

BELGIUM COLD SPRINGS FIRE DISTRICT

2023 BUDGET SUMMARY

Total Appropriations \$ 1,910,183

Less:

Estimated Revenues \$ 500.00

Estimated Prior Years Unexpended \$ _____

Balance \$ _____

Amount to be raised by real property taxes \$ 1,909,683

TAX APPORTIONMENT

(to be used when fire district is in more than one town)

<u>Town</u>	<u>Apportioned Tax</u>
_____	\$ _____
_____	_____
_____	_____
Total Apportioned	\$ _____

I certify that the Estimates were approved by the
Board of Fire Commissioners on _____.

Fire District Secretary

2021 vs 2022 Budget Appropriations

	2022 Budget	Preliminary 2023 Budget	Notes
A3410.1 Total Personnel	219,805	413,548	
A3410.2 Equipment	107,000	110,000	
A3410.4 Contractual Expenditures	462,250	489,700	
A1930.4 Judgments and Claims			
Retirement		55,500	
A9025.8 Local Pension Fund (LOSAP)	48,000	48,000	
A9030.8 Social Security	15,000	20,000	
A9040.8 VFBL and Workers' Compensation	70,000	65,000	
A9045.8 Life Insurance	20,000	20,000	
A9050.8 Unemployment Insurance	1,500	2,000	
A9060.8 Hosp/Med Insurance (employee)	35,000	44,412	
A9710.6 Bond Redemption	113,000	110,000	
A97__ .6 Note Redemption			
A9710.7 Bond Interest	19,903	17,023	
A97__ .7 Note Interest			
A9901.9 Transfer to Reserve Fund	362,097	515,000	
A9950.9 Transfer to Capital Fund			
Totals	1,473,555	1,910,183	

Belgium Cold Springs Fire District
 Appropriations Worksheet for
 2021 vs 2022 Budget Year (preliminary)

A3410.1 Personal Services:

	2022	2023
Treasurer	19,826	19,826
Admin asst./Secy	52,336	54,429
Firematic Staffing		280,000
Overtime	12,000	5,793
Contingency employee	3,500	3,500
PT help	1,117	50,000
Total Personal Services	219,805	413,548

A3410.2 Equipment:

	2022	2023
Contingency	1,000	0
Protective gear	30,000	20,000
Radios	5,000	6,000
SCBA	19,000	10,000
Gen. Equipment	25,000	40,000
Rescue	0	0
HazMat	0	0
Training	15,000	17,000
Water Rescue	0	0
Medical	12,000	17,000
Total Equipment	107,000	110,000

BELGIUM COLD SPRINGS FIRE DISTRICT

TAX APPORTIONMENT

2023 BUDGET

The Belgium Cold Springs Fire District is located solely within the Town of Lysander and an apportionment with other Towns is not necessary.

OUTSTANDING DEBT

AS OF December 31, 2022

Tax Anticipation Notes \$ _____

Revenue Anticipation Notes _____

Budget Notes _____

Capital Notes _____

Bond Anticipation Notes _____

Total Notes \$ _____

Bonds \$905,000

02-007 Critical Incident Stress Management (CISM)



Belgium Cold Springs Fire District STANDARD OPERATING GUIDELINES

TITLE:	<i>Critical Incident Stress Management (CISM)</i>
NUMBER:	<i>02-007</i>
SECTION:	<i>Special Programs</i>
ISSUE DATE:	<i>August 8, 2022</i>
REVISED DATE:	<i>August 8, 2022</i>

1.0 PURPOSE

- 1.1 This standard operating procedure/guideline addresses situations that indicate a need for Critical Incident Stress Management (CISM), identifying individuals needing CISM, procedures for notifying a qualified debriefing team, conducting a defusing, post-incident follow up.

2.0 SCOPE

- 2.1 This SOG pertains to all personnel in this organization.

3.0 REFERENCES

- 3.1 None

4.0 DEFINITIONS

- 4.1 Critical Incident Stress Debriefing (CISD): A meeting conducted with all the affected individuals hosted by the CISD Team and a mental health care specialist within 3 days of the event.
- 4.2 Critical Incident Stress Defusing: A meeting conducted with all the affected individuals hosted by the CISD Team within 6 hours of the event.
- 4.3 CISD Team: Members of the Belgium Cold Springs Fire District that have received specialized training in conducting debriefings and defusing.
- 4.4 Stress: A non-specific mental or physical strain caused by any emotional, physical, social, economic, or other factor that initiates a physiologic response.

