the Fire Chief or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

#### 1030.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

**Qualified health care professional** - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the department benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

**Spouse** - The person with whom an employee has entered into a marriage as defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

# Saugatuck Township Fire District

## Policy Manual

### *Family and Medical Leave*

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#### **1030.2 POLICY**

It is the policy of the Saugatuck Township Fire District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

#### **1030.3 ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA after working for the Saugatuck Township Fire District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

#### **1030.4 TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

##### **1030.4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, parent, or domestic partner with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the Saugatuck Township Fire District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar



# Saugatuck Township Fire District

## Policy Manual

### *Family and Medical Leave*

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days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

#### 1030.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Saugatuck Township Fire District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

#### 1030.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, parent, or domestic partner is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate-need basis or arranging for alternative care.

#### 1030.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, domestic partner, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).



# Saugatuck Township Fire District

## Policy Manual

### *Family and Medical Leave*

---

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Saugatuck Township Fire District, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

#### 1030.4.5 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, domestic partner, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

#### 1030.4.6 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The Department shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work.

#### 1030.5 EMPLOYEE BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has

## *Family and Medical Leave*

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been exhausted or expires, the Department may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The Department may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

### **1030.6 SUBSTITUTION OF PAID ACCRUED LEAVES**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

### **1030.7 USE OF FMLA LEAVE**

If an employee takes a leave of absence for any reason that is FMLA qualifying, the Department may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

### **1030.8 PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the department's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA must provide his/her supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete an FMLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the Department, the supervisor should forward the request and any medical certifications to the Office of the Fire Chief and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

# Saugatuck Township Fire District

## Policy Manual

### *Family and Medical Leave*

---

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

#### **1030.9 REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Office of the Fire Chief or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Office of the Fire Chief, will determine whether non-FMLA leave should apply.

#### **1030.10 RESPONSIBILITY**

Supervisors should work with the Office of the Fire Chief or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Office of the Fire Chief should advise the supervisor and inform members of their rights and responsibilities.

#### **1030.11 RECORDS**

The Department will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the department's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

# Saugatuck Township Fire District

## Policy Manual

### *Family and Medical Leave*

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#### **1030.12 NOTICE TO EMPLOYEES**

The Fire Chief should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the Department where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300.

## Military Leave

### 1031.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or for active duty in the U.S. Armed Forces (Uniformed Services Employment and Reemployment Rights Act (USERRA); 38 USC § 4301 et seq.; MCL 32.273; MCL 35.352).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Office of the Fire Chief or legal counsel to obtain specific guidance regarding military leave rights.

### 1031.2 POLICY

The Saugatuck Township Fire District supports employees who may be called or who volunteer to serve in the military. The Department will comply with USERRA and state laws relating to military leave.

### 1031.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence (38 USC § 4316).

#### 1031.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service (38 USC § 4303; 38 USC § 4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312).

### 1031.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

- (a) Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312).
- (b) Provide copies of official orders or other official documentation.
- (c) Select the benefit options desired during absence, if applicable.
- (d) Retain copies of all submitted documents.

Upon receipt of a request, the Saugatuck Township Fire District will determine eligibility for military leave and notify the employee in writing of the determination.

## *Military Leave*

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### **1031.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES**

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the Department will apply the more beneficial right or benefit (38 USC § 4302).

### **1031.6 LEAVE ACCRUALS**

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

### **1031.7 HEALTH CARE BENEFITS**

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the department's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the Department will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

### **1031.8 RETURN FROM DUTY**

Employees returning from approved military leave of absence must report to work as follows (38 USC § 4312; MCL 32.273; MCL 35.352):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.
- (b) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service,

# Saugatuck Township Fire District

## Policy Manual

### *Military Leave*

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or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.

- (c) For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the Department or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the department's rules of conduct and established policies covering absence from scheduled work.

#### **1031.9 REEMPLOYMENT RIGHTS**

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job.

##### **1031.9.1 FORMER POSITION**

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the Department will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the department's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay. Where an employee remains unqualified for both of these positions after reasonable efforts by the Department, the employee is entitled to the nearest approximation to these positions (38 USC § 4313).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the Department, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313; 20 CFR 1002.198; MCL 32.273; MCL 35.352).

##### **1031.9.2 COMPENSATION AND BENEFITS**

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).



# Saugatuck Township Fire District

## Policy Manual

### *Military Leave*

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- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the Department would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).
- (f) Reenrolling in department health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible (MCL 32.273; MCL 35.352).

#### 1031.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Saugatuck Township Fire District, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Saugatuck Township Fire District or applies for reemployment in a timely manner as provided in this policy.
  - 1. In the case that the approved military leave exceeds 30 days, submits documentation showing:
    - (a) The application for reemployment is timely.
    - (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

#### 1031.9.4 DEPARTMENT REEMPLOYMENT RESPONSIBILITIES

The Department shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the Department shall reinstate employees as soon as practicable (20 CFR 1002.181).

The Department is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312):



# Saugatuck Township Fire District

## Policy Manual

### *Military Leave*

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- (a) The department's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the Department.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Office of the Fire Chief or legal counsel before determining whether any of these conditions exist.

#### **1031.10 RETENTION**

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247; MCL 35.352):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

#### **1031.11 DISCRIMINATION AND RETALIATION PROHIBITED**

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; MCL 32.271).

## Driver's License Requirements

### 1032.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Saugatuck Township Fire District members who drive as a part of their duties have and maintain required driver's licenses and have received and maintain training required by Michigan law.

