



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 26, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Tax Roll Corrections
4. Action on Portable Communication Device Allowance Form(s)
5. Authorize Chair to sign Community Rating System (CRS) recertification letter.
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 23, 2023 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

10. Staff update
11. 2022 Accomplishments and 2023 Goals

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Executive session to discuss confidential legal advice regarding potential litigation issues

9:35 AM

Russel Stukey, Emergency Management Director/Fire Chief

14. RCFD #1 Updated SOG / Policy Approval

9:50 AM

Shelly Williams, Community Corrections Director

15. Greater Manhattan Community Foundation Grant Application
16. Monthly Staff Update Adult Services Line-Item Adjustments
17. Monthly Staff Update Juvenile Services Line-Item Adjustments

10:05 AM

Vivienne Leyva, PIO

18. Communications Update for January 2023

10:20 AM

Ron Fehr, Manhattan City Manager

19. Manhattan City General Update

10:50 AM

Shilo Heger, Treasurer

20. Request to Fill Open Customer Service I Position

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



COUNTY CLERK & ELECTIONS
Tax Roll Correction

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: January 26, 2023
SUBJECT: Sign Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image28223 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/24

Taxpayer ID PRAI0013
Owner ID PRAI0013Control # 2023000048Tax Year 2022
Tract # WC00278B1

PRAIRIEWOOD HOLDINGS LLC

CAMA # 214-17-0-00-00-001-02-0-0117-10-7 TR IN W2 OF
NE4

1083 WILDCAT CREEK RD

TU 120 Wildcat Township
Parcel 2814

MANHATTAN, KS 66503-9765

USD 378

Property Address _____

APPRAISER SECTION (Value)

2023/01/24 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VR	77250		77250
Total	77250		77250

Assessed Prior to Correction:

VR		
	9270	9270
Total	9270	9270
SB41		

Appraised After Correction:

CL	Land	Imp	Total
AR	4660		4660
Total	4660		4660

Assessed After Correction:

AR		
	1398	1398
Total	1398	1398
SB41		

Net Change
72590-

72590-

Net Change
7872-

Total
7872-
SB41

CLERK SECTION (Tax)

2023/01/24 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 120.17900	Gen Tax	1114.06
	SB41 \$	
SB41 Tax Dollars		1114.06

Tax After Correction:		
Levy 120.17900	Gen Tax	168.02
	SB41 \$	
SB41 Tax Dollars		168.02

Net Change
946.04-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)7872-
120.17900

Applicable Mill Levy

Net Change in Levied Tax Dollars

946.04-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 24813

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

946.04-

Owner PRAI0013PRAIRIEWOOD HOLDINGS LLCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image28223 (13133 : Tax Roll Corrections)

APPROVED

Total	<u>11903-</u>
SB41	<u> </u>

ORDER PRINTED

Net Change
1430.48-

1430.48-

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 2.00%
Tax Statement # 8695
Comments PUP adjustment per Appraiser

Owner PRAI0013
PRAIRIEWOOD HOLDINGS LLC

(Date)

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/24

3.a

Taxpayer ID BANK0155
Owner ID PRAI0013

Control # 2023000050

Tax Year 2022
Tract # WC00278

PRAIRIEWOOD HOLDINGS LLC

CAMA # 214-17-0-00-00-001-00-0-01

17-10-7 TR IN W2 OF
NE4

1083 WILDCAT CREEK RD

TU 120 Wildcat Township
Parcel 2810

MANHATTAN, KS 66503-9765

USD 378

Property Address

APPRAISER SECTION (Value)

2023/01/24 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VR	103280		103280

Total	103280		103280
-------	--------	--	--------

Assessed Prior to Correction:

VR	12394		12394
----	-------	--	-------

Total	12394		12394
SB41			

Appraised After Correction:

CL	Land	Imp	Total
AR	5900		5900

Total	5900		5900
-------	------	--	------

Assessed After Correction:

AR	1770		1770
----	------	--	------

Total	1770		1770
SB41			

Net Change
97380-

97380-

Net Change

10624-

Total	10624-
SB41	

CLERK SECTION (Tax)

2023/01/24 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 120.17900	Gen Tax	1489.50
	SB41 \$	

SB41 Tax Dollars	1489.50
------------------	---------

Tax After Correction:

Levy 120.17900	Gen Tax	212.72
	SB41 \$	

SB41 Tax Dollars	212.72
------------------	--------

Net Change

1276.78-

1276.78-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	10624-
Applicable Mill Levy	120.17900
Net Change in Levied Tax Dollars	1276.78-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 8694

Comments PUP adjustment per Appraiser

Owner PRAI0013

PRAIRIEWOOD HOLDINGS LLC

Net Change in Total Tax Dollars	1276.78-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image28223 (13133 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/24

Taxpayer ID PRAI0013
Owner ID PRAI0013

Control # 2023000051

Tax Year 2022
Tract # WC00246D1

PRAIRIEWOOD HOLDINGS LLC

CAMA # 213-08-0-00-00-009-01-0-01

8-10-7 TR IN SE4 OF
SE4

1083 WILDCAT CREEK RD

TU 120 Wildcat Township
Parcel 2415

MANHATTAN, KS 66503-9765

USD 378

Property Address WILDCAT CREEK RD

APPRAISER SECTION (Value)

2023/01/24 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VR	84550		84550

Total 84550 84550

Assessed Prior to Correction:

VR		
	10146	10146

Total 10146 10146

SB41

Appraised After Correction:

CL	Land	Imp	Total
AR	1570		1570

Total 1570 1570

Assessed After Correction:

AR		
	471	471

Total 471 471

SB41

Net Change

82980-

82980-

Net Change

9675-

Total 9675-

SB41

CLERK SECTION (Tax)

2023/01/24 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	120.17900	Gen Tax	1219.34
SB41 Tax Dollars			1219.34

SB41 Tax Dollars 1219.34

Tax After Correction:

Levy	120.17900	Gen Tax	56.60
SB41 Tax Dollars			56.60

SB41 Tax Dollars 56.60

Net Change

1162.74-

1162.74-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

9675-

120.17900

1162.74-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 24811

Comments PUP adjustment per Appraiser

Rate 2.00%

Owner PRAI0013

PRAIRIEWOOD HOLDINGS LLC

Net Change in Total Tax Dollars

1162.74-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/24

3.a

Taxpayer ID BANK0155
Owner ID PRAI0013

Control # 2023000052

Tax Year 2022
Tract # WC00246A1

PRAIRIEWOOD HOLDINGS LLC

CAMA # 213-08-0-00-00-009-00-0-01

8-10-7 TR IN SE4 OF
SE4

1083 WILDCAT CREEK RD

TU 120 Wildcat Township
Parcel 2410

MANHATTAN, KS 66503-9765

USD 378

Property Address WILDCAT CREEK RD

APPRAISER SECTION (Value)

2023/01/24 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VR	20520		20520

Total	20520		20520
-------	-------	--	-------

Assessed Prior to Correction:

VR	2462		2462
----	------	--	------

Total	2462		2462
SB41			

Appraised After Correction:

CL	Land	Imp	Total
AR	1040		1040

Total	1040		1040
-------	------	--	------

Assessed After Correction:

AR	312		312
----	-----	--	-----

Total	312		312
SB41			

Net Change
19480-

19480-

Net Change

2150-

Total	2150-
SB41	

CLERK SECTION (Tax)

2023/01/24 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 120.17900	Gen Tax	295.88
	SB41 \$	

SB41 Tax Dollars	295.88
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Tax After Correction:

Levy 120.17900	Gen Tax	37.50
	SB41 \$	

SB41 Tax Dollars	37.50
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Net Change

258.38-

258.38-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	2150-
Applicable Mill Levy	120.17900
Net Change in Levied Tax Dollars	258.38-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 8692

Comments PUP adjustment per Appraiser

Owner PRAI0013

PRAIRIEWOOD HOLDINGS LLC

Net Change in Total Tax Dollars	258.38-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image28223 (13133 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Director

MEETING: January 26, 2023

SUBJECT: Action on Portable Communication Device Allowance Form(s)

PRESENTER: Elizabeth Ward, Human Resource Director

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:



PLANNING & DEVELOPMENT
Letter of Support

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 26, 2023

SUBJECT: Authorize Chair to sign Community Rating System (CRS) recertification letter.

PRESENTER: Darrin Hobbs, Planning Compliance Specialist

DISCUSSION

Riley County currently has a National Flood Insurance Program (NFIP) CRS community classification of 9. By performing several activities, including public outreach, mapping and regulations, and warning and response, the county earns activity points which are added up to determine the classification. Being a Class 9 community saves the residents of unincorporated Riley County 5% on their flood insurance premiums.

We are required to recertify to maintain this classification which is due February 1, 2023. We have prepared the attached documentation for submission which requires signature by the Board of County Commissioners Chair.

FISCAL IMPACT

None.

RECOMMENDATION(S)

As recertification is required for all CRS communities, staff recommends the Chair sign the recertification letter.

POSSIBLE MOTION(S)

Move to authorize the Chair to sign the recertification letter for National Flood Insurance Program Community Rating System.

Enclosures:

- Riley County KS 2023 Recert (PDF)

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

5.a

CRS COMMUNITY CERTIFICATIONS

OMB Control Number: 1660-0
Expiration: 10/31/2

Community Riley County State KS CID 200298
(6-digit NFIP Community Identification Number)

Note: Please cross out any incorrect items, below, as needed, and insert the updated information.

CC-213 Recertification

Recertification due date February 1, 2023

Chief Executive Officer		CRS Coordinator	
Name	Kathryn Focke		Darrin Hobbs
Title	Chairman		CRS Coordinator
Address	110 Courthouse Plaza Manhattan, KS 66502		110 Courthouse Plaza Manhattan, KS 66502
Phone number	785-565-6213 Ext. 5452		785-537-6332
E-mail address	kfocke@rileycountyks.gov		dhobbs@rileycountyks.gov

I hereby certify that Riley County [community name] is implementing the following activities on the attached pages as credited under the Community Rating System and described in our original application to the CRS and subsequent modifications.

I hereby certify that, to the best of my knowledge and belief, we are in full compliance with the minimum requirements of the NFIP and I understand that we must remain in full compliance with the minimum requirements of the NFIP. We understand that at any time we are not in full compliance, we will retrograde to a CRS Class 10.

I hereby certify that we will continue to maintain FEMA Elevation Certificates on all new buildings and substantial improvements constructed in the Special Flood Hazard Area following the date at which we joined the CRS.

I hereby certify that if there are one or more repetitive loss properties in our community that we must take certain actions that include reviewing and updating the list of repetitive loss properties, mapping repetitive loss areas, describing the cause of the losses, and sending an outreach project to those areas each year, and if we have fifty (50) or more unmitigated repetitive loss properties we must earn credit under Activity 510 (Floodplain Management Planning) for either a repetitive loss area analysis (RLAA) or a floodplain management plan (FMP).