5.0 ROLES AND RESPONSIBILITIES/PROCEDURE

- 5.1** Immediately upon identifying an event that may cause undue stress on a member, the concerned individual should contact the Chief or a Line Officer. The Chief or Line Officer will then contact a member of the Belgium Cold Springs Fire District CISD Team. The CISD Team Member can then contact the affected individuals to ascertain whether a Debriefing or Defusing is needed. If the Team Member determines that a Debriefing or Defusing would benefit the affected employees, all other Team Members will be contacted to schedule a Debriefing or Defusing as needed.
- 5.2** The following are examples of incidents that may require intervention:
- 5.2.1** Any incident that effects any one crew member profoundly, where he/she may need confidential support.
 - 5.2.2** Serious injury or death of fire department member or other emergency personnel (including suicide).
 - 5.2.3** Mass casualty incidents.
 - 5.2.4** Death of a child, or violence to a child.
 - 5.2.5** Serious injury or death of a civilian resulting from fire department operations (i.e., auto accident, etc.).
 - 5.2.6** Loss of life of a patient following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by fire department personnel.
 - 5.2.7** Hindered, failed, or complicated situations that affected goals (possibly cause of death, or injury).
 - 5.2.8** Drownings or near-drownings involving a child.
 - 5.2.9** Incidents that attract extremely unusual or critical news media coverage.
 - 5.2.10** Any incident that is charged with profound emotion.
 - 5.2.11** Any incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.

5.3 TYPES OF INTERVENTION

5.3.1 The type of intervention by the CISD team will be determined by confidential discussion of the critical incident with the company officer, crew members, and/or chief and assistant chiefs. Contact with a CISD team member does not automatically mandate a debriefing unless it meets required criteria.

5.3.2 The types of intervention are as follows:

5.3.2.1 One-On-One - Done by either a Fire District CISD team member or professional counselor. One-on-ones may be done anytime.

5.3.2.2 Defusing - Conducted normally by two Fire District CISD team members, no professional counselor involved, within proximity, preferably, 30-45 minutes after the incident, informal, and confidential.

5.3.2.3 Debriefing - Critical incident debriefing is *not* a critique of fire department operations at the incident. Performance issues will not be discussed during the debriefing. The debriefing process provides formats in which personnel can discuss their thoughts and reactions and thus, reduce the stress resulting from exposure to critical incidents. All debriefings will be strictly confidential. Debriefings should be conducted by professional counselors and fire district CISD team members and should be done within 72 hours of the incident but after 24 hours if possible. Debriefings are formal lasting one to two hours and may be preceded by a defusing a short time after the incident.

5.3.2.4 Follow-up Debriefings - Are rare and are usually conducted weeks or months after the incident where there is concern of delayed or prolonged stress symptoms. This type of debriefing may be done informally.

5.4 ATTENDANCE

5.4.1 Attendance of defusing or debriefings is mandatory of all personnel who were directly exposed to the traumatic aspects of an incident selected for intervention. Exceptions may be granted following assessment by the CISD team member involved.

5.5 LOCATION

5.5.1 Defusing and debriefings may be conducted anywhere that provides ample space, privacy, and freedom from distractions. Any meeting facilities, centrally located to the involved companies, are worthy of consideration.

5.6 STATUS OF CREWS DURING INTERVENTION

5.6.1 During one-on-one, defusing, and debriefings all crews involved will be out of service (unavailable) and all radios, pagers or other distractions will be secured. Confidentiality will be strictly maintained.

5.7 RELIEVING PERSONNEL FROM DUTY

5.7.1 Circumstances of a critical incident may result in a recommendation by the CISD team that individuals or companies be taken out of service. Such decisions may include returning personnel to their station(s) in an out-of-service status and allowing crew(s) to determine for themselves when they are mentally and physically prepared to return to service and return to responding to alarms. In other circumstances, the crew member(s) may decide that they cannot return to duty, or the professional counselor may recommend relief from duty for a period. If this is the case, the Fire Chief or his/her designee will be responsible for making appropriate arrangements. Under no circumstances is a recommendation for relief from duty to be construed as critical or negative.

5.8 RESOURCES AVAILABLE TO MEMBERS

5.8.1 The District Secretary can be contacted, confidentially, and will inform the member of their available options through the Fire District's insurance provider, Emergency Services Insurance Program (ESIP) through McNeil & Co. Inc., or available resources through the Onondaga County Emergency Management Office.

