

Date: March 18, 2024

Call to order

Pledge to Flag

Approval of the February 12th meeting minutes.

Insurance Review:

Treasurer's Report: Report Approval
 Voucher Approval
 Bank Statements- Diane Rafkis
 Close out any finished permissive referendums -

Correspondence:

- Fire District Affairs received distributed via email.
- AFDSNY bylaws amendment

Chief's Report:

J. Root:

1. Communications:
 - Nothing new to report
2. Special Events:
 - Nothing new to report.
3. Stations:
 - The bunkroom at station 1 is complete.
4. Miscellaneous:
 - Still awaiting the report Insurance Services Office Inc. The ISO Lead Auditor reports its in QC sure how much longer it will be before we receive it.
 - Daily drills are ongoing. A new procedure is being implemented by the chief's office to ensure quality training is being delivered daily. Drill topics will be added to the monthly schedule in the upcoming weeks.
5. Staffing.
 - Chief's Memo to membership was sent out outlining the staffing process. The schedule is open and volunteers are strongly encouraged to sign up for shifts, or at least show up and ride with the personnel that are on duty. Any questions, reach out to any of the chiefs.
6. Apparatus.
 - The 1st rescue pumper is due to arrive shortly. Driver training will begin after that for both the new rescue pumper AND Engine 11 for station 2 members. Training opportunities will be available both days and evenings. Dates and times to be announced sometime after delivery.
 - Rescue 1 and Engine 21 will be removed from service and sold, as referenced in the August 2023 apparatus plan presented at the commissioners meeting.

M. Speech:

J. Melchior:

Committee Reports

Long Term Planning: Chair M. Chura

- Bathroom renovation project was awarded to Drulyck construction

New Truck Committee: Chair D. Rafkis

- Chief's vehicles were sold.
- Declare surplus and sell vehicles to be replaced by rescue pumper

Lysander Public Safety: Chair C. LaPrease

- Next Meeting Tuesday, March 19 at 7pm at Belgium Cold Springs FD
- Town wide Recruit NY Open House on April 13th
- Logger extrication drill May 11th.

Budget & Finance: Chair K. Thompson

IT Committee: Chair M. Chura

- Image Trend proposal
- I Am Responding proposal

Personnel: Chair K. Thompson

- Employee Handbook

Truck Maintenance: Chair M. Chura

Building Maintenance: Chair C. LaPrease

Steering Committee: Chair D. Rafkis

- Next meeting is April 27th at district headquarters. Please RSVP to Commissioner Rafkis.

Fire Prevention: Chair M. Harrison

Old Business:

- Policy review- SOG 02-002 Duty Crews

New Business:

- Training stipend
- OSHA 1910.156

Executive Session:

Public comments:

Meeting dates:

Commissioner's meeting – Monday, April 15th at 7pm

(All meetings at station #1 until further notice or unless specified)

Adjournment –

02-002 - Duty Crews



Belgium Cold Springs Fire District STANDARD OPERATING GUIDELINES

TITLE:	<i>Duty Crews</i>
NUMBER:	<i>02-002</i>
SECTION:	<i>Special Programs</i>
ISSUE DATE:	<i>August 6, 2019</i>
REVISED DATE:	<i>August 6, 2019, March 18, 2024</i>

1.0 PURPOSE

- 1.1 This Operational guideline will establish standard procedures and considerations for staffing and deployment of duty crews.

2.0 SCOPE

- 2.1 Applies to all personnel staffing a Duty Crew at the fire station.

3.0 REFERENCES

None

4.0 DEFINITIONS

- 4.1 **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.
- 4.2 **Driver/Operator** – The member who is driving and responsible for the vehicle.
- 4.3 **Duty Crew** - a group of personnel that will staff a Station for a set period of time and respond to all alarms during that timeframe.
- 4.4 **Immediate Danger to Life and Health (IDLH)** – term used to describe any situation or environmental conditions that pose a threat to human safety.
- 4.5 **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.
- 4.6 **Mutual Aid** - An agreement among fire department and fire districts to lend assistance across jurisdictional boundaries.