### 1032.2 POLICY

In order to promote driver safety, it is the policy of the Saugatuck Township Fire District that any member who is assigned duties that require him/her to drive department vehicles or equipment, or drive a privately owned vehicle while conducting department business, has and maintains driving privileges, required training, and licenses consistent with his/her duties and Michigan law.

### 1032.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive department vehicles, equipment, or private vehicles shall be required to obtain and maintain a valid driver's license. Members who drive authorized commercial vehicles must have either the appropriate endorsement or have completed the applicable emergency vehicle operator's course and maintain continuing education as approved by the Michigan Fire Fighter's Training Council (MCL 257.301; MCL 257.312e).

While responding to, engaged in, or returning from an emergency alarm, members are exempt from having to carry their driver's licenses on their person (MCL 29.391).

#### 1032.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records and training records of all members who are assigned duties that require driving while conducting department business, to confirm each driver has a valid driver's license and required training, and to monitor driving records for potential problem behavior.

The officer appointed to monitor driving records shall be responsible for reviewing the driver's license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor, and the Health and Safety Officer.

#### 1032.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver's license and to review the type and number of traffic violations and accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting department business shall be required to present a valid driver's license.

# Saugatuck Township Fire District

## Policy Manual

### *Driver's License Requirements*

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#### 1032.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that each member has a valid driver's license and to review any traffic violations and accidents.

Any member who drives a vehicle while conducting department business must immediately notify his/her supervisor of any suspension, revocation, or other change in the status of his/her driver's license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting department business.

If a member's driver's license is suspended or revoked or becomes invalid, the Department may, at its discretion and consistent with any provisions of the applicable collective bargaining agreement, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Michigan Secretary of State report, to allow the member an opportunity to seek the reinstatement of his/her driver's license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the Department work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the Michigan Secretary of State report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver's license may be subject to disciplinary action, up to and including termination.

#### 1032.4 MEDICAL CERTIFICATION

Members operating a commercial vehicle shall maintain the appropriate license with the associated medical certification requirements as set forth in MCL 480.15 and 49 CFR 383.71(h).

## Nepotism and Conflicting Relationships

### 1033.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

#### 1033.1.1 DEFINITIONS

Definitions related to this policy include:

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

### 1033.2 POLICY

The Saugatuck Township Fire District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

## *Nepotism and Conflicting Relationships*

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### **1033.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties, or in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive, registered sex or arson offender, or who engages in serious violations of state or federal laws.

#### **1033.3.1 EMPLOYEE RESPONSIBILITY**

Prior to entering into any personal or business relationship, or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninvolved, next highest level of supervisor.

# Saugatuck Township Fire District

## Policy Manual

### *Nepotism and Conflicting Relationships*

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Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee should promptly notify dispatch to have another uninvolved employee either relieve the involved employee or, minimally, remain present to witness the action.

#### 1033.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

# Member Speech, Expression, and Social Networking

## 1034.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1034.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, and video and other file-sharing sites.

## 1034.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Saugatuck Township Fire District will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1034.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Saugatuck Township Fire District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates.

# Saugatuck Township Fire District

## Policy Manual

### *Member Speech, Expression, and Social Networking*

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Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.
- Otherwise disclosing where another firefighter can be located off-duty.

#### **1034.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT**

To meet the department's safety, performance, and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern) (MCL 15.342):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Saugatuck Township Fire District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Saugatuck Township Fire District and tends to compromise or damage the mission, function, reputation, or professionalism of the Saugatuck Township Fire District or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Saugatuck Township Fire District.
- (f) Use or disclosure, through whatever means, of any information, photograph, or video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Saugatuck Township Fire District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device, or media device, whether personally or



# Saugatuck Township Fire District

## Policy Manual

### *Member Speech, Expression, and Social Networking*

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department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1034.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Although members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Saugatuck Township Fire District or identify themselves in any way that could be reasonably perceived as representing the Saugatuck Township Fire District in order to do any of the following, unless specifically authorized by the Fire Chief:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Saugatuck Township Fire District.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

#### 1034.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity.

# Saugatuck Township Fire District

## Policy Manual

### *Member Speech, Expression, and Social Networking*

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#### **1034.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department technology system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, or computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

However, the Department shall not require a member to disclose a personal username or password or open a personal social website as provided for in the Michigan Internet Privacy Protection Act, unless otherwise allowed under Michigan law (MCL 37.271 et seq.).

#### **1034.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

#### **1034.7 TRAINING**

Subject to available resources, the Department should provide training regarding member speech and the use of social networking to firefighters and supervisors.

# Anti-Retaliation

## 1035.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance, or collective bargaining agreement.

## 1035.2 POLICY

The Saugatuck Township Fire District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

## 1035.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory, or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

## *Anti-Retaliation*

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### **1035.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief, or the Fire District Fire Chief.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

### **1035.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command, and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

# Saugatuck Township Fire District

## Policy Manual

### *Anti-Retaliation*

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#### **1035.6 COMMAND STAFF RESPONSIBILITIES**

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

#### **1035.7 WHISTLE-BLOWING**

The Michigan Whistleblowers' Protection Act provides that an employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a violation or a suspected violation of a law, regulation, or rule promulgated pursuant to Michigan law, a political subdivision of Michigan, or the United States, to a public body, unless the employee knows that the report is false, or because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action (MCL 15.362).