6.0 REVISION HISTORY

6.1 August 8, 2022

01-010 - Personnel Staffing on Apparatus



Belgium Cold Springs Fire District STANDARD OPERATING GUIDELINES

TITLE:	<i>Personnel Staffing on Apparatus</i>
NUMBER:	<i>01-010</i>
SECTION:	<i>Administration</i>
ISSUE DATE:	<i>August 30, 2019</i>
REVISED DATE:	<i>August 30, 2019</i>

1.0 PURPOSE

- 1.1 This Operational Guideline will establish standard procedures and considerations for personnel staffing of apparatus when responding to alarms.

2.0 SCOPE

- 2.1 This Operational Guideline applies to all personnel.

3.0 REFERENCES

- 3.1 None

4.0 DEFINITIONS

- 4.1 **Apparatus** – Motor vehicle owned, and identified as being owned, by the Belgium Cold Springs Fire District.
- 4.2 **Apparatus Officer** – The member who is sitting in the officer seat (right-front seat) automatically assumes the role of Apparatus Officer regardless of any officially held rank or title.
- 4.3 **Driver/Operator** – The member who is driving and responsible for the vehicle.

- 4.4 **EMT-B** - Emergency Medical Technician – Basic.
- 4.5 **Engine Company** – The main goal of an Engine Company is to suppress fires. They are named after the engine apparatus, or rig, that is used to deliver Firefighters, hoses, appliances, and tools to the scene of a fire or other emergency.
- 4.6 **Line Officer** – Member who has been elected to an officer position of Lieutenant, Captain. Line Officers, when present, will typically occupy the right-front seat on calls.
- 4.7 **Mutual Aid** - An agreement among fire department and fire districts to lend assistance across jurisdictional boundaries.
- 4.8 **Onondaga County Fire Control (Fire Control)** – Term used to identify the Onondaga County 911 Fire Control Dispatcher.
- 4.9 **Rapid Intervention Team (RIT)** - Team of firefighters dedicated solely to the search and rescue of other firefighters in distress. RIT shall have no other operational assignment during an incident.
- 4.10 **Responding “Short”** – Term used to notify Fire Control and Command that the apparatus is responding, but with less than the minimum number of personnel outlined in SOG 01-010 – Personnel Staffing on Apparatus.
- 4.11 **Truck Company** – Truck Company responsibilities include ladders, overhaul, ventilation, entry/forced entry, search and rescue, salvage and securing utilities. Truck Company are named for the apparatus they utilize, either a Truck or Ladder.

5.0 ROLES AND RESPONSIBILITIES

- 5.1 It is the responsibility of the Line Officer or Apparatus Officer to determine if the apparatus has adequate staffing for alarm response.
- 5.2 If responding with less than the required staffing outlined in this document, the Line Officer or Apparatus Officer should notify Fire Control that they are responding “Short”

5.3 Special Event Apparatus Crew Assignments/Staffing

5.3.1 It will be the responsibility of the Fire Chief or his/her designee to assign crews to the apparatus at the special event based upon who has signed up

5.3.2 If Support Members are aboard any piece of apparatus, that piece of apparatus will be deemed “out-of-service” for the event

5.3.3 The Fire Chief, his/her designee, or Line Officer shall contact Onondaga County Fire Control to take apparatus “out-of-service” and fill the box if response from the event is not possible, i.e., parades, a dedicated stand-by, etc.

6.0 PROCEDURE

6.1 Engine Company Response

6.1.1 An *Engine Company* response should consist of a qualified driver/operator and a minimum of three (3) interior firefighters.

6.1.2 The maximum number corresponds to the seating capacity of the apparatus.

6.2 Truck Company Response

6.2.1 A *Truck Company* response should consist of a qualified driver/operator and a minimum of four (4) interior firefighters.

6.2.2 The maximum number corresponds to the seating capacity of the apparatus.

6.3 Rescue Company Response

6.3.1 A *Rescue Company* response should consist of a qualified driver/operator and a minimum of three (3) interior firefighters.

6.3.2 Additional personnel may be interior, exterior A, B, or C firefighters but not to exceed the maximum seating capacity of the apparatus

6.3.3 When responding to a medical emergency, medically trained personnel may replace qualified interior or exterior qualified firefighters as necessary.

6.4 Squad Company Response

6.4.1 A *Squad Company* response to a structure fire should consist of a qualified driver/operator and a minimum of two (2) firefighters, any classification.

6.4.2 A *Squad Company* response to a medical emergency should consist of a qualified driver/operator, a minimum of one (1) medically trained firefighter, and a maximum not to exceed the seating capacity of the apparatus.

6.4.3 A *Squad Company* response to a motor vehicle accident (Signal 79 or 80) should consist of a qualified driver/operator, a minimum of two (2) firefighters, and a maximum not to exceed the seating capacity of the apparatus.