I hereby certify that, to the best of my knowledge and belief, we are maintaining in force flood insurance policies for insurable buildings owned by us and located in the Special Flood Hazard Area (SFHA) shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the SFHA is reduced by the amount of National Flood Insurance Program (NFIP) flood insurance coverage (structure and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

Signature _____ (Chief Executive Officer)

Date _____

CC-213-1

[continued on next page]

Community Riley CountyState KSCID 200298

(6-digit NFIP Community Identification Number)

CRS Program Data Table	A. In the SFHA	B. In a regulated floodplain outside the SFHA	C. In the rest of the community
1. Last report's number of buildings in the SFHA (bSF) (line 6, last report)	199		
2. Number of new buildings constructed since last report	+ 2	0	70
3. Number of buildings removed/demolished since last report	- 1	0	
4. Number of buildings affected by map revisions since last report (+ or -)	0	0	
5. Number of buildings affected by corporate limits changes (+ or -)	0	0	
6. Current total number of buildings in the SFHA (bSF) (total lines 1-5)	200		
7. Number of substantial improvement/damage projects since last report	1	0	
8. Number of repetitive loss properties mitigated since last report	0	0	0
9. Number of LOMRs and map revisions (not LOMAs) since last report	0		
10. Acreage of the SFHA (aSFHA) as of the last report (line 13, last report)	49963		
11. Acreage of area(s) affected by map revisions since last report (+ or -)	0	0	
12. Acreage of area(s) affected by corporate limits changes (+ or -)	0	0	
13. Current acreage of the SFHA (total lines 10-12)	49963		
14. Primary source for building data:	GIS Data		
15. Primary source for area data:	GIS Data		
16. Period covered: 11/1/2020 - 12/28/2022	Current FIRM date		3/16/2015
<i>If available, the following data would be useful:</i>			
17. Number of new manufactured homes installed since last report			
18. Number of other new 1 -4 family buildings constructed since last report			
19. Number of all other buildings constructed/installed since last report			

Comments:

(Please note the number of the line to which the comment refers.)

Community Riley CountyState KSCID 200298

(6-digit NFIP Community Identification Number)

Instructions

At the first verification visit after the effective date of the 2013 *CRS Coordinator's Manual*, ONLY LINES 6 AND 13 NEED TO BE COMPLETED. These lines form the baseline data about the number of buildings and area of the SFHA for when the table is completed as part of the next annual recertification. The "period covered" entered in line 16 is the date that lines 6 and 13 are first completed. At all subsequent annual recertifications and cycle verification visits, the entire table is completed. The information in lines 6 and 13 from the last report is transferred to lines 1 and 10 in the next report.

Instructions for the Columns

Column A numbers are for the SFHA (the A and V Zones shown on the Flood Insurance Rate Map) (FIRM)). Use the FIRM currently in effect not a draft or pending revision.

Column B is completed only if the community receives CRS credit for regulating floodplain development outside the SFHA under Activity 410 (Floodplain Mapping) or Activity 430 (Higher Regulatory Standards).

Column C numbers help relate what happens in the floodplain to what is happening in the rest of the community.

Enter "0" if there are no numbers to report for this period. Do not leave a cell blank. Do not fill in the shaded boxes.

Instructions for the Lines

Lines 1-7 deal with buildings.

- o Section 301.a of the *CRS Coordinator's Manual* defines what constitutes a "building" and lists examples of structures that are not counted as "buildings" by the CRS.
- o Section 302.a of the *CRS Coordinator's Manual* describes how the CRS counts buildings. For example, accessory structures are not counted.
- o As noted in Section 302.a, to determine building counts, communities may use any method that yields reasonably good estimates of the number of buildings. Examples of acceptable methods are listed in Section 302.a. Precision is less important for large numbers. For example, the impact of the numbers will not change much if there are 10,000 buildings or 10,100 buildings.
- o If a building is out of the SFHA, but in a parcel that is partly in the SFHA, it is not counted in column A --In the SFHA.
- o In line 14, note how the building counts were obtained or estimated. Use the comments area, if needed.

Line 4 refers to map revisions. These include physical map revisions, Letters of Map Revision (LOMR), and Letters of Map Amendment (LOMA). If a building is removed from the SFHA by FEMA through a LOMA, but the community still administers its floodplain management regulations on the property, the building should not be included in the line 4 count in column A --In the SFHA. However, communities that still regulate areas removed by LOMAs can receive credit under Activities 410 or 430. If the community is receiving such credit, the building should be counted under column B --In a regulated floodplain outside the SFHA.

Line 7 is for the total number of buildings that were substantially improved plus the number of buildings that were substantially damaged during the period covered.

Lines 10 -13 deal with areas.

- o These areas are based on the areas shown on the community's FIRM including LOMRs or LOMAs. Section 403.b discusses those portions of the SFHA that are subtracted from the area of the SFHA to calculate the community's aSFHA used in credit calculations.
- o Section 403.e of the *CRS Coordinator's Manual* discusses calculating areas for CRS purposes.
- o Section 403.e notes that communities "should not spend an inordinate amount of time measuring areas." As with buildings, communities may use any method that yields reasonably good estimates. Examples of acceptable approaches are listed in Section 403.e.
- o Line 13 asks for the current acreage of the SFHA. The best source for this number is a GIS layer that shows the SFHA. If the community does not have GIS, the county, regional agency, or state NFIP mapping office may have SFHA layers and may be able to provide the data. If the community has a relatively recent FIRM, the study contractor or consulting engineer may have the data.
- o In line 15, note how the area calculations were obtained or estimated. Use the comments area, if needed.

Lines 17 -19 are voluntary, if the numbers are readily available.

- o Line 17 includes replacing an existing manufactured home with a new one. The newly placed manufactured home is counted as a new post-FIRM, building.
- o The total of lines 17 -19 should equal the value entered in line 2.

CC-213-3

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

Your community has been verified as receiving CRS credit for the following Activities.

- If your community is still implementing these activities the CRS coordinator is required to put his or her initials in the blank (do not use a checkmark or an "X") and **attach** the appropriate items. A blank with no initials indicates you are not implementing that Activity anymore, and will result in loss of points (and possible CRS Class).
- If the word "**attached**" is used you must provide the requested documentation for that Activity. If no documentation has been acquired for that Activity, please explain why there is no documentation from the past year.

DH 310 EC: We are maintaining Elevation Certificates, Floodproofing Certificates, Basement Floodproofing Certificates, V Zone design certificates and engineered opening certificates on all new construction and substantially improved buildings in our Special Flood Hazard Area (SFHA) and make copies of all Certificates available at our present office location. *Initial here if you have had no new construction or substantial improvement in the SFHA in the last year.*

DH 310 EC: **Attached is the permit list for only new or substantially improved structures in the SFHA that have been completed in the last year.** We have permitted 2 new building and substantial improvements in the SFHA during this reporting period.

DH 310 EC: **Attached are all the Certificates for new or substantially improved structures that have been completed during this reporting period that are included on the above permit list.** (Note: The total number of Elevation and Floodproofing certificates should match the number of permits issued and completed within the reporting period defined above. All permits issued for new construction or substantial improvement within the V zone should have both an Elevation Certificate and a V Zone Certificate, and all buildings with basements within the basement exemption communities should have both an Elevation Certificate and a Basement Floodproofing Certificate).

DH 330 OP: We continue to conduct or provide all credited outreach projects.

DH 430: We continue to enforce the floodplain management provisions of our zoning, subdivision and building code ordinances for which we are receiving credit. *Initial here if you have amended your floodplain regulations. **Attach a copy of the amended regulations, provide a summary of the changes and mark up the regulations indicating what's been changed.***

DH 440 AMD: We continue to use and update our flood data maintenance system on an annual basis as needed.

Community RILEY COUNTY * State KS CID 200298

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

DH 502 RL: We currently have 2 repetitive loss properties and send our notice to 43 properties in the repetitive loss areas.

DH 502 RL: **Attached is a copy of this year's notice on property protection, flood insurance and financial assistance that we sent to our repetitive loss areas.**

DH 520 AR: We continue to maintain as open space the lots where buildings were acquired or relocated out of the floodplain. ☐ Initial here if there have been any changes (additions or deletions) to the parcels credited as open space. Attach a description of those changes.

Additional Comments:

Attachments:

Attachment: Riley County KS 2023 Recert (13122 : Community Recertification for Community Rating System (CRS))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 30, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Julie Gibbs, Health Department Director

2. Out of State Travel Requests

9:30 AM

Press Conference

9:40 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:50 AM

Rich Vargo, County Clerk

4. Commission District Review

10:10 AM

Rich Vargo, County Clerk

5. Preservation of ballots and election records

Adjournment

Attachment: 01-30-23 tentative agenda (12808 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 02, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Darell Edie, Budget and Finance Officer

1. CIP

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Elizabeth Ward, Human Resource Manager

3. Out of State Travel Requests

10:00 AM

Anna Burson, Appraiser

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**EMERGENCY
MANAGEMENT/FIRE**
Policy

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey RCFD #1 Fire Chief
MEETING: January 26, 2023
SUBJECT: RCFD #1 Updated SOG / Policy Approval
PRESENTER: Russel Stukey RCFD #1 Fire Chief

POSSIBLE MOTION(S)

Move to approve the Riley County Fire District #1 Updated Standard Operating Guidelines and Departmental Policies as presented.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Jan.2023 draft RCFD SOG's policies (PDF)

Riley County Fire District #1



Standard Operating Guidelines

Table of Contents

SECTION	TITLE
101.1	FIRE DISTRICT GUIDING PRINCIPLES
101.2	ORGANIZATIONAL CHART
101.3	CHAIN OF COMMAND
	FIRE CHIEF
	DEPUTY CHIEF OF ADMIN
	DEPUTY CHIEF OF OPS
101.4	JOB DESCRIPTION- BATTALION CHIEF
101.5	JOB DESCRIPTION- CAPTAIN
101.6	JOB DESCRIPTION- LIEUTENANT
101.7	JOB DESCRIPTION- FIREFIGHTER
101.8	JOB DESCRIPTION- FIRE MEDICAL RESPONDER
102.1	APPLICATION PROCESS AND PROBATIONARY PERIOD
102.2	ACTIVE MEMBERSHIP
102.3	STIPEND PROGRAM
102.4	PERSONAL APPEARANCE
102.5	HEALTH & WELLNESS
102.7	EXIT PROCESS
102.8	RETIREMENT PROCESS
103.1	INCIDENT REPORTING
103.2	INCIDENT COMMAND