- 4.7 **Personal Protective Equipment (PPE)** - equipment or clothing worn to minimize exposure to a variety of hazards.
- 4.8 **Self Contained Breathing Apparatus (SCBA)** - device worn by rescue workers, firefighters, and others to provide breathable air in an immediately dangerous to life or health atmosphere (IDLH).

5.0 ROLES AND RESPONSIBILITIES

- 5.1 ~~Line Officers, or Chief Officer (if no Line Officer is present), is responsible for meal stipend and ensuring the crew doesn't go over the allotted amount for meals. Line Officer (or the Chief Officer if no line officer is present) will be held responsible for all charges over the stipend amount set forth by the Chief.~~
- 5.2 Line Officers are responsible for establishing, staffing and managing duty crews.
- 5.3 Line Officers are responsible for notifying the Chiefs of the date(s) and time(s) of when the Duty Crew(s) will be in service.
- 5.4 **If there is not a line officer on the crew, someone from the crew must notify the line officers.**

6.0 PROCEDURE

6.1 Shifts

6.1.1 Duty crew shifts are **a minimum of 6 Hours** in length.

6.1.1.1 Typically, ~~5pm to 11pm and 11pm to 5am.~~ 8AM to 6PM, 6PM to 12AM and 12AM to 8AM

6.1.1.2 Line Officers must notify the Chiefs of exact start and stop times.

6.1.1.3 **Those participating must schedule their shift in I Am Responding.**

6.1.2 Personnel must be at the fire station during the shift to receive Standby credit.

6.2 Staffing

6.2.1 The **preferred** shift staffing shall consist of a Chief Officer, Driver/Operator, Apparatus Officer, at least one (1) EMT and at least two (2) Interior Firefighters.

6.2.2 **A duty crew shift at minimum will consist of (2) Interior Firefighters with at least one being an EMT. One must also be a qualified driver. If the Interior Firefighters are not an EMT or qualified driver they must supplement the crew to meet the qualifications.**

6.2.3 New Firefighters on probation after successful completion of the Basic Exterior Firefighter Operations (BEFO) or Interior Firefighter Operations (IFO) or the Probationary Firefighter Training Class **or the NYS EMT course** may serve as a member of the crew as space allows.

6.3 The goal is to have the stations staffed 24/7. Duty crew shifts will be offered to volunteers first. If volunteers are not staffing the station then shifts will be filled by career FF/EMTs.

6.4 Uniforms

6.4.1 The shift uniform for all crew members will be our Belgium-Cold Springs t-shirt or job shirt with shorts or EMS pants or **Class B uniform**.

6.4.2 The appropriate level of PPE shall be worn when responding to alarms.

6.4.3 ~~Blue EMS gear or jumpsuits may be worn for EMS response.~~

6.5 Response

6.5.1 The main objective of the Duty Crews Program is response time. The targeted goal is 90 seconds, or less, when activated. Duty Crews responds to all incidents within our District boundaries.

6.5.2 The Line Officer or Chief Officer shall determine which piece of apparatus to respond with given the call information when activated.

6.5.3 Duty crew apparatus may respond to mutual aid requests **if they have an adequate crew**.

6.6 **Miscellaneous**

6.6.1 You will receive 1 standby point for each 6 hour standby

6.6.2 You can only receive 1 drill point (2 hour drill) during each standby.

6.6.3 You can only receive 1 work detail or driver training point during each standby.

6.6.4 Duty crews cannot be put into service on drill/meeting nights until after 9pm.

6.6.5 Duty crews cannot be put into service during a department activity (ie. pancake breakfast, Santa Run) unless they are not involved in working the event.

7.0 REVISION HISTORY

7.1 Created: 8/6/2019

Revised: 3/3/2024