6.4.3.1 Due to the possibility of multiple injuries being encountered, as many members of the Squad Company as possible should be medically trained.

6.5 Miscellaneous Company Response (M-1)

6.5.1 A *Micellaneous Company* response should consist of a qualified driver/operator, one (1) firefighter, and a maximum not to exceed the seating capacity of the apparatus.

6.6 Water Rescue Company Response

6.6.1 A *Water Rescue Company* response should consist of a qualified driver/operator, one (1) firefighter, and a maximum not to exceed the seating capacity of the apparatus.

6.7 Search Company Response (Gator)

6.7.1 A *Search Company* response should consist of a qualified Gator driver/operator and responder, preferably with medical training.

6.8 Responding with a Short Crew

6.8.1 A *Short Crew* is defined as responding with less than the minimum number or less than the number of qualified personnel to a call.

6.8.2 There are situations where in the judgement of the officer in charge of the apparatus, it is appropriate to respond with less than the number of firefighters outlined in this SOG.

6.8.3 When responding with a *Short Crew*, the officers will notify Fire Control that the apparatus is responding *short* during their initial communication.

6.9 Responding to Mutual Aid Requests with a Short Crew

6.9.1 If BCSFD is unable to meet minimum staffing levels for a Mutual Aid request, the Officer/Senior Firefighter shall inform Fire Control that we are unable to staff a crew. Fire Control will dispatch a crew from a different department.

6.9.2 When responding Mutual Aid, the crew shall consist of a Driver, Officer/Senior Member and **at least** two (2) Interior Firefighters. The number of exterior firefighters shall be limited to one (1) while responding Mutual Aid.

6.9.3 Personnel should only respond in the apparatus called for in the Mutual Aid dispatch. For example, if Truck 2 is dispatched as part of the Mutual Aid alarm only Truck 2 should respond, unless authorized by Incident Command for the mutual aid alarm to respond with a different apparatus.

7.0 REVISION HISTORY

7.1 Created: 8/30/2019

00-015 - Exposure Control Plan



Belgium Cold Springs Fire District POLICY

TITLE:	<i>Exposure Control Plan</i>
NUMBER:	<i>00-015</i>
SECTION:	<i>Policies</i>
ADOPTED:	<i>May 16, 2005</i>

The Belgium Cold Springs Fire District and Belgium Cold Springs Fire Department are committed to providing a safe and healthful work environment for its personnel. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." This ECP will also include occupational exposure to airborne pathogen and the respiratory protection program.

THE ECP is a key document to assist Belgium Cold Springs Fire District and Fire Department in implementing and ensuring compliance with the standard, thereby protecting its employees.

This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Standard Precautions
 - Engineering and work practice controls
 - Personal Protective equipment
- Hepatitis B. Vaccination program
- PPD testing
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation regarding the elements of the standard are discussed in the subsequent pages of the ECP and in the BCSFD training manual on OSHA Guidelines for Bloodborne and Airborne Pathogens.

Program Administration

The District Board of Fire Commissioners is responsible for implementation of the ECP through the Chief of the Department and the Exposure Control Administrator. The trainer(s) will maintain, review and update the ECP at a minimum annually, and whenever necessary, to include new or modified tasks and procedures. A record of when the ECP Plan was reviewed will be maintained.

Those employees who are determined to have an occupational exposure to blood or other potentially infectious material (OPIM) must comply with the procedures and work practices outlined in the ECP.

BCSFD will maintain and provide all necessary personal protective equipment (PPD), engineering controls (e.g. sharps containers), labels and red bags as required by the standard. The designated trainer(s) will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes, quantities and accessible.

The District Board of Fire Commissioners, through the District Secretary, will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

The designated trainer(s) will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and its representatives.

Employee Exposure Determination

All active members are at risk for a **potential occupational exposure** to blood or other potentially infectious materials.

The following is a list of tasks and procedures, or groups of closely related tasks and procedures in which an occupational exposure potentially occurs, and that may be performed by personnel in the BCSFD. These procedures are not limited to only the tasks listed; it may be necessary for personnel to perform other tasks within the scope of their job duties which are not included below.

Bleeding control, performing CPR, airway maintenance, emergency childbirth, trauma management, suctioning, handling and cleaning of contaminated instruments, surfaces and/or laundry, administration of auto-injectors, extrication and packaging of injured patients, and any and all other patient care which could cause an exposure or potential exposure to blood and/or body fluids.