103.3	ACCOUNTABILITY
103.4	INCIDENT SAFETY
103.5	ON SCENE REHAB
103.6	EMERGENCY MAYDAY PROCEDURES
103.7	RAPID INTERVENTION TEAM (RIT)
104.1	STRUCTURE FIRES
104.2	EMERGENCY MEDICAL RESPONSES
104.3	WILDLAND / BRUSH FIRES
104.4	MOTOR VEHICLE ACCIDENTS
104.5	VEHICLE EXTRICATIONS
104.6	VEHICLE & EQUIPMENT FIRES
104.7	CARBON MONOXIDE (CO) EMERGENCIES
104.8	EXPLOSIVE GAS EMERGENCIES / ODOR INVESTIGATIONS
104.9	POWER LINES DOWN / ELECTRICAL EMERGENCIES
104.10	HELICOPTER LANDING ZONES
104.11	TECHNICAL RESCUES
104.13	CHIMNEY / FLUE FIRES
104.14	UNAUTHORIZED BURNING
104.15	K.A.R. 28-19-647 EXCEPTIONS TO PROHIBITION ON OPEN BURNING
104.16	RILEY COUNTY BURN RESOLUTION #092399-32
105.1	INFORMATION REQUESTS, PRESS RELEASES, MEDIA INTERACTIONS
105.2	IMAGERY & AUDIO DOCUMENTATION
105.3	DISCIPLINARY ACTIONS

105.4	ON CALL CHIEF DUTIES
106.1	HOSE MAINTENANCE & TESTING
106.2	FLEET & EQUIPMENT MAINTENANCE PROGRAM
106.3	EMERGENCY VEHICLE INSPECTION FORM
106.4	FALL / SPRING STATION MAINTENANCE
106.5	APPARATUS & EQUIPMENT MAINTENANCE
106.6	PERSONAL PROTECTIVE EQUIPEMENT & CARE
106.7	GEAR WASHING INSTRUCTIONS
106.8	STATION OPERATIONS
107.1	RADIO OPERATIONS & TERMINOLOGY
107.2	COMMITTEE ASSIGNMENTS
107.3	STATION OFFICER SELECTION PROCESS
107.4	TRAINING
107.5	OUTSIDE TRAINING REIMBURSEMENT
107.6	OPERATING EMERGENCY VEHICLES
107.7	BACKING EMERGENCY VEHICLES
107.8	PRIVATE OWNED VEHICLE (POV) RESPONSES
107.9	KNOX BOX SYSTEM

DATE	SECTION CHANGES	REVISION HISTORY AND CHANGE LOG
10/11/2022		DRAFT PRESENTED TO RCFD#1 ADVISORY BOARD
11/9/2022		SPECIAL ADVISORY BOARD MEETING TO FINALIZE DRAFT CHANGES
12/20/2022		DRAFT SUBMITTED TO RILEY COUNTY HR & LEGAL

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	101.1 FIRE DISTRICT GUIDING PRINCIPLES	
Implemented:	Related Procedures: 101.2 Organizational Chart, 101. 3 Chain of Command	OSHA/NFPA References:

Preface

The purpose of the Standard Operating Guidelines (SOG's) are to establish consistent and unified operational guideline for members of Riley County Fire District #1, hereafter referred to as RCFD#1. These documents are designed and developed to ensure uniformity of terminologies, tactics, and responses between the various stations within the district. Providing those served by RCFD#1 with a unified and consistent operational response is of utmost importance and leads ultimately to safe and effective fire protection and emergency response.

All members regardless of age, rank, or experience are expected to read, understand, and follow the standards and guidelines set forth in the following documents. All members shall have access to the SOG's and will receive updates as they become available. Members should submit any recognized errors, recognized omissions, recommended changes or suggestions through the chain of command to be submitted to a Deputy Chief or the Fire Chief's designee.

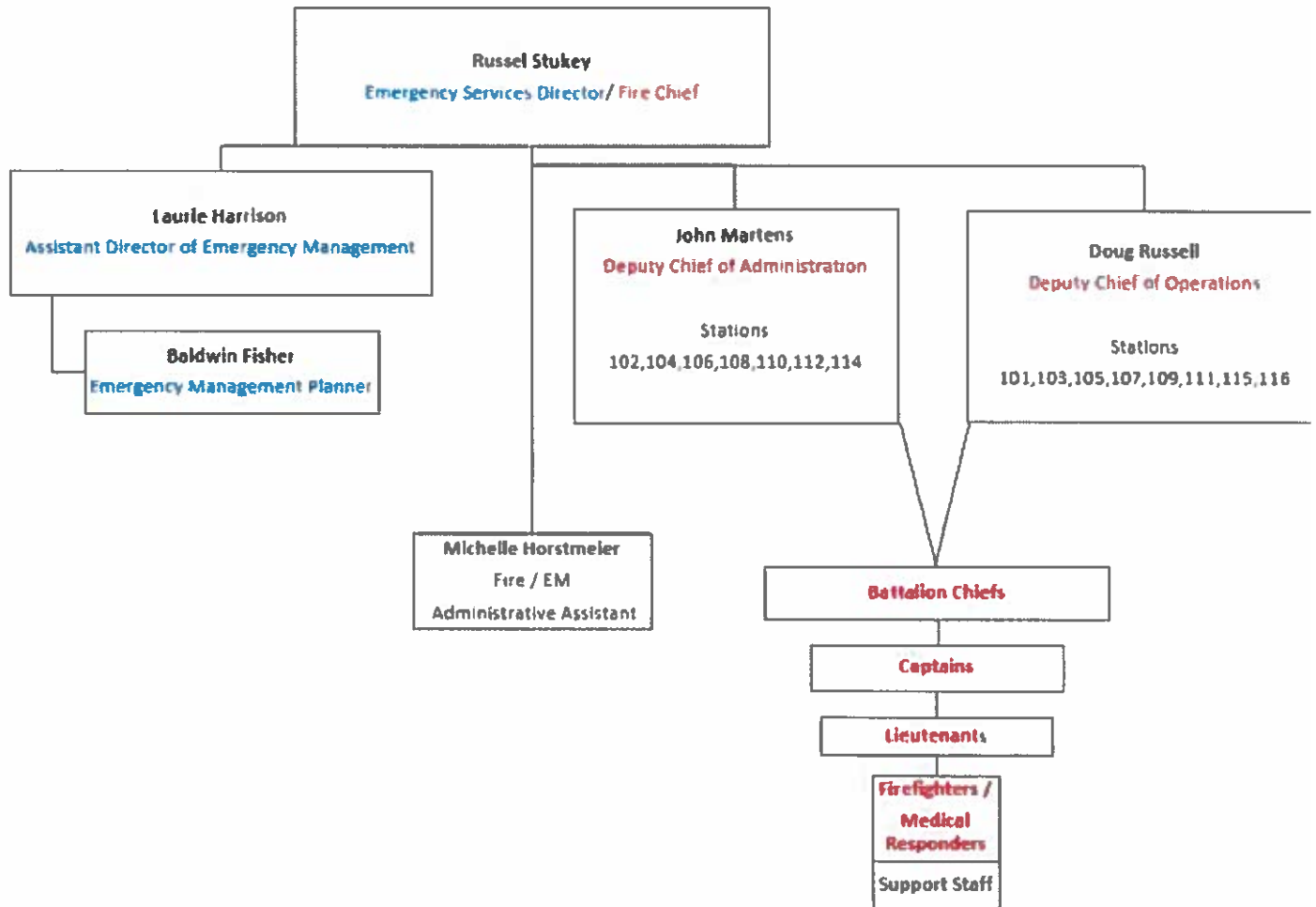
Mission Statement

The Mission of RCFD#1 is to provide effective fire protection and emergency response through excellence and professionalism in all areas of our organization. Our ability to meet this goal is routinely supported by everyday individuals who help by answering the call and aid neighbors in need through volunteerism, commitment, and dedication. Through the above, RCFD#1 strives to provide all of those we serve with timely emergency response and risk reduction.

RCFD#1 Core Values and "The Big 4"

1. Do Your Job
2. Treat People Right
3. Give All Out Effort
4. Have an All In Attitude

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	101.2 ORGANIZATIONAL CHART	
Implemented:	Related Procedures: 101.1 Fire District Guiding Principals, 101.3 Chain of Command, 107.3 Station Officer Selection Process	OSHA/NFPA References:



RCFD#1 RADIO DESIGNATIONS

1901	Emergency Services Director / Fire Chief
1902	Asst. Emergency Services Director
1903	Emergency Management Planner
1501	Deputy Chief of Administration
1502	Deputy Chief of Operations

OPERATIONS STAFF DESIGNATIONS

RCFD#1 will make every attempt to adequately staff all Stations with adequate Firefighters and Officer positions. Ideally, each Station will maintain an adequate number of trained personnel. Fire Officer roles will be filled in order to maintain an appropriate span of control of no more than 5 Members to every 1 Officer. When Stations lack optimal staffing to fulfill such roles, RCFD#1 District Chief Officers will make alternative arrangements to best suit the Station and current need(s).

Position	Radio Designation (i.e. Station 101)
Battalion Chief	BC 101
Captain	CAPT 101
Lieutenant	LT 101
Firefighters	FF 101

SUPPORT STAFF MEMBER DESIGNATIONS

To maximize the department's capabilities to those we serve, RCFD#1 may incorporate non-operational roles to individuals that want to support the fire district staff on scene, exhibit specialized skill sets, knowledge, certification, or prior training.

Note: Support Staff Members are not eligible for Firefighter Relief Act (FRA) benefits or Stipend pay as they are not engaged in Operational duties (i.e. Firefighting, Rescue, EMS responses, etc.) These non-operational staff members shall not respond to incidents emergent or engage in incident operational duties. Operations Staff members may also fulfill Support Staff duties.

Role	Duties	Chief Representative
Support Staff	Provides support to firefighters on scene (i.e rehab, snacks, scribe, command aide, scene transport, equipment transport, accountability, apparatus and station upkeep)	Deputy Chief of Administration
Fire Prevention	Fire prevention education, awareness, and engagement with the	Fire Chief

Specialist	public.	
Fire Photographer	Captures fire department photos and videos of public education, training, and fire incidents.	Deputy Chief of Administration
Maintenance Technician	Supports the DC of Operations in the maintenance and repair of fire stations, equipment, and fire apparatus.	Deputy Chief of Operations
CPR & First Aid Instructor	Assists in training Fire Department staff with CPR & First Aid skill sets	Deputy Chief of Administration
Fire Department Chaplain	Provide Chaplain duties to the public and fire staff members	Deputy Chief of Administration

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	101.3 CHAIN OF COMMAND	
Implemented:	Related Procedures: 101.1 Fire District Guiding Principals, 101.2 Organizational Chart	OSHA/NFPA References:

PURPOSE

Establish the Chain of Command within RCFD#1.

SCOPE

This guideline shall apply to all members of the department regardless of age, rank, experience, or years of service.

DEFINITIONS

DISTRICT CHIEF OFFICER- A member holding the rank of Deputy Chief or higher either on a permanent or when temporarily appointed basis.