The Saugatuck Township Fire District shall post notices and use other appropriate means to keep members informed of their protections and obligations under this act (MCL 15.368).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or the authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

#### **1035.8 RECORDS RETENTION AND RELEASE**

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

#### **1035.9 TRAINING**

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

## DOT Drug and Alcohol Testing

### 1036.1 PURPOSE AND SCOPE

The Saugatuck Township Fire District is committed to maintaining a safe and healthy work environment for its members. This policy sets forth guidelines and procedures for drug and alcohol testing in accordance with federal regulations for those members who have a commercial driver's license.

#### 1036.1.1 DEFINITIONS

Definitions related to this policy include:

**Controlled substance or drug** - Those substances listed in the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

**Legally prescribed drug** - A drug that has been prescribed or has other written approval for use of the drug as medical treatment. The prescription or written approval should include the patient's name, the name of the drug, the amount to be taken, and the period of approval.

### 1036.2 POLICY

The misuse of and/or dependency on drugs and/or alcohol by members of this department is a threat to public welfare and to the safety of all members. The use, possession, or being under the influence of alcohol or unauthorized drugs by members while on-duty or while conducting any official business will not be tolerated. It is the policy of the Saugatuck Township Fire District to prevent the use of drugs and alcohol in the workplace through testing and education, and to comply with the United States Department of Transportation Federal Highway Administration (U.S. DOT-FHWA) regulations on controlled substances and alcohol use and testing.

### 1036.3 DESIGNATED EMPLOYER REPRESENTATIVE

The Fire Chief will appoint a Designated Employer Representative (DER), who will be responsible for developing and maintaining a drug and alcohol testing and education plan. The DER is responsible for receiving communications and test results from service agents and is authorized to take immediate action to remove members from safety-sensitive duties (49 CFR 382.107; MCL 480.15). The DER is also authorized to make required decisions in testing and evaluation processes.

### 1036.4 APPLICABILITY

This policy applies to all safety-sensitive members as defined by DOT regulations and includes paid part-time members, volunteers, contract employees, and contractors who operate, as part of their job requirement or while conducting business on behalf of the Department, any commercial vehicle of a type requiring a state-issued commercial driver's license (49 CFR 392.4; 49 CFR 392.5; MCL 480.15).

# Saugatuck Township Fire District

## Policy Manual

### *DOT Drug and Alcohol Testing*

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#### **1036.5 REQUIRED TESTING**

The following circumstances identify when a member shall be subject to drug or alcohol testing (49 CFR 382.101 et seq.; MCL 480.15).

##### **1036.5.1 PRE-EMPLOYMENT TESTING**

New members hired or current members who are assigned to perform duties affected by this policy shall submit to a pre-employment drug test. The Department must receive a negative test result prior to the performance of any duties assigned (49 CFR 382.301; MCL 480.15).

##### **1036.5.2 POST-TRAFFIC ACCIDENT TESTING**

- (a) As soon as practicable following a traffic accident involving a driver covered by this policy, the driver shall be tested for alcohol and/or controlled substances if any of the following conditions exist (49 CFR 382.303; MCL 480.15):
  - 1. The traffic accident involved the loss of human life.
  - 2. The driver was cited for a moving violation, under state or local law, within eight hours of the occurrence of the traffic accident.
- (b) If the driver was cited within 32 hours of the traffic accident, under state or local law, for a moving violation arising from the traffic accident, he/she shall be tested for controlled substances if the incident involved (49 CFR 382.303; MCL 480.15):
  - 1. Bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the traffic accident.
  - 2. One or more motor vehicles incurred disabling damage as a result of the traffic accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

##### **1036.5.3 REASONABLE SUSPICION**

Vehicle operators covered by this policy will be required to submit to an alcohol or drug test when the Department has reasonable suspicion to believe the driver is under the influence of alcohol or a drug (49 CFR 382.307; MCL 480.15). This determination must be based on specific, contemporaneous, and articulable observations of the driver's appearance, behavior, speech, or body odor.

The observations may include indications of the chronic and/or withdrawal effects of drugs.

##### **1036.5.4 RANDOM TESTING**

The DOT regulation requires that drivers who fall within this requirement shall be subject to unannounced random drug and controlled substance testing. The Department will conduct a number of tests equal to at least 50 percent of all drivers for controlled substance and 10 percent of all drivers for alcohol each calendar year, as required by the DOT regulation (49 CFR 382.305; MCL 480.15).



## *DOT Drug and Alcohol Testing*

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### **1036.6 RETURN-TO-DUTY OR FOLLOW-UP TESTING**

A covered member who has violated any of the prohibitions of this policy must submit to a return-to-duty test before returning to his/her position (49 CFR 382.309; MCL 480.15). The test result must indicate an alcohol concentration of less than 0.02 or a verified negative result on a controlled substances test (49 CFR 382.311). In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the member will be subject to follow-up testing, which is separate from the random testing obligation. The member will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

### **1036.7 TRAINING AND EDUCATIONAL MATERIALS**

The Department shall provide educational materials that explain the requirements of the federal regulations and the associated policies and procedures established by this department to each driver affected by this policy prior to the start of alcohol and controlled substance testing for that driver (49 CFR 382.601; MCL 480.15).

The Department shall provide written notice to representatives of the affected member's organization regarding the policy and availability of this information.

The Department shall provide at least 60 minutes of training on alcohol misuse. Department supervisors will receive at least an additional 60 minutes of training on controlled substance abuse. This training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing and the associated forms for reporting (49 CFR 382.603; MCL 480.15).