Support members and Youth Members of BCSFD should not ever have the opportunity for exposure to potentially infectious materials. However, the potential exists if they are supporting department functions, such as Pancake Breakfast, Golf outing, etc., and they should follow the same procedures outlined within this policy. The trainer(s) will review this policy with **Support** and Youth Members on an annual basis.

Methods of Implementation and Control

Standard Precautions – All employees will utilize standard precautions with all patient contact

Exposure Control Plan – New members covered by the bloodborne pathogens standard will receive an explanation of the ECP during their initial orientation session. The ECP will also be reviewed annually. All employees have an opportunity to review this plan at any time through the trainer(s), and also by referring to **documents on Power DMS**. If requested, the Fire District will provide the employee with a copy of the ECP, free of charge, within 15 days of the request.

The designated trainer(s) is/are responsible for reviewing and updating the ECP annually, or more frequently if necessary, to reflect any new or modified tasks and procedures which affect occupational exposure. This will be followed by appropriate training of all members within a reasonable time frame.

Engineering Controls and **Work Practices** - Engineering controls and work practices will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are found in the BCSFD Training Manual on OSHA Guidelines for Bloodborne and Airborne Pathogens (attached).

BCSFD recognizes the need for changes in engineering controls and work practice controls. Through the annual and as needed reviews of equipment, exposure incident reports and review of OSHA records.

BCSFD will evaluate needed procedure or product changes by review of the designated trainer(s) and any other staff deemed necessary by BCSFD.

Any member may submit changes or recommendations to BCSFD/Trainer/Chief for evaluation. The designated trainer(s) will ensure effective implementation of these recommendations.

Personal Protective Equipment – PPE is provided to members at no cost. Training is provided by the designated trainer(s) in the use of appropriate PPE for the tasks or procedures employees will perform.

Types of PPE available to employees are found listed in the BCSFD Training Manual on OSHA Guidelines for Bloodborne and Airborne Pathogens (attached).

PPE is located on each of the rescue apparatus and in specified areas of the stations. Additional supplies may be obtained by contacting **a Line Officer or Chief**.

Hepatitis B Vaccination Program

BCSFD will provide training to members through **current healthcare provider** on hepatitis B Vaccinations, addressing the safety, benefits, efficacy, methods of administration and availability. The hepatitis B vaccination series is available at no cost after training, and the series can be started at the time of the initial membership physical at IMA. Vaccination is encouraged unless documentation exists that the employee has previously received the series, antibody testing reveals that the employee is immune, or medical evaluation shows that vaccination is contradicted. If an employee chooses to decline vaccination, the employee (member) must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the Belgium Cold Springs Fire District Office in the **member's** personnel file. Following hepatitis B Vaccination, the health care professional's written opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

Post Exposure Evaluation and Follow Up

Following the initial first aid (cleaning the wound, flushing eyes, or other mucous membranes, etc.), the following activities must be performed:

- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, HBV and syphilis infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be negative for HIV, HCV, HBV, and syphilis, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality.)
- After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If the exposed employee elects to have the baseline sample testing during the waiting period, perform testing as soon as feasible.
- An immediately available confidential medical evaluation and follow up will be conducted as per the guidelines listed in the BCSFD Training Manual on OSHA Guidelines for Bloodborne and Airborne Pathogens (attached).
- Medical treatment can be obtained at the **District's current healthcare provider**, or at any facility of the employee's choosing. **The current healthcare provider** is recommended due to their familiarization with OSHA regulations and procedures.

Administration of Post Exposure Evaluation and Follow Up

The Belgium Cold Springs Fire District Secretary will ensure that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow up are given a copy of OSHA's bloodborne pathogen standard.

The designated trainer(s) ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route of exposure
- Circumstances of exposure
- Results of the source individual's blood test, if possible
- Relevant employee medical records, including vaccination status

The designated trainer(s) provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluation the Circumstances Surrounding and Exposure Incident

The designated trainer(s) will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time of the exposure incident
- Work practices followed
- Description of any device being used at the time of the exposure incident
- Location of the exposure incident
- Procedure being performed when the exposure incident occurred
- Employee's training

If it is determined that revisions are required, the designated trainer(s) will ensure that appropriate changes are made to this ECP.

Employee Training

All employees who are at risk of occupational exposure to bloodborne pathogens receive training conducted by the designated trainer(s).

All employees who are at risk of occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard
- An explanation of the ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine is offered free of charge .
- Information of the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available
- Information on the post exposure evaluation and follow up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session

Training materials are available upon request from the Fire District Secretary.

Record Keeping

Training records are completed for each member upon completion of training. These documents will be kept for at least three years in the District Office.