ADMINISTRATIVE STAFF- A full-time employee of Riley County who works in the RCFD#1 Headquarters office

CHIEF OFFICER - Personnel holding the rank of Battalion Chief or higher

MEMBER - Individuals of the department who perform duties including full-time, part-time, and volunteer.

OFFICER –Personnel holding a supervisory position including District Chief, Battalion Chief, Captain, and Lieutenant

RANKING OFFICER - Shall mean the Officer with the most seniority in rank and time in rank present at any particular place and time.

OPERATIONS STAFF- A member who is authorized to respond to emergency calls on behalf of RCFD#1 holding rank of Fire Medical Responder, Firefighter, Lieutenant, Captain, Battalion Chief, Deputy Chief, or Fire Chief

SUPPORT STAFF- Non-FRA eligible members who provide supportive services to RCFD#1 in non-emergent response capacity.

SENIOR MEMBER- Shall be determined by:

1. Longest time in rank
2. Longest time on department

1. CHAIN OF COMMAND

- 1.1. The chain of command is defined by the Department's organizational chart.
- 1.2. The organization chart clearly depicts each position in relation to the established chain of command and how information should flow through the organization.

- 1.3. This chain of command should be followed whenever possible. A member shall not take an item to a higher-ranking supervisor unless the member's supervisor has been advised, or the supervisor is not present and the need for an answer is urgent and important.
- 1.4. At times, it will become necessary to have direct contact with a Chief Officer without following the direct chain of command. The station supervisor shall be notified of any special responsibilities given to any of their personnel.
- 1.5. The Chief or a Deputy Chief may approve of a deviation from the chain of command if, in his/her opinion, it is in the best interest of the member, the department, or the community.
- 1.6. A supervisor has both the authority and responsibility to direct employees according to all department policies and procedures and directives. The most senior employee in the highest rank should assume responsibility as a supervisor if no other employee has been designated.
- 1.7. Regardless of rank, the initial responder on scene shall assume command. The incident commander shall be in charge in accordance with the incident command system (ICS).
- 1.8. On emergency scenes, the chain of command, by necessity, may be broken. For example, a Chief Officer may give an order directly to a firefighter and expect the firefighter to report directly back to him. The firefighter's supervisor should be made aware of the assignment.
- 1.9. The Fire Chief is the one person who has ultimate responsibility for the actions of the entire department; however, certain areas of responsibility and authority are delegated according to departmental policies to other officers within the department.
- 1.10. The Chief or designee, maintains command and control of the department.
- 1.11. The duties and responsibilities for each position shall be in accordance with the job description and other applicable guidelines, policies, or procedures for that position.

2. AUTHORITY OF OFFICERS

- 2.1. Officers shall have the authority and responsibility to enforce the policies of the Department and will be held accountable for such.
- 2.2. When, in their judgment, an offense committed by a member under their command is sufficiently serious to warrant immediate action, officers shall have the authority to immediately relieve such member of his/her duties. An immediate verbal report of such action shall be made through the chain of command, followed by proper and well-sustained written documentation of the incident submitted to the appropriate Deputy Chief in writing.
- 2.3. Officers shall be responsible for the completeness and accuracy of all incident and training reports with which they are concerned.
- 2.4. Officers shall ensure life safety and incident mitigation with the least possible danger to life and property, prevent unnecessary damage, take proper precautions against rekindling and leave the premises of a scene in as safe of a condition as reasonably possible.
- 2.5. Conflict of authority must be avoided unless imminent safety is a concern.
- 2.6. In the presence of subordinates and public, officers shall be supportive of Department policy and refrain from making statements of a derogatory nature.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.1 APPLICATION PROCESS AND PROBATIONARY PERIOD	
Implemented:	Related Procedures: 101.2 Organizational Chart, 101.3 Chain of Command, 102.2 Active Membership	OSHA/NFPA References:

PURPOSE:

To provide information and details pertaining to new RCFD#1 probationary members and outline the process of becoming a Firefighter with RCFD#1.

POLICY:

Riley County requires all members to meet a set of minimum requirements along with established training and response benchmarks to be considered eligible for employment as part of RCFD#1. Additionally, all members must maintain and meet certain attendance requirements and complete a probationary process to best equip and prepare the member for future emergency responses, fire service knowledge, and understanding.

DEFINITIONS:

ACTIVE STATUS- indicates a member is in good standing and has met all required minimum standards set forth in this document and RCFD#1 Administration. In short, this includes; a minimum number of 20 approved training hours in the prior year, actively respond to emergencies with a minimum of 10% of fire responses in the current year, and the ability to successfully pass a health physical if requested and paid for by RCFD#1. If the member has qualified leave such as medical or Military, then attendance requirements will be prorated according to the amount of time the member was on qualified leave.

INACTIVE STATUS- refers to a member who has not met the above requirements in partial, or in full.

PROBATIONARY FIREFIGHTER- A newly hired volunteer firefighter who is in the process of completing the probationary process or hands-on skills checklist and is limited in current responsibilities

TRAINING HOURS- Training hour(s) must be entered in Fire District record-keeping software by Station personnel. All training will be reviewed and verified by RCFD#1 District Chiefs.

START DATE- is defined as the date of the Employee Enrollment appointment with Riley County Human Resources and the Fire District enrollment process when the individual receives firefighting gear and PPE.

PREREQUISITES:

The following prerequisites are required by RCFD#1 Administration and Riley County in order to be eligible to apply as a member of RCFD#1.

1. High School diploma/GED equivalent or a valid driver's license.
2. The commitment of completing:

- 2.1. RCFD#1 Probationary period within 6 months from the Start Date unless other arrangements are made with Station Officer(s) and approved by District Chiefs.
- 2.2. Respond to all calls when available, totaling at least 10% of the member's primary assigned Station's fire responses once cleared to respond to fire calls (non-medical). Special circumstances may warrant review by the Fire Chief.
- 2.3. Agreement to attend and participate in the minimum department-provided training hours based on their job description.

3. WEB TRAINING & STATION ORIENTATION

- 3.1. After the Interview, selected candidates will be contacted by RCFD#1 Administration notifying them of a conditional offer of employment. Instructions will be sent to Probationary firefighters on the next steps including a Bloodborne Pathogens and Workplace Harassment online training required by Riley County. Firefighter Candidates must successfully complete both exams with a score of 80% or higher. The maximum amount of attempts to successfully complete each test is three attempts followed by a passing score.
- 3.2. Applicants who receive a conditional offer of employment are also expected to complete the Background Check and Drug Screening within 30 days. Upon completion of these prerequisites, Probationary Firefighters are expected to have the initiative to contact their assigned Battalion Chief or designee responsible for training to schedule a time for Station Orientation.
- 3.3. The Station Orientation process is designed to provide station-specific information to prepare new staff to successfully complete a station orientation test and advance forward in becoming a Firefighter. This test is required before gear is issued, hands-on training begins, or members start responding to emergency calls. A minimum score of 70% must be met on the Station Orientation test.
- 3.4. Individuals who do not pass the Orientation Exam with a minimum score will be offered one additional opportunity to retest. Additional failures may result in dismissal from RCFD#1.

4. ENROLLMENT & EQUIPMENT CHECKOUT

- 4.1. Upon completion of a successful Station Orientation test and recommendation from the station's Battalion Chief or designee, the Probationary Firefighter will be contacted by RCFD#1 Staff to set up an enrollment and equipment checkout appointment. Probationary Firefighters will be issued 1 department T-Shirt during enrollment.
- 4.2. Appropriate PPE shall be issued based on the job description and duties performed by member:

5. PROBATIONARY BINDER & HANDS ON SKILLS CHECKLIST

- 5.1. Probationary Firefighters will complete a hands-on skills checklist with their assigned Station Battalion Chief or designee responsible for training.
- 5.2. Probationary Firefighter skill levels and levels of training will vary by individual. Due to this, the designated Station Officer(s) are ultimately responsible for ensuring the Probationary Member (s) are not tasked to perform outside of their current level of training.

6. PROMOTION TO FIREFIGHTER

- 6.1. Upon successful completion of the Probationary Period, all skills on the Probationary Checklist must be completed and authorized by a Station Officer(s) or District Chief with initials.
- 6.2. The Station Battalion Chief or designee will provide completed Probationary documentation to RCFD#1 Administration to promote the Probationary Firefighter to Firefighter.
- 6.3. Firefighter shall be issued a Firefighter helmet, department ID, and the status be changed in Fire District software and other appropriate accountability tools or mobile applications.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.2 ACTIVE MEMBERSHIP	
Implemented:	Related Procedures: 102.1 Probationary Period, 102.3 Stipend Program, 102. 7 Exit Process, 102.8 Retirement Process 107.4 Training	OSHA/NFPA References:

PURPOSE:

To provide current and future members with clarity and understanding for obtaining and maintaining RCFD#1 Active Membership.

SCOPE:

All department personnel.

POLICY:

Riley County & RCFD#1 requires all members to meet a set of minimum requirements and established benchmarks to be considered Active with RCFD#1 and deemed as in good standing.

DEFINITIONS:

GOOD STANDING- References fulfillment of training attendance and response requirements in the previous year(s).

ACTIVE STATUS- indicates a member is currently authorized to respond to emergency responses and can successfully pass a health physical if requested and paid for by RCFD#1.

INACTIVE STATUS- For the purpose of this policy, inactive status refers to a member who does not meet the above requirements in partial, or in full

COUNTY FIRE TRAINING- includes RCFD#1 designated and sanctioned Fire Training typically offered on a month basis to all RCFD#1 members or otherwise approved Training by a District Chief

STATION FIRE TRAINING- means RCFD#1 Fire Station specific training often led by Station Officer(s) from home station or multiple nearby stations

OUTSIDE TRAINING- is considered other relevant fire service education, or CEU's. Outside training may count toward half of the annual requirements if verified through a roster or documentation of completion through a certificate or like document for self study. Outside training must be approved by a District Chief for credit.

PERFORMANCE IMPROVEMENT PERIOD (PIP)- indicates that a member's prior year of performance did not meet minimum requirements per the job description and the prior year was not defined as in "Good Standing". This period of 1 year following a poor-performing year allows members the opportunity to regain good standing status prior to RCFD#1 dismissal.

FIREFIGHTER- A member holding the rank of Probationary Firefighter, Firefighter, Lieutenant, Captain, Battalion Chief, Deputy Chief, or Fire Chief who is authorized to respond to emergency calls on behalf of RCFD#1

FIRE MEDICAL RESPONDER- A member who is authorized by Riley County EMS to respond to emergency calls on behalf of RCFD#1

OPERATIONS STAFF- A Firefighter or Fire Medical Responder who is authorized to respond to emergency calls on behalf of RCFD#1

SUPPORT STAFF- Members that provide services such as rehab, accountability, command staff aide, public education, logistics planning, or other station related duties. These non-operational Members do not respond emergent or actively participate in suppression, rescue, or patient care activities. They are not Firefighter Relief Act eligible

OPERATIONAL PROCEDURES:

ACTIVE MEMBERSHIP REQUIREMENTS:

- 1.1. RCFD#1 members shall maintain a level of knowledge, skill sets, meet response minimums, and appropriate training hours according to their job description.