### **1036.8 SUBSTANCE ABUSE PROFESSIONAL EVALUATION**

A member who has violated the DOT drug and alcohol regulations cannot again perform any DOT safety-sensitive duties until and unless the member completes the Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process. The Department will provide to each member who violates the DOT drug and alcohol regulation a listing of approved SAPs (49 CFR 382.601; MCL 480.15). The member must have a SAP evaluation before returning to duty. The payment of the SAP is determined by the member's current health care benefits or existing collective bargaining agreements.

The SAP evaluation must include (49 CFR 382.601; MCL 480.15):

- (a) A comprehensive face-to-face assessment and clinical evaluation.
- (b) A recommended course of education and/or treatment with which the member must demonstrate successful compliance prior to returning to DOT safety-sensitive duty.
  - 1. Appropriate education may include but is not limited to self-help groups (e.g., Alcoholics Anonymous) and community lectures, where attendance can be independently verified, and bona fide drug and alcohol education courses.
  - 2. Appropriate treatment may include but is not limited to inpatient hospitalization, partial inpatient treatment, outpatient counseling programs, and aftercare.



# Saugatuck Township Fire District

## Policy Manual

### *DOT Drug and Alcohol Testing*

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- (c) A written report directly to the DER highlighting specific recommendations for assistance.
- (d) Consultation with the medical review officer if the SAP determines it is necessary or prudent to do so as part of the evaluation.

#### **1036.9 PROHIBITED SUBSTANCES**

Prohibited substances addressed by this policy include the following (49 CFR 382.107; MCL 480.15):

- (a) Any illegal drug or any substance identified in Section 202 of the Controlled Substance Act (21 USC § 812) and defined by 21 CFR 1300.01. This includes but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), cocaine, and any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.
- (b) The use of beverages, medications, or other substances (e.g., mouthwash, food, candy) containing alcohol such that alcohol is present in the body while performing work-related duties. The concentration of alcohol is measured by an evidentiary breath-testing device.
- (c) The illegal use of legal drugs while performing work-related duties (e.g., misuse of legally prescribed drugs, the use of illegally obtained prescription drugs).

The use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported immediately to an appropriate supervisor.

Written approval from a qualified health care professional must be provided to the Department before the affected member may perform any work-related duties while taking these medications.

#### **1036.10 PROHIBITED CONDUCT**

##### **1036.10.1 MANUFACTURE, TRACKING, POSSESSION, AND USE**

Department members affected by this policy are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances while on-duty. Members who violate this prohibited conduct will be subject to disciplinary action, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

##### **1036.10.2 INTOXICATION OR UNDER THE INFLUENCE**

Department members affected by this policy who are reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of their condition (49 CFR 392.4; 49 CFR 392.5; MCL 480.15). Members found to be under the influence of prohibited substances or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up

# Saugatuck Township Fire District

## Policy Manual

### *DOT Drug and Alcohol Testing*

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to and including termination. A drug or alcohol test is considered positive if the member is found to have a quantifiable presence of a prohibited substance in the body that is above the minimum thresholds defined in 49 CFR 392.4 and 49 CFR 392.5.

#### **1036.10.3 ALCOHOL USE**

Department members affected by this policy should not report for duty or remain on-duty when their ability to perform assigned duties is adversely affected by alcohol or when the breath alcohol concentration is 0.04 or greater (49 CFR 382.201). No member affected by this policy shall use alcohol while on-duty, in uniform, or while performing job duties. No member shall perform safety-sensitive functions within four hours of using alcohol (49 CFR 392.5; MCL 480.15). The Department, having knowledge that a driver has used alcohol within four hours, shall not permit the driver to perform or continue to perform safety-sensitive functions (49 CFR 382.201). Violations of these provisions are prohibited and subject to disciplinary action, up to and including termination.

#### **1036.10.4 COMPLIANCE WITH TESTING REQUIREMENTS**

All members affected by this policy will be subject to urine drug testing and breath alcohol testing.

Any member who refuses to comply with a request for testing shall be removed from duty and subject to disciplinary action, up to and including termination (49 CFR 382.211; MCL 480.15).

In addition, any member who is suspected of providing false information in connection with the test or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection of a urine specimen. Verification of these actions will result in the member's removal from duty and possible disciplinary action, up to and including termination.

Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence that results in the member's inability to take the test.

#### **1036.11 TESTING GUIDELINES**

The following represent a summary of testing guidelines.

##### **1036.11.1 TESTING REQUIREMENTS**

Requirements shall include tests for alcohol and controlled substances (49 CFR 382.105):

- (a) A National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing (EBT) device will be used at the 0.02 and 0.04 alcohol concentrations.
- (b) For controlled substances, a urine specimen will be collected to test for marijuana, cocaine, amphetamines, PCP, opiates, and prescription drugs that may affect a member's ability to perform job duties safely.

The Department shall only use testing facilities that adhere to the DOT requirements regarding testing for specified prescription drugs.

## *DOT Drug and Alcohol Testing*

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### 1036.11.2 TESTING NOTIFICATION AND MEMBER RESPONSIBILITIES

The DER will notify the appropriate supervisor regarding the member who is to be tested. If testing is required post-traffic accident or is due to reasonable suspicion, the member's supervisor shall transport the member to the testing site.

If testing is for any other reason, the selected member is required to proceed to the testing site immediately upon notification. Except as noted above, the member may use a vehicle owned by the Department to go to the testing site if one is reasonably available.