Training records include:

- The dates of the training session
- The contents or a summary of the training session
- The names and qualifications of the person(s) conducting training
- The names and job titles of all persons attending the training session

Employee training records will be provided upon request to the employee or the employee's authorized representative within 15 working days of a request. Such requests should be addressed to the Belgium Cold Springs Fire District Secretary.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29CFR 1910.1020, Access to Employee Exposure and Medical Records.

The current health care provider of record for BCSFD is responsible for maintenance of the required medical records. These confidential records are kept at the office of the current health care provider for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee, or to anyone having written consent of the employee, within 15 working days. Such requests should be sent to the Belgium Cold Springs Fire District Secretary. The Fire District reserves the right to require a subpoena for these records.

OSHA Recordkeeping

An exposure incident is reviewed to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the BCSFD trainer(s)/ Belgium Cold Springs Fire District Secretary.

Approved by Board of Fire Commissioners – May 16, 2005

Revised by Board of Fire Commissioners – August 15, 2022

00-046 Station #1 Hall Usage



Belgium Cold Springs Fire District POLICY

TITLE:	<i>Station #1 Hall usage</i>
NUMBER:	<i>00-046</i>
SECTION:	<i>Policies</i>
ISSUE DATE:	
REVISED DATE:	

1.0 PURPOSE

1.1 To establish guidelines relative to the use of the Community Hall (Meeting Room) at Belgium Cold Springs Fire District Station #1 by members of the Fire Department for activities outside of Fire Department service.

2.0 SCOPE

2.2 This policy will apply to all members of the Fire Department. This policy will take effect on January 1, 2023.

3.0 REFERENCES

3.1 Mandatory Training Policy 00-038

4.0 DEFINITIONS

5.0 ROLES AND RESPONSIBILITIES

- 5.1 The Fire District Secretary will handle all requests and reservations for the hall. The Fire District Secretary will discuss the type of activity, the expected number of attendees relative to space and parking limitations and any other pertinent information concerning the planned activity.
- 5.2 Each member household and/or organization will be permitted two (2) activities per year.
- 5.3 Any additional activity will require prior Fire District approval.
- 5.4 Use of the hall at Station #1 for special events is a privilege and a benefit of membership in the Fire Department. Members and their guests are expected to treat the facility with respect and leave it in the same or better condition at the conclusion of their event.

- 5.5 The responsible member must be present for the duration of the event.
- 5.6 Beverages from the dispensing unit (if in service) in the Firefighters' Lounge will not be available.
- 5.7 Food/drink supplies for your event must be brought in and not use fire department stock.
- 5.8 Alcohol is not allowed unless prior approval has been received from the Board of Fire Commissioners. Prior approval request shall be made thru the Fire District Secretary.
- 5.9 Guests and children should be supervised at all times.
- 5.10 Guests and children are not allowed in the Firefighters' Lounge or the truck bays.
- 5.11 Smoking is allowed only in designated area which is 25' from the entrance.
- 5.12 The member is responsible to be sure that guests park appropriately. Do not block truck bays, emergency egress, or firefighter parking for response.
- 5.13 Any member who reserves the hall must be current with Fire District mandatory training as outlined in Policy 00-038.

6.0 PROCEDURE

- 6.1 Any member who wishes to reserve the hall shall contact the Fire District Secretary, who will handle all requests and reservations for the hall. The Fire District Secretary will discuss the type of activity, the expected number of attendees and any other pertinent information concerning the planned activity.
- 6.2 If there is any question about the suitability of the activity or event, the Fire District Secretary will refer the request to the Board of Fire Commissioners.
- 6.3 Each member shall complete and sign the reservation form "Belgium Cold Springs Fire Department Reserved Hall Guidelines for Members", and send to the Fire District Secretary.
- 6.4 The "Hall Usage Check List" is to be completed and returned to District Secretary's mailbox at Station #1.
- 6.5 The above forms are attached to this policy.

7.0 REVISION HISTORY

00-017 - Hazard Communications Program



Belgium Cold Springs Fire District POLICY

TITLE:	<i>Hazard Communications Program</i>
NUMBER:	<i>00-017</i>
SECTION:	<i>Policies</i>
ADOPTED:	<i>September 17, 2001</i>

1. General Information

- a. All workplaces are included within this program. The written program will be available at each workplace in the SDS binder. The written program will be available at the Fire District Office at District Headquarters, for review by any interested employee, employee representative and OSHA personnel.

This program covers all chemicals known to be present at the workplace to which employees and/or contractors may be exposed under normal as well as emergency conditions.