FIRE RESPONSE REQUIREMENTS & CRITERIA

2. All Firefighters are required to respond to calls when available, totaling a minimum of 10% of the member's primary assigned Station's Fire responses using the current year's call volume.
 - 2.1. The number of required responses shall be determined by the RCFD#1 Incident Reporting Software and the corresponding home Station's incident run log
 - 2.2. Exclusions:
 - 311-Medical assist, assist EMS Crew
 - 320-Emergency medical service, other

*the number of EMS calls shall not count against any member's fire response requirement. If EMS calls are attended they may be added to fire calls attended and count towards the required 10% of home station fire calls.
 - 2.3. For example, by 12/31 of the current year at midnight, the member must have collectively (from one or more stations when approved) responded to at least 10% of the number of total fire incidents paged to the designated home station from 1/1 to 12/31 of the current calendar year.
 - 2.4. If low call volume prevents an otherwise active member from achieving the 10% minimum, the Fire Chief may waive the annual requirement on a case-by-case basis.

TRAINING REQUIREMENTS & CRITERIA

3. In addition to the minimum emergency response requirements, the following Training Requirements are as follows. Note: hours may vary based on the job description.

Firefighting Operations Staff (Firefighter, Lieutenant, Captain, Battalion Chief, Deputy Chief, or Fire Chief)

- 3.1. Actively attend and participate in a minimum of 20 hours of approved Fire Training each year
- 3.2. Breakdown of approved Training Hours
Of the 20 approved training hours, 10 must be earned by attending RCFD#1 sanctioned training(s) including County Trainings or Station Training
- 3.3. Firefighting Operations Staff who are also KBEMS Certified (EMR, EMT, AEMT, Paramedic) may count Continuing Educations (CE) hours towards their remaining required Training hours
- 3.4. RCFD#1 Members who currently are employed by a full-time area fire department and do not attend 1 hours of RCFD#1 sanctioned training shall require a recommended exception from their respective Battalion Chief and Deputy Chief for membership for the following year.

Fire Medical Responder Operations Staff (KSBEMS Certified)

- 3.5. Actively attend and participate in a minimum of 20 approved hours of Training each year.
 - 3.6. Breakdown of approved Training Hours
Of the 20 approved training hours, 10 must be earned by attending RCFD#1 sanctioned training(s) including County Trainings or Station Training
 - 3.7. Members must maintain a current Kansas Board of EMS Certification (EMR, EMT, AEMT, Paramedic) and current RCEMS Credentialing status
 - 3.8. In addition to the above-mentioned Fire Training hours, Fire Medical Responders must fulfill their respective certification requirements as per KSBEMS.
4. Additional Coverage provided for all RCFD#1 Operations Staff
- 4.1. Included Accident & Sickness Policy
 - 4.2. Workers Compensation
 - 4.3. Life Insurance and additional Line of Duty Death Coverage
 - 4.4. Annuity through the Kansas State Firefighter Relief Association (FRA)

5. Leave of Absence

RCFD#1 Members are allowed up to 1 year of leave due to injury from physical or mental illness. Proof from a certified healthcare provider must be provided to determine eligibility and retain Active status. After 1 year of absence due to illness or injury (with or without a certified healthcare provider's note), members will be made Inactive and be released from the department.

- 5.1. In the event of a Fire Department related injury, work related leave will be dictated by Workers Compensation rules in effect at the time of injury and request will be handled by Riley County Human Resources.
- 5.2. For off duty related illness or injury, Members may be given up to 1 year of excused absence from training and response requirements. After a year of the inability to meet the minimum requirements, the member will be placed on performance improvement period for one year following a year of excused absence. If a member is still unable to perform after the end of the probationary year, they will be released from the department subject to reapplication.

6. Military Leave (per Riley County Personnel Policy Manual Section F-12)

Military duty means training and service performed by an employee who enters the armed forces of the United States, including time spent in reporting for and returning from such training and service. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard. The County will pay half of leave taken for reserve or military training up to a maximum of forty (40) hours. The Uniformed Services Employment and Reemployment Rights Act of 1994 will be followed should County leave rules conflict with that law. Employees on military leave shall be returned to their former position or a comparable one. An employee is not required to use any available leave before using Military Leave, but he/she may do so at their option.

The County will comply with all State and Federal laws applicable to military leave

Reference Personnel Policy Manual section F-12 for more information.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.3 STIPEND PROGRAM & PAYROLL	
Implemented:	Related Procedures: 102.2 Active Membership, 103.1 Incident Reporting	OSHA/NFPA References:

PURPOSE:

To provide members with guidance pertaining to the enrollment, eligibility, rate, and pay cycle of the RCFD#1 Stipend Program.

SCOPE:

Riley County offers RCFD#1 Operations Members the option of a stipend based on emergency response activities. Specifics are based on job description, rank, and type of activity being performed. RCFD#1 Administrative Staff are not eligible for Stipend pay.

DEFINITIONS:

RESPONDING- Initiating the act of traveling to a scene following a page until arrival or cancellation.

RESPONSE STIPEND- A flat-rate compensation based on rank earned one time per incident run number by operations personnel who respond to an emergency call when paged.

FIREFIGHTER- A member holding the rank of Probationary Firefighter, Firefighter, Lieutenant, Captain, Battalion Chief, Deputy Chief, or Fire Chief who is authorized to respond to emergency calls on behalf of RCFD#1

FIRE MEDICAL RESPONDER- A Kansas Board of EMS Certified member (i.e. EMR, EMT, AEMT, or Paramedic) who is authorized to respond to emergency calls on behalf of RCFD#1

OPERATIONS PERSONNEL- A Firefighter or Fire Medical Responder who is authorized to respond to emergency calls on behalf of RCFD#1

PAY PERIOD- Defined by a 2-week or 14 Calendar day period that separates one pay-cycle from another. Pay cycles close every other Friday at Midnight which incorporates the prior 2 weeks of stipend submissions in RCFD#1's reporting software.

OPERATIONAL PROCEDURES:

1. ENROLLMENT

- 1.1. Each new RCFD#1 Operations member will be eligible to enroll in the Stipend program during the enrollment appointment with Riley County.

- 1.2. Eligible RCFD#1 Members may opt-out of the Stipend program and will be required to sign an opt-out form issued by Riley County.

2. ELIGIBILITY REQUIREMENTS

- 2.1. All enrolled Operations Members (Firefighters and Fire Medical Responders) are eligible for compensation when the following conditions are met.
- 2.1.1. Response Stipend- The Member is paged and responds in the appropriate manner. The member must be approved to respond to the call type.
- 2.2. Outside training, station and truck maintenance, public relations, and other duties are not eligible for Training Stipend.
- 2.3. For emergency responses, the Member responsible for the Incident Report shall also be responsible for ensuring all members of their corresponding Unit are added appropriately.
- 2.4. Members who respond to emergencies and arrive on the scene in their Privately Owned Vehicles (POV) are responsible for ensuring their attendance and duties performed are accurately documented and completed in RCFD#1 reporting software
- 2.5. At the end of a pay period, RCFD#1 Administration will calculate Stipends using completed unit incident reports. The deadline for submission is Sunday night at midnight for all incidents that occurred prior to the previous Friday night at midnight. Example: January 1st at 0000hrs to January 14th and 1159hrs.

3. STIPEND RATES

3.1. RESPONSE STIPEND

OPERATIONS PERSONNEL	RATE
Firefighter	\$17/Incident Response
Lieutenant/Captain/Battalion Chief	\$22/Incident Response
Certified EMR/EMT/AEMT/Paramedic	\$27/Incident where report narrative suggests patient contact is made, Patient Care Report (PCR) is completed, or EMT skills are otherwise performed. **Default fire pay based on rank shall be awarded when patient contact is not made, or the unit is canceled prior to arrival.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.4 PERSONAL APPEARANCE	
Implemented:	Related Procedures:	OSHA/NFPA References:

PURPOSE:

To outline the importance of maintaining a proper image before the public and to eliminate possible dangerous situations in the workplace.

SCOPE:

Due to the nature of duties performed both during incidents and in training, the public image portrayed by members represents all of the Fire District, Riley County, and the American Fire Service as a whole. It is of importance that the image and physical appearance of members is satisfactory and presentable when representing the department in public view.

DEFINITIONS:

ON DUTY-For the purpose of this policy, On Duty refers to actively engaging or responding to a RCFD#1 function including but not limited to traveling to and from training, traveling to and from emergency incidents, on a scene, at a department sanctioned event, or in a station performing duties as part of the member's Job Description.

OFF DUTY- For the purpose of this policy, Off Duty refers to other activities not otherwise included in On Duty definition regardless of the member's Job Description or rank. Off Duty can also be defined as a preplanned period where a member is unavailable to respond or assist in departmental functions (i.e. on vacations, at work, or otherwise unavailable)

OPERATIONAL INTENT:

While representing the department ON or OFF Duty, RCFD#1 Members shall strive to display a professional image at all times while displaying a department badge, identification, shirt, hat, jacket, or other department attire. Officers are responsible for ensuring that members under their supervision maintain a positive public image through compliance with this guideline. These guidelines are necessary to ensure employee safety and a measure of grooming uniformity within the department.

1. CLOTHING

- 1.1. Clothing worn while actively engaged in training or emergency responses shall be presentable and non-offensive in nature. Firefighting PPE may be worn to cover non-presentable attire when responding to the inside of a residence or business.

Examples of non-presentable attire include:

Excessively dirty and worn out attire with holes or grease present not presentable in a household

Tank tops or cut-off shirts
Tight and low cut clothing provocative in nature
Open toed shoes including flip flops that easily come off
Excessively short shorts or shirts that cause a distraction

2. CUSTOM SHIRTS OR ATTIRE

- 2.1. Individual Stations or personnel who plan to print or embroider "RCFD#1" or "Riley County Fire District#1" identification on custom-designed Station logo shirts or attire shall request and obtain approval by a District Chief in advance to ensure appropriate departmental representation.
- 2.2. The official department maltese cross or logo may be used as long as the clothing is appropriate in public and meets the above clothing guidelines.

3. HAIR

- 3.1. If applicable, hair should be secured at all times to not interfere with PPE or cause a safety issue.

4. FACIAL HAIR

- 4.1. Members shall follow industry best practices to wear an SCBA mask by maintaining a cleanly shaven face.
- 4.2. If a member has facial hair interfering with the SCBA mask seal, they shall not enter an IDLH atmosphere. It is the responsibility of the member to recognize when their facial hair may compromise the face seal.