If the testing is post-traffic accident or is due to reasonable suspicion, and the results of a test could reasonably lead to disciplinary action, the member may have an uninvolved representative present at the testing site. However, the testing will not be unreasonably delayed to accommodate the request.

### 1036.11.3 TEST RESULTS

All controlled substance tests will be reviewed by a licensed physician who has been designated as the medical review officer (MRO) and is responsible for receiving laboratory results (49 CFR 382.409; MCL 480.15). The MRO receives all test results from the Department's DOT drug-testing program and evaluates medical explanations for certain drug test results. Positive tests are reviewed by the MRO and the member prior to submitting the test results to the Department's DER.

## 1036.12 CONFIDENTIALITY AND RELEASE OF INFORMATION

The Department recognizes the privacy due to members and, except as otherwise provided in 49 CFR 382.405 or pursuant to a written agreement or other lawful process, shall not release individual test results or medical information about a member to third parties without the member's written consent.

## 1036.13 RECORDS RETENTION

The following records will be maintained by the Department for a minimum of five years and thereafter purged or destroyed in accordance with established records retention procedures (49 CFR 382.401; MCL 480.15):

- Records of a member's alcohol test results indicating an alcohol concentration of 0.02 or greater
- Records of any verified positive drug test result
- Documentation of refusals to take required alcohol and/or drug tests
- SAP reports
- All schedules for follow-up tests and the results

Information legally obtained from previous employers pursuant to 49 CFR 382.401 concerning a member's drug and alcohol test results will be retained for a minimum of three years and thereafter purged or destroyed in accordance with established records retention procedures (49 CFR 382.401; MCL 480.15).

# Saugatuck Township Fire District

## Policy Manual

### *DOT Drug and Alcohol Testing*

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Records of canceled drug tests, negative drug test results, and alcohol test results with a concentration of less than 0.02 will be retained for a minimum of one year and thereafter purged or destroyed in accordance with established records retention procedures (49 CFR 382.401; MCL 480.15).

## Chapter 11 - Facility

## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other department facilities. The safety and security of department members is the primary purpose of this policy. Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

### 1100.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide physical security measures for all facilities under department control.

### 1100.3 GUIDELINES

Members are responsible for ensuring that all department facilities remain secured from unauthorized access at all times.

Department members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient department personnel are not available to monitor visitor access.

#### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the Department should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed

# Saugatuck Township Fire District

## Policy Manual

### *Facility Security*

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to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. Members of the public may be permitted to enter the fire station lobby during normal business hours. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

#### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of department facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the chief officer or division manager responsible for the facility.

Any criminal activity that occurs and that poses a threat to department members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the Department should be notified of the incident as soon as practicable, given the totality of the circumstances.

#### 1100.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity, through the chain of command, to the chief officer or division manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the Department assigned to the facility or of department vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the department facility.

## Emergency Power

### 1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The Department provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

### 1101.2 POLICY

It is the policy of the Saugatuck Township Fire District to provide emergency power sources at its facilities where necessary.

### 1101.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the department's mission and determine the department's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the Department with electrical generators, uninterruptible power sources or other means of sustaining critical business components in the event of a loss of commercial power.
  1. All emergency power sources selected shall be in compliance with all building codes, environmental codes and Michigan Occupational Safety and Health Administration (MIOSHA) rules and regulations governing the use of such equipment.
- (c) In the event that an alternative source of power for critical equipment cannot be found, relocate the equipment to reduce the risk of having inoperative equipment.

### 1101.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts



# Saugatuck Township Fire District

## Policy Manual

### *Emergency Power*

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- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks during/following a protracted event
- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment
- Identification of the vendor and how the vendor is contacted, during and after regular business hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the backup system
- If there is no contingency plan for the backup system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

# Wastewater Discharge

## 1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize runoff releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management and fire facility maintenance activities.

## 1102.2 POLICY

It is the policy of the Saugatuck Township Fire District to adhere to local, state and federal regulations established to minimize the adverse impacts to the environment from wastewater discharges by ensuring best management practices for department activities.

## 1102.3 NON-EMERGENCY ACTIVITIES

### 1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. Occasionally, discharge into the storm water system is unavoidable (e.g., equipment failures). However, the following measures should be implemented to minimize the impact on water quality:

- (a) Conduct fire training, where feasible, in facilities where runoff controls that protect the storm drain system have been engineered and built into the facility.
- (b) Direct water flows to landscape or greenbelt areas whenever possible.
- (c) When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- (d) When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- (e) Use fog streams for short durations.
- (f) Use lower gallon-per-minute nozzle settings.
- (g) Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the runoff and discharge to the sanitary sewer after a defoaming agent has been applied.

### 1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

- (a) Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.

## *Wastewater Discharge*

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- (b) Limit the use of all cleaning agents and, when feasible, use only water.
- (c) Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- (d) Direct water flows to landscape or green areas, or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- (e) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (f) Use self-contained water recycling systems.
- (g) Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

### 1102.3.3 VEHICLE FUELING

- (a) The following measures should be taken to reduce the impact to storm water:
  - 1. Protect the fueling area from storm water by installing a canopy.
  - 2. Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.
  - 3. Keep perimeter drains clear of debris at all times.
  - 4. If a perimeter drain is not installed, install a berm or graded area to prevent run-off of storm water and spilled liquids.
  - 5. Use a deadend sump to collect spills or install an oil-water separator.
  - 6. Utilize vapor recovery nozzles to help control drips as well as air pollution.
  - 7. Maintain a spill control kit at the refueling site.
- (b) When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:
  - 1. Avoid fueling during rainy conditions in fuel areas that do not have a canopy.
  - 2. When necessary to refuel during rainy conditions in fueling areas that do not have a canopy, the person refueling shall not leave the fueling area while fuel is flowing from the pump.
  - 3. Avoid topping-off fuel tanks.