2. List of Hazardous Chemicals

- a. This section contains a list of all known or potentially hazardous chemicals used here at the workplace.

The Fire District Secretary shall be responsible for updating the list of hazardous chemicals.

3. Container Labeling

- a. The firehouse caretaker will verify that all stationary tanks, drums, vessels, and portable containers, bulk materials, etc. be:
 - i. Clearly labeled as to contents;
 - ii. That the chemical contents coincide with the chemicals identity used on the (Safety Data Sheets) SDS's for the chemical.
 - iii. Have the appropriate hazard warning, per the Labeling Section of the Hazard Communication Standard.
- b. The firehouse caretaker will ensure that all secondary containers are labeled.
- c. If more information is desired than that which appears on the container label, refer to the SDS's located in each Dispatch Office and the Fire District Headquarters.

- d. The firehouse caretaker will review the Labeling System at each workplace and update as required.
4. Safety Data Sheets (SDS)
 - a. The Fire District Secretary will be responsible for obtaining and maintaining current SDS's at each workplace.
 - b. Copies of SDS's for all hazardous chemicals to which employees may be exposed will be kept in the Dispatch Office at each Fire Station and the Fire District Headquarters.
 - c. A master file of all SDS's will be kept at the Fire District Headquarters and appropriate SDS's will be available in all locations.
 - d. When a chemical is actively being used, a copy of the SDS sheet for that chemical should be with the person using the chemical.
 5. Employee Training and Information
 - a. Employee Information shall include:
 - i. The Requirements of the Hazard Communication Standard;
 - ii. Chemicals present in their workplace operations;
 - iii. Location and availability of written program, hazardous chemicals list and SDS's
 - b. Employee Training shall include:
 - i. Physical and health effects of hazardous chemicals
 - ii. Methods and observations techniques used to determine the presence or release of hazardous chemicals in the work area.
 - iii. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practice and Personal Protective Equipment.
 - iv. Steps the employer has taken to lessen or prevent exposure to these chemicals
 - v. Emergency procedures to follow if they are exposed to these chemicals
 - vi. How to read labels and review SDS's to obtain appropriate hazard information.
 - c. Prior to a new chemical hazard being introduced into the workplace, all employees (Firefighters) will be given information and training as outlined above.
 6. Hazardous Non-Routine Tasks
 - a. Periodically, employees are subjected to hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information and by the Firehouse Caretaker about hazardous chemicals to which they may be exposed while the work is taking place.
 - b. This Information Training shall include:
 - i. Specific chemical hazards
 - ii. Protective/safety measures the employee can take to reduce exposure
 - iii. Measures the District has taken to reduce the hazards, including ventilation
 - iv. Personal Protective Equipment, presence of another employee and emergency Procedures
 7. Informing Contractors/Multi-Employer Workplaces
 - a. All employer/contractors shall review appropriate hazard communication materials (Written Program, list of hazardous chemicals, labeling and Material Safety Data Sheets), any precautionary measures that need to be taken to protect employees during the workplaces'

normal operation condition and in foreseeable emergencies prior to the commencement of work.

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Employee Information and Training

The Hazardous Chemicals Communication Program will be covering employees at the Time of their initial assignment, whenever a new hazard is introduced to their work area, and annually thereafter as a refresher. New employees will sign a form acknowledging that the program was covered with them.

The following items will be covered with each employee by their Supervisor or Designated individual:

- a. The requirement that employees be informed of this program.
- b. Which hazardous chemicals are present in their work area.
- c. The location and availability of the written program, the list of the chemicals and
- d. The Safety Data Sheets for each workplace the employee is working.
- e. How to detect the release or presence of hazardous chemicals.
- f. The physical and health hazards of the chemicals in their workplace.
- g. The measures employees can take to protect themselves from hazards, such as
- h. Work practices, emergency procedures and protective equipment.
- i. Explain the Labeling System and Safety Data Sheet
- j. Cover chemicals in pipes that are not labeled in their work area.
- k. Cover hazards in non-routine tasks to which employees may be assigned.

I have received instructions on the Hazardous Chemicals Communication Program.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Date _____

Hazard Communication Program approved by Board of Fire Commissioners, September 17, 2001.

Revised by Board of Fire Commissioners August 15, 2022.

00-039 – Officer Qualifications



Belgium Cold Springs Fire District POLICY

TITLE:	<i>Officer Qualifications</i>
NUMBER:	<i>00-039</i>
SECTION:	<i>Policies</i>
ADOPTED:	<i>May 20, 2019</i>
REVISED:	10/21/2019 10/19/2020 12/21/2020 9/20/2021 9/13/2022

All Chiefs and Line Officers are subject to Board of Fire Commissioner approval. For annual elections, the approval or disapproval will take place at the Annual Organizational Meeting of Board of Fire Commissioners. Members appointed or elected during the year will be approved or disapproved at the next scheduled Board of Fire Commissioners meeting.