5. COSMETICS & JEWELRY

- 5.1. Any cosmetics or jewelry worn shall not cause any additional safety risk or interfere with duties.
- 5.2. Cosmetics will not be worn if they create a clean-up and decontamination problem for masks or other equipment.
- 5.3. Loss or damages resulting from cosmetics or jewelry worn will not be the responsibility of RCFD#1.

6. TATTOOS

- 6.1. The display of ANY offensive tattoos or brand (nudity or violence, sexually explicit or vulgar art, words, phrases; profane language, symbols to incite negative reactions, initials or acronyms that represent criminal or oppressive organizations) in view are prohibited.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.5 HEALTH & WELLNESS	
Implemented:	Related Procedures: Riley County Personnel Policy Manual P-11	OSHA/NFPA References: NFPA 1500,1582 OSHA 29CFD 1910.120

PURPOSE:

Fire fighting duties include working to exhaustion in extreme temperatures, heavy lifting and hauling, maneuvering in burdensome gear and confined spaces, and functioning in elevated and precarious positions. These situations place great demands upon an individual's endurance, strength, flexibility, agility, and balance.

To meet these demands, good physical condition is essential to optimum functioning as a firefighter. When a member is unfit for duty or encounters an injury either on or off duty, it is imperative that an RCFD#1 Station Officers are notified of the injury including Riley County Human Resources.

OPERATIONAL PROCEDURES:

1. HEALTH & FITNESS

- 1.1. It is the responsibility of all firefighters to prepare and maintain themselves in the best physical condition they can achieve through the length of their time as a firefighter.

2. WORKPLACE INJURIES

- 2.1. Members who are injured while on duty shall immediately notify their supervisor through the chain of command who shall then notify the appropriate District Chief..

- 2.2. Members who are in need of medical attention shall be transported to the Emergency Room immediately via department or personal vehicle, or by Riley County EMS. Minor injuries requiring medical attention should be directed to the member's primary care facility.

2.3. RESPONSIBILITIES

2.3.1. INJURED MEMBER(S)

- 2.3.1.1. Report injuries immediately to the appropriate Station Officer and District Chief.

2.3.2. CHIEF OFFICERS OR SENIOR RANKING STATION OFFICER

- 2.3.2.1. Ensure injured members receive the proper medical care
- 2.3.2.2. Contact the appropriate District Chief as soon as possible

- 2.4. RCFD#1 District Chiefs shall report all injuries to Riley County Human Resources and determine the level of appropriate investigation.

- 2.5. All injuries that occur on duty regardless of reason, type, or severity for both training or emergency response must be documented as soon as possible and processed through Riley County Human Resources
- 2.6. All injuries that occur off duty and provide limitation or restriction to the Member's physical or mental abilities to respond to emergency or participate in training require notification to RCFD#1 Administration through the chain of command for proper operational adjustments.
- 2.7. It is the responsibility of the Member to not respond to emergency incidents when they are affected by an illness or injury that could impair their ability to perform safely on scene.

3. WORKERS COMPENSATION CLAIMS

- 3.1. Fire department-related injuries that occur while in training, responding to or from an incident, or during an incident are subject to a Workers Compensation Claim. Workplace injuries must be reported immediately through the Chain of Command to ensure proper documentation and information is relayed to RCFD#1 Administration and Riley County HR office.

- 3.2. Reference Riley County Personnel Policy Manual Section P-11 in full details.

"The County provides Workers' Compensation Benefits for all employees who sustain job-related injuries or occupational disease that result in lost work time and medical expenses in accordance with Kansas Statutes. These benefits include payment of medical bills, physical and vocational rehabilitation, and financial compensation while an employee is disabled, either temporarily or permanently, and is unable to work. Death benefits are also available to a surviving spouse, dependents, or heirs. An employee shall immediately report lost time, injuries (no matter how slight), or disease to his/her supervisor on the accident report form provided by the County (no later than 10 days for injuries or 90 days if an occupational disease). Strict confidentiality will be maintained on all information concerning an accident or injury. If an employee is able to return to work with work restrictions, information concerning those restrictions will be provided to supervisors."

The Human Resource Manager or other person designated by the Board of County Commissioners shall submit the accident report to the Kansas Division of Worker's Compensation.

After reporting the injury to his/her supervisor, the employee shall see the physician designated by the County within twenty-four (24) hours. If an employee chooses to see his or her personal physician for a Workers' Compensation related matter, Riley County will only be liable for up to \$500 in services provided by that physician. Compensation for lost time due to an on-the-job injury shall be paid in accordance with provisions of the Workers' Compensation Law. If the injury warrants time off from work, the physician should provide written notice to this effect that should be presented to the supervisor or department head. Follow-up appointments are required until a "Release to Work" is filed.

Employees off work for an on-the-job injury may use accrued Extended Sick Leave without satisfying the twenty-four (24) consecutive hour requirement as defined in F-5(I). After seven consecutive days of time off work, an employee is entitled to wage compensation at a rate of two-thirds (2/3) his or her gross average weekly wage, not to exceed the statutory maximum requirement. If an employee is still off work after the third consecutive week, he or she is entitled to compensation for the first week and will have two-thirds (2/3) of any paid-out ESL for that week returned to their credit. Employees should note that a work related injury or illness may also qualify the employee for protection under the Family and Medical Leave Act. The supervisor or department head may require additional reports or further investigation when the nature of the accident is of a serious nature or where a thorough investigation could develop

changes in work methods to prevent future similar accidents. Employees requiring medical treatment for a work related injury or illness should not use their personal health insurance. All Workers' Compensation claims, bills, and invoices should be sent to the Riley County Clerk's Office, 10 Courthouse Plaza, Manhattan, KS 66502 for processing. As required by law, additional information concerning Workers' Compensation is posted on employee bulletin boards.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.7 EXIT PROCESS	
Implemented:	Related Procedures: 102.2 Active Membership, 102.8 Retirement Process	OSHA/NFPA References:

PURPOSE:

To outline the required steps for resignation, or dismissal of RCFD#1 Members regardless of rank, years of experience, or reason for dismissal.

DEFINITIONS:

RESIGNATION- A Member's notification to RCFD#1 regarding a change of status and upcoming voluntary dismissal. Resignation from service should be provided in writing with the member's signature if at all possible.

TERMINATION- Is a voluntary or involuntary removal of an employee from County employment

SEPARATION DATE- The date that an Active Member is made Inactive by a change of status of employment with Riley County

POLICY:

RESIGNATION:

Members may end their employment with RCFD#1 for a variety of reasons. For members who elect to resign, it is expected that they will first communicate with their designated Station Battalion Chief with advanced notice of their member's final date of service, preferably in writing.

The designated Battalion Chief shall make contact with their respective Deputy Chief to coordinate this process and provide advanced notice of the change in station status.

The Member resigning shall make an appointment with the Fire District Office to return issued equipment, gear, and complete final paperwork including an exit questionnaire..

TERMINATION:

Members who are terminated, regardless of reason are expected to return all RCFD#1 owned property and equipment within 7 days of termination.

Terminated members who do not return gear within 7 days will first be notified via email and given the 30 day to return items. If a dismissed member has still not returned gear and equipment, a Certified Letter will be issued and RCFD#1 reserves the right to notify local authorities or pursue the legal process to assist with the retrieval of fire department owned equipment.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	102.8 RETIREMENT PROCESS	
Implemented:	Related Procedures: Active Membership, FRA Bylaws	OSHA/NFPA References:

PURPOSE:

To outline the required steps and procedures for members who have achieved 20 or more years of service in good standing and intend to retire from RCFD#1.

DEFINITIONS:

RETIREMENT- an honorable separation from RCFD#1

FIREFIGHTER- A member holding the rank of Probationary Firefighter, Firefighter, Lieutenant, Captain, Battalion Chief, Deputy Chief, or Fire Chief who is authorized to respond to emergency calls on behalf of RCFD#1

FIRE MEDICAL RESPONDER- A member who is authorized to respond to emergency calls on behalf of RCFD#1

FIREFIGHTERS RELIEF ASSOCIATION(FRA)- A fund administered by the Kansas Insurance Department for the state of Kansas to eligible fire departments. All firefighters make up FRA Local Chapter #571. More information can be found at insurance.ks.gov and in the Kansas Firefighter Relief Act Handbook and Best Practices.

FRA CHAPTER #571- Upon enrollment, All active RCFD#1 Operations Staff are also beneficent members of Chapter#571

POLICY:

Members may end their employment with RCFD#1 for a variety of reasons. For members who elect to retire and receive FRA Benefits, it is important that they have met the eligibility requirements set forth by the Firefighter Relief Act (FRA) and achieved a minimum of 20 years of service in good standing with RCFD#1.

RCFD#1 Administration will total the individual years of good standing on file and provide a summary to the member and local 571 FRA Chapter. Additionally, if a member does not agree with their years of good standing through department records, they can request to be put on the agenda for the next FRA meeting to plead their case.

The steps to initiate the Retirement process are as follows:

1. Member will provide FRA/RCFD#1 Office with a letter of intent to retire and intended retirement date.
2. RCFD#1 Administration will provide the member and FRA with a summary stating the years of service in good standing currently on file.
3. FRA will process the retirement and vote on the motion to proceed with said member's retirement per the FRA bylaws.
4. An FRA Officer will contact the representative from the annuity account to request a retirement form and arrange for retirement benefits to be transferred to the retiree.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.1 INCIDENT REPORTING	
Implemented:	Related Procedures: 102.3 Stipend Program & Payroll	OSHA/NFPA References:

PURPOSE:

To outline the requirements for incident reporting and accuracy of documentation for emergency responses by RCFD#1.

SCOPE:

Quality incident reporting and documentation are necessary steps in fully completing an incident. Quality documentation is beneficial to the Fire District, its Members, and the public impacted. RCFD#1 reporting software shall be the tool for documenting incident responses. Additionally, participation in the Kansas Fire Incident Reporting System (KFIRS) is state-mandated and requires all departments to submit monthly data. Per the Office of the State Fire Marshal, Reporting requirements are the same for volunteer, combination, and career departments and can determine grant eligibility.

OPERATIONAL PROCEDURES:

1. INCIDENT REPORT REQUIREMENTS

- 1.1. All incidents where RCFD#1 is requested to respond shall warrant a completed incident report with accurate call type, response information, responding members, an incident narrative, and completed payroll information (if applicable) prior to submission and approval.
- 1.2. Incident reports shall be completed by RCFD#1 Administration when RCFD#1 is canceled prior to personnel responding or when no RCFD#1 response occurs due to responder availability.
- 1.3. All RCFD#1 Members shall receive routine training and be provided resources as needed from Administration on incident reporting software, entry, general information, and guidance on reporting requirements.