# Saugatuck Township Fire District

## Policy Manual

### *Wastewater Discharge*

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4. Use absorbent material on small spills and for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose as hazardous waste.
5. Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

#### 1102.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

- (a) Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- (b) Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

#### 1102.3.5 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- (a) Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- (b) Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- (c) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (d) When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- (e) Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- (f) Consider the use of biodegradable cleaning agents.

#### 1102.3.6 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- (a) Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios and walkways. Place debris in receptacles for solid waste disposal.

## *Wastewater Discharge*

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- (b) Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- (c) Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.
- (d) Maintain and repair structures using methods that do not result in the release of water, soil or waste into the storm drain system.

### 1102.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

- (a) There should be a canopy or roof over solid waste and hazardous materials storage areas.
- (b) There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- (c) All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

### 1102.4 EMERGENCY ACTIVITIES

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

#### 1102.4.1 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES

To the extent allowed by the circumstances at the scene and without compromising the health and safety of department members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

#### 1102.4.2 TRAUMA SCENE CLEANUP

Trauma scene wastes (e.g., blood, human tissue) may be generated at various types of crime or vehicle accident scenes. This type of waste can pose a health risk to those responsible for overseeing and conducting the cleanup. The following procedures should be used when practicable to protect members and prevent any unnecessary discharge of material into the storm drain.

#### 1102.4.3 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY

The Incident Commander (IC) should be familiar with any Fire District ordinances regarding the cleanup of trauma scene waste on public property.

# Saugatuck Township Fire District

## Policy Manual

### *Wastewater Discharge*

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Decontamination and cleanup operations may include, but are not limited to, the following:

- (a) Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained 24 hours a day by contacting the county health department.
- (b) Personnel shall wear gloves when washing or handling contaminated equipment, clothing or other materials. Additional PPE may be necessary if there is the potential for splashing.
- (c) The Medical Examiner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Medical Examiner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- (d) Human tissue, body parts or blood/bodily fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.
- (e) The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

#### 1102.4.4 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

- (a) Saugatuck Township Fire District members may decontaminate and then wash down small amounts of human blood/bodily fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.
  - 1. Members shall wear PPE to protect skin, mucus membranes, lungs and clothing from chlorine or trauma scene waste.
  - 2. Members shall apply disinfectant to the liquid biowaste (foam may develop) and let it sit for a minimum of 10 minutes.
  - 3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- (b) In non-emergency situations and when circumstances permit, members should also:
  - 1. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.

# Saugatuck Township Fire District

## Policy Manual

### *Wastewater Discharge*

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2. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
3. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

#### 1102.4.5 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS

The Fire District is the authority with responsibility for coordinating a response to hazardous material spills. The Saugatuck Township Fire District is a participating agency with specified responsibilities within the jurisdiction. The Saugatuck Township Fire District operates under a multi-agency Hazardous Materials Response Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. Fire department and law enforcement members shall respond to hazardous material releases according to response protocols established by each department under oversight of the Fire District.

#### 1102.4.6 NOTIFICATION OF SPILLS, RELEASES AND DISCHARGES

Spills, releases and discharges of pollutants shall be reported by the IC as required by all applicable state and federal laws. In addition, any such spills, releases and illegal discharges with the potential to endanger health, safety or the environment shall be reported by the IC to the Michigan Bureau of Fire Services (BFS) via the Michigan Department of Environmental Quality (DEQ) Pollution Emergency Alerting System as soon as practicable after discovery (MCL 29.5g). If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release or discharge.

## Flag Display

### 1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Saugatuck Township Fire District regarding the proper display of the flags of both the United States and the State of Michigan.

### 1103.2 POLICY

It is the policy of the Saugatuck Township Fire District to display flags at department facilities in compliance with Michigan and federal laws.

### 1103.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the "Flag Code." Members of this department will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

#### 1103.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Department members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all department facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by presidential or gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

### 1103.4 DISPLAY OF THE MICHIGAN STATE FLAG

Members of the Saugatuck Township Fire District will display the Michigan state flag prominently and in the proper position of honor in accordance with the United States Flag Code (MCL 2.91).

#### 1103.4.1 DISPLAY OF THE MICHIGAN FLAG IN DAILY OPERATIONS

Department members should ensure that whenever the flag is to be displayed in any manner, it is displayed and presented appropriately (MCL 2.91). Displays of the flag should be consistent with the following protocol:



# Saugatuck Township Fire District

## Policy Manual

### *Flag Display*

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- (a) The flag should be conspicuously posted on all department facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of Michigan, including for the line-of-duty death of a firefighter and on Firefighters Memorial Day on the fourth day of May each year (MCL 435.351).
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

# Department Use of Fire Detection and Suppression Systems

## 1104.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for department-sponsored functions.

## 1104.2 POLICY

It is the policy of the Saugatuck Township Fire District to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. Department members should also promote the use of space equipped with fire detection and suppression systems within the community.

## 1104.3 PROCEDURE

When reasonably practicable, the Department should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for department-sponsored functions.

Department members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the Saugatuck Township Fire District will upgrade to current standards any department-owned or operated facilities that do not have automatic fire detection and suppression systems.