Training is an important component of being a member of the Belgium Cold Springs Fire Department. Training provides members with the knowledge and skills necessary to respond to and safely mitigate emergencies and serve our community.

Continual training enables our members to reinforce and build upon current knowledge and skills in today's rapidly changing emergency services environment. Continual training encourages and allows members to expand, update and learn new knowledge and skills necessary to safely address the emergencies to better serve our community.

These qualifications are building blocks and individuals must meet the qualifications of the previous position as well as the position they would like to be elected to serve. Mandatory training does not count towards your annually required continuous education hours.

Lieutenant:

- Interior qualified (as outlined in Firefighter classification SOG)
- Two years as an Interior Structural Firefighter
- All mandatory training defined at the district and department level
- Current CPR/AED certification
- National Incident Management System (NIMS) and Incident Command System (ICS)
 - ICS 100 – Introduction to Incident Command
 - ICS 200 - ICS for Single Resources and Initial Action Incidents
 - ICS 700 – National Incident Management System (NIMS), An Introduction
 - ICS 800 – National Response Framework, An Introduction

- 1 year as a member in good standing, in the last 12 months, at the time of approval.
- Emergency Vehicle Operations Course (EVOC)
- Leadership course as approved by the chief.
- NFPA 1403: Live Fire Training
- Minimum of 15% of all alarms, in the last 12 months, at the time of approval.
- 12 hours of annual continuing education, in the last 12 months, at the time of approval.

Captain:

All of the above for Lieutenant plus:

- Fire Officer I or equivalent as approved by the Chief
- Vehicle Rescue: Operations Level (VROL) or equivalent as approved by the Chief
- Apparatus Operator: Pump or equivalent as approved by the Chief
- **Public Safety Critical Incident Management (PSCIM)**
 - *When available, and will not be required until 2023 term of office (Move to Recommended)*
- Truck Company Operation and/or Aerial Operations

Assistant Chief(s):

All of the above plus:

- National Fire Incident Reporting System (NFIRS 5.0)
- FF Guide to Lightweight Wood Construction or equivalent as approved by the Chief
- Must have performed the duties of a Lieutenant or Captain of Belgium Cold Springs FD

Chief: (Remove all in blue)

All of the above plus:

- Building construction course combustibles as approved by the Commissioners
- Building construction course non-combustibles as approved by the Commissioners
- Must have performed the duties of an Assistant Chief
- The position of Chief will have a 5 consecutive year term limit
 - Exceptions will be reviewed on a case-by-case basis by the Board of Fire Commissioners
- The Chief must live in the district.
- Remove all of above concerning Chief.
- **Replace with: Starting in January 2023 the Chief will be a paid position employed by the Fire District. The Fire District will establish qualifications. The paid chief does not need to be a member of the fire department.**

Recommended Courses for Firematic Officers:

- ICS 300/400
- Fire Instructor I & II
- Rural Water Supply
- Fire Officer II
- **Public Safety Critical Incident Management (PSCIM)**

Revised: 10/21/2019 | 10/19/2020 | 12/21/2020 | 9/20/2021 **9/13/2022**

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CITIZENS COMMENTS

Rules of Procedure

Although Open Meetings Law gives the right to attend board meetings and to listen to fire district board deliberations, the public does not have the right to speak at fire district board meetings except as provided by rules created and adopted by the Board of Fire Commissioners.

The Board of Fire Commissioners has the right to promulgate rules of procedure for the orderly conduct of its meetings and for the proper management of the business and affairs of the fire district.

- Citizens will state their name and address
- Citizens may make comments up to a maximum of three (3) minutes.
- Comments shall be restricted to the business of the district.
- Citizens are expected to act in a professional manner at all times.
- No profanity or violent behavior is allowed or addressed by the board.
- No political, personal, or social issues will be allowed or addressed by the board.
- In order to speak, citizens must be recognized by the chairperson and address the comments to the chairperson.
- No comments/questions may be addressed to individual board members or to Employees.
- No citizens shall yell comments from the audience; and
- The chairperson will make the final determination whether or not an issue will be allowed.

These rules are put in place for the benefit of citizens attending the meeting. The rules are not intended to stifle citizen participation, only to provide a safe and comfortable environment for the free flow of information to the public regarding fire district business.