2. ACCURACY & ENTRY REQUIREMENTS

- 2.1. When an RCFD#1 Station is paged or requested and a corresponding Apparatus responds, an incident report must be completed for that incident. Member(s) shall enter and finish an incident report in order to complete the call and receive Stipend Pay for that call.
- 2.2. Required form fields shall be illuminated in fire department software to provide the Member completing the report with a guideline of necessary fields.
- 2.3. Data entered shall be concise, yet thorough, accurately reporting the incident to the author's best ability.
- 2.4. Incident reports shall be completed within 48 hours of the Incident unless extenuating circumstances exist preventing such completion. Responsibility for incident report completion and Payroll entry falls upon the Station Officer(s).
- 2.5. RCFD#1 Administration shall review all reports and ensure completion of RCFD#1 Payroll, but will not be responsible for completing the incomplete data, specific members' involvement, incident narratives, or other required fields.

- 2.6. RCFD#1 Administration shall leave incident reports unlocked for at least 48 hours to enable time for units to complete report information.

3. INCIDENT NARRATIVE & REQUIRED INFORMATION

- 3.1. An Incident Narrative is required when any unit responds in an RCFD#1 Apparatus. The two types of narratives required to complete an Incident Report are as follows:

- 3.1.1. Command Narrative- written by the Incident Commander (any Officer, Chief Officer, or Sr. Ranking member) who initiates or assumes command duties.

Information should include:

- General overview and timeline, other mutual aid requested/received, cause and determination information, other pertinent information that generally incorporates unit assignments.
- Multiple command narratives may be necessary depending on the number of members who fulfilled the incident command role.

- 3.1.2. Apparatus Narrative- a single narrative written for each responding apparatus that leaves the station for emergency response. Includes a brief narrative focused on the RCFD#1 Apparatus and crew. This includes the Unit assignment, Unit actions, and pertinent Unit information only.

4. QUALITY CONTROL & REVIEW

- 4.1. The On Duty Chief shall be responsible for call review and ensuring quality control of Incident Reports and data entry occurring during their on-call schedule.
- 4.2. The Deputy Chief of Administration (DCA) shall provide a monthly NFIRS (National Fire Incident Reporting System) export of Incidents to the Office of the State Fire Marshal per state requirements
- 4.3. Any falsified or suspected falsified report writing or recognized errors, omissions, and additional information shall be submitted through the chain of command to RCFD#1 Administration

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.2 INCIDENT COMMAND	
Implemented:	Related Procedures: 103.3 Accountability, 103.4 Incident Safety	OSHA/NFPA References:

PURPOSE:

This standard operating guideline incorporates National Incident Management Systems (NIMS) best practices and Incident Command System (ICS) procedures.

SCOPE:

This guideline shall be utilized by all RCFD#1 Personnel while responding to and operating at incidents

OVERVIEW

An incident command structure helps prevent freelancing and duplicate efforts, streamlines operational duties, and enhances personnel safety to all members operating on a scene. Additionally, incident objectives & strategies should always adhere to the incident priorities.

1. Life safety
2. Incident stabilization
3. Property conservation

FUNCTIONS OF INCIDENT COMMAND

- Rapidly evaluate the situation (scene size up)
- Identify the overall strategy, develop an incident action plan (IAP), and assign personnel consistent with plans and other departmental standard operating guidelines.
- Provide tactical objectives or assignments to groups, divisions, units, crews, or personnel upon arrival
- Maintain accountability of on scene personnel and resources
- Establish, maintain / transfer, and terminate Incident Command upon completion of event

OPERATIONAL PROCEDURES:

1. ESTABLISHMENT OF INCIDENT COMMAND
 - 1.1. The ranking officer/member on the first arriving unit shall assume Incident Command and remain in Command until relieved by transferring Command.
 - 1.2. Upon the arrival of qualified personnel, a briefing should occur by the on-scene Incident Commander. The current Incident Commander then has the option to transfer their command. Anytime command is transferred, it should be announced over the radio so all units and dispatch are made aware.
 - 1.3. Unified Command will be established when multiple agencies have significant responsibility for the management of the incident or span multiple jurisdictions.

2. INITIAL REPORT / SCENE SIZE UP

- 2.1. The first unit on scene/ Command shall transmit a brief initial radio report including:
- Unit identification and arrival on the scene, confirming the assumption of Command or passing of Command.
 - Scene description including size and type, fire conditions, or other safety / special considerations, etc.
 - Immediate actions to be taken/operational mode (i.e. we're investigating, assuming fire attack, recon, rescue, laying in the supply line, etc.)
 - Declaration of strategy, offensive/defensive.
 - Assignments for next due units if applicable (i.e. attack the east flank, connect to the nearby hydrant, supply rural hitch at the entrance to the driveway, etc.)
- 2.2. A size-up includes a 360-degree view of the incident or the best view possible. This updated information can follow the initial on-scene report.

3. COMMAND STAFF POSITIONS AND DUTIES

- 3.1. Based on staffing and incident complexity, the below positions may be filled by the Incident Commander or delegated to another member or representative by the Incident Commander. Examples of assigned roles include but are not limited to:
- Operations Officer or Division Leader
 - Safety Officer
 - Accountability Officer
 - Public Information Officer
 - Liaison Officer

4. DIVISIONS & GROUPS

The safety of firefighting personnel represents the major reason for establishing Divisions or Groups. Breaking up individuals from assigned apparatus should be avoided when possible. Each division or group supervisor must maintain communication with assigned companies to account for crew positions and functions.

The use of Divisions or Groups in the command organization provides a standard system to divide the incident scene into smaller subordinate management units or areas. The normal span of control is three (3) to seven (7). In fast-moving, complex operations, the span of control should not exceed five (5).

5.

- 5.1. A Division is the organizational level having responsibility for operations within a defined geographic area.

Examples Include

North/South/East/West Division
Terrace Division
Lakeshore Division

- 5.2. A Group is an assigned responsibility at an incident not tied to a defined geographic area. Group leaders may manage their assigned tactics across other established Divisions.

Examples include

- Water Supply Group
- Rescue Group
- Ignition Group
- Fire Attack Group
- Structure Protection Group

6. STRUCTURAL INCIDENT DESIGNATIONS

6.1. The sides of structures will be described as Alpha (A), Bravo (B), Charlie (C), and Delta (D) Divisions.

- The A-side of the building will typically be the address or front side of the building. The remaining sides will be lettered clockwise from the A-side. Command may decide to deviate from this standard if the building is of a configuration that does not conform to normal address placement or if circumstances require it.
- Command will attempt to set up the command post on the A-side of a building or will give some sort of geographical reference for units on the scene.

6.2. Floors of a structure will be numbered and referred to as floors or "divisions" (division 1, division 2, etc.)

- Division-1 will be considered the ground-level floor. Special attention will be given to situations that will arise with exits at different grades such as a walk-out basement. Command should announce that the building has offset exits and take appropriate safety precautions to make sure all companies understand the situation.
- Basements will be known as "basement" or "basement division."
- Attic spaces will be referred to as "attic" or "attic division."

7. RURAL/ WILDLAND INCIDENT DESIGNATIONS

7.1. Open areas found in rural settings shall utilize North, South, East, and West bearings or obvious visual references such as next to a named roadway, near a depicted outbuilding, next to a fence, creek, etc. Using property owner identification (i.e. Smith's pasture) may be used with discretion, but property owner names should not be a singular designation for other units not familiar with the area.

7.2. Additionally, the position of orientation for Wildland fires will be from the rear/heel of the fire facing forward and may also be described as left and right such as flanks, fingers, exposures, mop up, etc)

- These established areas shall be designated as "Divisions" when necessary
- When large scale wildland fire incidents escalate beyond visual line of sight, additional fires may be organized to properly coordinate operations (i.e. North Fire, South Fire)

8. MODES OF OPERATION- The initiative and judgment of the first on-scene units and company officers are of great importance. The following command options describe the modes of operation command may utilize.

8.1. Investigating- Identify the hazard and provide updated radio report of findings

8.2. Rescue

- 2 in/ 2 out rule at discretion of IC
- Search-immediate removal of known victims
- Search- suspected victims

8.3. Offensive

- Aggressive, direct attack with the ability for control and extinguishment probable

- Structural- Normally interior or exterior in close proximity to Immediate Danger to Life or Health(IDLH) hazard(s)
- Wildland- Normally enables a direct attack of head fire, flanks, or ability to directly extinguish object(s) with water

8.4. Defensive

- Structural-Suppression efforts intended to contain the fire/hazard to its current level of involvement and limit further spread beyond defined boundaries (e.g. the house will burn but won't spread beyond the building). Also includes exposure control efforts outside of the footprint of the current fire. Strategies and tactics typically involve exterior hose lines or master streams
- Wildland- The ability to control and extinguish with water alone is unlikely or impossible and other methods are required

9. COMMAND LOCATION

- 9.1. Once the incident is underway, the Command Post when possible should be situated in a fixed visible location inside a vehicle or externally in plain sight. The Command Post should be located in front of the incident with an adequate vantage point and location identified.
- 9.2. During the early stages of an incident, the Incident Commander may be mobile while assessing the incident, developing an incident action plan, or engaging in brief operational duties. Once adequate staffing is ensured, the Incident Commander shall attempt to resume the Command position from a fixed location
- 9.3. After the command post is established its location should be broadcast to all members operating at the incident. If the command post is relocated its new location should be transmitted when re-established.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.3 ACCOUNTABILITY	
Implemented:	Related Procedures: Incident Command, P.O.V. Response	OSHA/NFPA References:

PURPOSE:

The purpose of the accountability system is to monitor the function and location of all personnel involved on an emergency scene or training scenario. Additionally, to ensure accurate location of resources to keep personnel as safe as reasonably possible.

SCOPE:

Accountability shall be maintained when personnel operate on scene, are engaged in training environments, or other Immediate Danger to Life or Health (IDLH) environments. Crew level Accountability is the responsibility of the Crew Leader/Company Officer. The Incident Commander or designee will be responsible for accountability of staff and resources.

OVERVIEW:

During an incident or event, each Officer or Firefighter shall ensure:

- They know who is assigned to their apparatus or crew and where they are located
- They keep the Incident Commander, Accountability Officer, or Division Leader informed of conditions, actions, needs through the Chain of Command
- When possible, all crew members work together and complete their assignment with no freelancing
- Establish adequate communication with the Incident Command/Division Leader. If communications fail while working in an IDLH area, the crew will exit.

OPERATIONAL PROCEDURES:

1. RESPONSE STATUS / AVAILABILITY

- 1.1. Accountability and response status begins upon completion of the page from dispatch and is used by RCFD#1 District Chiefs to ensure adequate staffing and committed resources are requested.
- 1.2. RCFD#1 Members who carry a smartphone shall use department-provided mobile apps regularly to indicate response status.