Members traveling on Fire District business shall seek hotel or motel accommodations that are protected by automatic fire detection and suppression systems. When protected lodging is not available within a reasonable distance from the traveler's destination, or if the cost of protected lodging is 25 percent above the cost of unprotected lodging, unprotected lodging facilities may be used with the approval of the Fire Chief.

## Fire Station Living

### 1105.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

### 1105.2 POLICY

It is the policy of the Saugatuck Township Fire District that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

### 1105.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected periodically by a Fire Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly and sanitary condition. Daily tasks to accomplish this shall include, but are not limited to:
  - 1. Vacuuming
  - 2. Sweeping and mopping floors
  - 3. Dusting
  - 4. Polishing
  - 5. Cleaning restrooms
  - 6. Cleaning apparatus bays
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include, but are not limited to:
  - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
  - 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.

# Saugatuck Township Fire District

## Policy Manual

### *Fire Station Living*

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3. Maintaining cooking appliances and eating utensils in good working order.
  4. Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.
  5. Providing and clearly labeling first-aid supplies.
  6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory and testing.
  2. Meal plans for the shift.
  3. Shift change station cleanup.
  4. Sleeping quarter assignments.
  5. Permissible and restricted activities and hours.
  6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

# Saugatuck Township Fire District SOP/SOG Manual

Policy Manual

## Attachments

## STFD V10 Handbook 20200620.pdf

## Carrying\_Weapons\_On-Duty.pdf

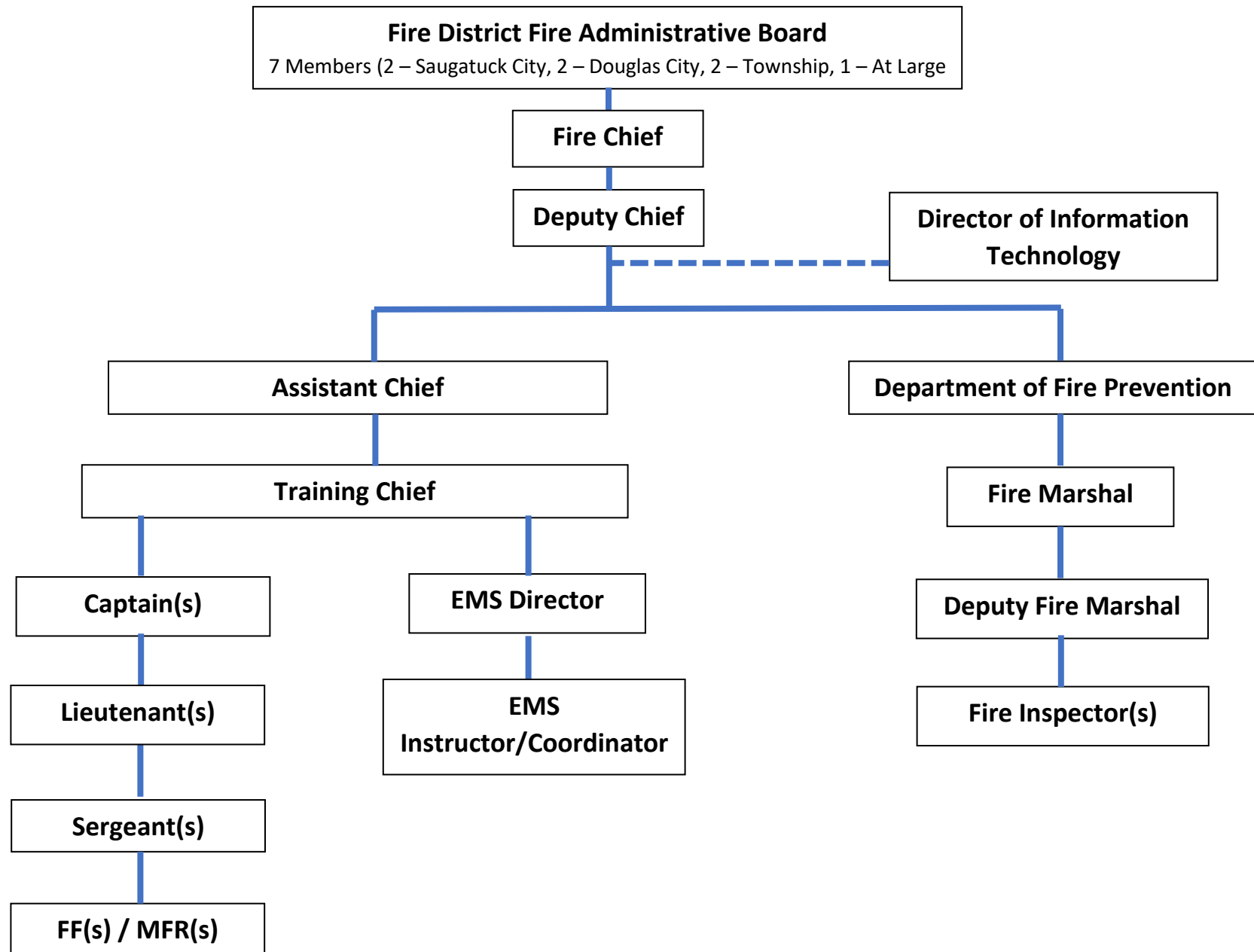
## STFD Flow Chart - 20200414.pdf





# SAUGATUCK TOWNSHIP FIRE DISTRICT

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Saugatuck Township Fire  
District SOP/SOG Manual  
Policy Manual

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## INDEX / TOPICS

..... 386

### A

ADULT ABUSE . . . . .	108
AIRCRAFT OPERATIONS . . . . .	61
ALCOHOL . . . . .	369
ATMOSPHERIC MONITORING . . . . .	63
AUTOMATIC AID . . . . .	325

### B

BASEBALL CAPS . . . . .	373
BODY ARMOR . . . . .	278
BUSINESS RELATIONSHIP . . . . .	412

### C

CARBON MONOXIDE . . . . .	82
CARBON MONOXIDE MONITORING . . . . .	63
CHILD ABUSE REPORTING . . . . .	98
COMMUNICABLE DISEASE TRAINING PROGRAM . . . . .	189
COMMUNICATIONS OPERATIONS . . . . .	238
CONFLICT OF INTEREST . . . . .	412
CONFLICTING RELATIONSHIPS . . . . .	412

### D

DEATH NOTIFICATIONS . . . . .	389
DEFINITIONS OF TERMS IN MANUAL . . . . .	14
DISCLAIMER OF POLICIES . . . . .	13
DISCRIMINATORY HARASSMENT . . . . .	329
DISPATCH PROCESSING TIME . . . . .	59
DRESS UNIFORMS . . . . .	373
DRUGS . . . . .	369
DRUGS AND ALCOHOL . . . . .	369
DRY SHOP . . . . .	436

### E

ELEVATOR ENTRAPMENTS . . . . .	69
ELEVATOR USE . . . . .	71
EMERGENCY POWER . . . . .	432

EXPLOSIVE DEVICE RESPONSES . . . . .	234
--------------------------------------	-----

### F

FACILITY MAINTENANCE . . . . .	436
FACILITY SECURITY . . . . .	430
FAMILY SUPPORT LIAISON . . . . .	393
FCC COMPLIANCE . . . . .	238
FIRE DETECTION AND SUPPRESSION SYSTEMS . . . . .	442
FIRE STATION LIVING . . . . .	443
FLOOD SEARCH AND RESCUE . . . . .	72
FUNERAL DETAIL OFFICER . . . . .	393
FUNERALS . . . . .	395

### G

GROCERY SHOPPING . . . . .	125
----------------------------	-----

### H

HAZARDOUS MATERIALS (HAZMAT) TRAINING . . . . .	195
HIPAA . . . . .	383
HOT WASH . . . . .	34

### I

IDENTIFICATION CARDS . . . . .	376
INFANT SAFE SURRENDER . . . . .	84
INJURED EMPLOYEE . . . . .	392
INJURY PREVENTION . . . . .	355
INSPECTION FEES . . . . .	137

### K

KNOX-BOX ACCESS . . . . .	235
---------------------------	-----

### L

LACTATION BREAKS . . . . .	366
LATEX SENSITIVITY . . . . .	178
LINE-OF-DUTY DEATH . . . . .	395
LINE-OF-DUTY DEATH INVESTIGATION . . . . .	113

### M

# Saugatuck Township Fire District

## Policy Manual

MANDATORY NOTIFICATION . . . . .	98
MAXIMUM OCCUPANCY . . . . .	157
MEDICAL SUPPLIES . . . . .	169
MUTUAL AID . . . . .	325

## N

NEPOTISM . . . . .	412
NON-OFFICIAL USE OF DEPARTMENT PROPERTY . . . . .	245

## O

OSHA NOTIFICATION . . . . .	270
OVERCROWDING . . . . .	157

## P

PEER FITNESS TRAINERS . . . . .	355
PERIODIC AUTOMATIC REPLENISHMENT PAR. . . . .	169
PERSONAL COMMUNICATION DEVICES . . . . .	222
PERSONAL PROJECTS . . . . .	345
PERSONNEL ACCOUNTABILITY REPORT . . . . .	48
PERSONNEL COMPLAINTS . . . . .	337
PFT . . . . .	355
PHOTOGRAPHY AND ELECTRONIC IMAGING . . . . .	242
PHYSICAL FITNESS . . . . .	354
PHYSICAL FITNESS UNIFORMS . . . . .	373
POLICY MANUAL . . . . .	13
POST-INCIDENT ANALYSIS PIA. . . . .	33
PROTECTED HEALTH INFORMATION . . . . .	257
PUBLIC ALERTS . . . . .	240
PUBLIC EDUCATION . . . . .	148

## R

RADIO TESTING . . . . .	239
RELEASE OF RECORDS . . . . .	249
RESPONSE TIME . . . . .	59
RETIREE ID CARDS . . . . .	376

## S

SERIOUS INJURY INVESTIGATION . . . . .	113
--	-----

SHOPPING ON DUTY . . . . .	125
SMOKING . . . . .	368
STABLE SCENE . . . . .	96
STAFFING LEVELS . . . . .	31
STAGING . . . . .	65
SUBPOENAS . . . . .	253
SURRENDERED INFANT . . . . .	84
SWIFTWATER RESCUE . . . . .	72

## T

TAKE-HOME VEHICLE . . . . .	227
TRAFFIC ACCIDENTS . . . . .	110
TRAINING Communicable Disease. . . . .	189
Hazard Communication. . . . .	193
HAZMAT. . . . .	195
TRAVEL TIME . . . . .	59
TURNOUT TIME . . . . .	59

## U

UNIFORM REGULATIONS . . . . .	372
UNSTABLE SCENE . . . . .	96

## W

WASTE WATER DISCHARGE . . . . .	434
WILDLAND FIREFIGHTING . . . . .	79