RESPONSE STATUSES & DEFINITION

- "Responding"= Actively traveling to the closest Station the member is approved of to respond from
- "Responding POV"= Actively traveling to the incident directly in Personal Owned Vehicle (POV)
- "Unavailable" = Cannot attend the call or event
- "Available" = Able to respond if paged or requested
- "Acknowledge"= Confirmation that non-emergency message was received

1.3. RCFD#1 Members who carry a radio shall indicate their response availability by stating:

- "_____(Radio Designation) is responding to Station"
- "_____(Radio Designation) is responding POV"
- "_____(Radio Designation) is responding but delayed _____minutes"

2. PAR CHECKS

2.1. The Personnel Accountability Report (or "PAR") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is a confirmation that members assigned to his/her crew are visually or verbally accounted for. The individual maintaining the accountability system shall reconcile the information gathered during the PAR with the current information to ensure the status of ALL personnel.

2.2. A PAR will be required for the following situations

- After a Mayday
- After rapidly changing conditions (i.e. flashover, explosion, collapse)
- When a change from Offensive to Defensive operations occurs
- Every 20 minutes during high-risk operations
- At the Incident Commanders (IC's) discretion

2.3. Procedures for PAR Check

- IC will notify all units of upcoming PAR Check via face-to-face or over the Radio
IC- "All units from Command, stand by for PAR"
- IC or Accountability Officer will call out units/groups one at a time
IC- "Pumper 114, do you have PAR"
- Unit will acknowledge by stating their unit name/number has PAR with ____ (number of personnel)
P114- "Pumper 114 has PAR with 2"
- Personnel not assigned to a vehicle or unit should participate in PAR checks to keep accountability with IC. (Personnel arriving in a personal vehicle (POV) shall report to the Staging area or Incident Command)

3. ENTERING/EXITING IDLH ENVIRONMENTS

3.1. When assigned Crews or Apparatus enter or exit an IDLH Environments, the Unit leader/Company Officer shall notify Incident Command or their Division Leader of their status.

3.2. Examples of IDLH Environments

- Interior operations during a Structure Fire
- Entering a pasture or wildland environment that has unburned fuels
- Operating in low-visibility areas such as smoke
- Any confined space

3.3. Communication Procedures

- Assigned Unit will notify IC or Division Leader by stating that their unit name/number of crew members are making entry into the _____ (unburned field, structure, or other IDLH environment)
P114- "IC Pumper 114, Pumper 114 is making entry into the structure with a crew of 2"
- IC will acknowledge Unit traffic and assignment
IC- "IC Copies, P114 is making entry with a crew of 2"

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.4 INCIDENT SAFETY	
Implemented:	Related Procedures: Incident Command, Accountability, Rehab	OSHA/NFPA References:

PURPOSE:

To provide guidance to RCFD#1 Members that will allow them to operate with the highest possible levels of safety and health during emergency operations. This guideline also is to establish entry procedures for interior fire attack and the establishment of a team(s) for the potential rescue of firefighters. The prevention and reduction of accidents and injury and the health of all department personnel shall be one of the primary objectives at all times.

DEFINITIONS:

HOT ZONE- A high-hazard area surrounding the incident or hazard(s). The Hot Zone is only to be entered by personnel wearing appropriate PPE and with adequate training to perform in their role. A restricted area only for those assigned to the IC.

WARM ZONE- A potential hazard area surrounding the Hot Zone, which presents minimal hazards to all personnel. The Warm Zone is only to be entered by personnel wearing appropriate PPE with adequate training to perform in their role. A restricted area only for those assigned by the IC.

COLD ZONE- A no-hazard area surrounding the Warm Zone. Commonly, the Cold Zone is the control area of an incident that contains the command post and other support functions as are deemed necessary. Appropriate PPE or department identification (i.e. High Vis Safety Vest) shall be worn at all times while on scene.

FIRE SCENE PERIMETER- Established edge of the Cold Zone to keep unnecessary individuals from entering a scene area.

SCOPE:

It is the responsibility of all RCFD#1 Members to take every reasonable measure to protect the safety and health of department members and the public. It is not possible to anticipate every circumstance or write procedures to cover every situation that may be encountered. Therefore, these guidelines shall be used to supplement Members knowledge and judgment. Decisions made should be based upon these guidelines, and the best information available at the time.

OPERATIONAL PROCEDURES:

1. INCIDENT SAFETY

- 1.1. All incident operations shall be handled with the life safety of the rescuer and victim as the primary concern. At no time is an attempt at the rescue to be initiated when there is a significant probability the life of the rescuer will be lost in that attempt.

- 1.2. No member shall enter a hazardous environment or perform any potentially dangerous task without the proper personal protective equipment (PPE).
- 1.3. During all operations, members are expected to perform assigned tasks and avoid freelancing at all times. Crews shall maintain contact with other crew members.
- 1.4. No one shall perform search and rescue or other hazardous activities alone, except in extreme circumstances and with the consent of the incident commander.
- 1.5. Company officers shall be able to account for all crew members under their assignment by name, location, and assignment.
- 1.6. Company officers shall keep the incident commander or division/group leader informed of changing conditions and progress with the assignment. Conditions that may affect the safety of personnel shall be reported immediately.
- 1.7. In an effort to regulate the amount of fatigue suffered by personnel during sustained fireground operations, company officers should frequently assess the physical and mental condition of their crew members. When crew members exhibit signs of serious physical or mental fatigue, the incident commander should be notified.
- 1.8. The Incident Commander or designee shall determine when rehabilitation is to be established and assign the rotation of crews through rehabilitation. Factors to be considered include the type of operation, length of the operation, weather conditions (extreme heat or cold), physical fitness of members, and other factors that could cause unusual stress.
- 1.9. The rotation of crews will be utilized by the incident commander during extended operations to provide an effective and safe operation. Mutual aid resources shall be utilized when high demands are placed on RCFD#1 Crews and staffing limitations exist

2. FIRE SCENE SAFETY AND SECURITY

- 2.1. Fire scene tape or traffic cones shall be positioned where hazards are not clearly evident, such as near downed power lines, hazardous materials incidents, or areas where a weakened part of the structure may be expected to fall.
- 2.2. Due to the inherent hazards of the incident scene, efforts will be made by command personnel to limit the number of personnel inside the Hot and Warm Zones to those assigned to a necessary function. All personnel shall either:
 - Be positioned in a staging area if established;
 - Be assigned to a function or area; or
 - After completing an assignment be reassigned by the IC or Division Leader to perform other functions, staging, rehabilitation, or released from the scene.
- 2.3. In extremely hazardous situations (large quantities of flammable liquids, LP gas, hazardous materials, difficult marginal rescues, etc.) command will engage only an absolute minimum of personnel within the fire ground perimeter. (e.g. Unmanned master streams will be used wherever possible.)

3. FIRE GROUND OPERATIONS

- 3.1. In situations where crews are operating from opposing or conflicting positions, such as front versus rear attack streams, interior versus exterior streams, roof crews versus interior crews, the incident commander or division/group leader shall coordinate actions to prevent injuries.
- 3.2. Avoid directing exterior streams into an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior crews.
- 3.3. Search activities shall be conducted by crews of two or more members where possible.
- 3.4. Each interior search crew shall always have a portable radio.
- 3.5. Hand/flashlights should be utilized when natural lighting is not sufficient.
- 3.6. Company officers must maintain an awareness of the location and function of all members within their crew during search operations.
- 3.7. Safe operations on scene are the responsibility of everyone regardless of rank or years of service. If a hazard is observed, it is the responsibility of the Member to notify those nearby and Incident Commander.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.5 ON SCENE REHAB	
Implemented:	Related Procedures: Incident Command, Accountability	OSHA/NFPA References: NFPA 1584

PURPOSE:

To ensure fatigued personnel are provided with an opportunity to return to a rested state to reduce the risk of physical and mental injury.

SCOPE:

This guideline applies to all emergency operations and training exercises where strenuous physical activities or exposure to excessive environmental elements occur.

DEFINITIONS:

REHAB- An intervention designed to mitigate the effects of physical, psychological, or emotional distress of firefighting order to sustain the members energy and performance

LIGHT REHAB-For the sake of this policy, light rehab refers to an abbreviated phase of providing on scene resources to personnel in the immediate replenishment of fluids, electrolytes, or energy to fatigued responders

FORMAL REHAB- For the sake of this policy, formal rehab refers to the comprehensive process of providing both physical replenishment and medical evaluation to fatigued responders prior to reassignment.

OPERATIONAL PROCEDURES:

1. The Incident Commander or their designee shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehab of all members operating at the scene. On scene variables include but are not limited to environmental factors, current weather conditions, expected scene duration, staffing levels, availability of additional personnel or mutual aid resources when warranted.
2. **FUNCTIONS OF SCENE REHAB**
 - 2.1. Rest
 - 2.2. Revitalization (hydration and nutritional support).
 - 2.3. Medical evaluation (respiratory rate, pulse rate, blood pressure, temperature, pulse oximetry, carbon monoxide oximetry).
 - 2.4. Continual monitoring of physical condition and treatment, if necessary provided by a Basic Life Support (BLS) level or higher.
 - 2.5. Transportation for those requiring treatment at a hospital.
 - 2.6. Initial critical incident stress assessment and support.
 - 2.7. Reassignment.

3. ASSIGNMENT AND DESIGNATION

- 3.1. The incident command system shall be utilized to request relief and reassignment of fatigued crews.
- 3.2. Riley County EMS (RCEMS) shall be requested if they are not already on scene and shall lead the Rehab Group when possible.
- 3.3. IC may designate a Rehab Group Supervisor if resources permit. Additional resources may be requested as needed.

4. OPERATIONS STAFF AND PERSONNEL

- 4.1. All crew members regardless of assignment are responsible for their proper hydration and advising their supervisor or crew leader when their level of fatigue or exposure to the elements is unmanageable or creates an additional safety risk to them or those around them.
- 4.2. All members shall notify their immediate crew leader or Officer(s) if they are unfit for an assigned duty or task prior to engaging in the task. The IC shall reassign the role or modify the operational plan based on resources and current capabilities.

5. REHAB PROCEDURES

- 5.1. Company Officers and the Incident Commanders shall maintain an awareness of stress and fatigue of crew members.
- 5.2. Crew level rehab and personnel assessment procedures shall be performed when:
 - 5.2.1. Crew members perform physically taxing activity such as, but not limited to: fire attack operations, rescue operations, or other strenuous duties.
 - 5.2.2. Any time the company officer or Incident Commander deems necessary.
- 5.3. Company Officers or Crew leaders overseeing rehab will ensure that all crew members are given the opportunity to rehydrate and obtain nourishment as needed.
- 5.4. Crew members, who have any signs or symptoms of exhaustion, heat related injury, or any chief complaint that could indicate over-exertion will be treated by RCEMS.

6. LIGHT REHAB & NOURISHMENT

- 6.1. District Chief Vehicles shall carry water bottles at a minimum with the expectation of also carrying sports drinks/electrolyte supplements and/or light snacks. These refreshments shall be made available to all members whenever appropriate.
- 6.2. RCFD#1 Administration or other affiliates will attempt to provide meals whenever possible to crews when extended scene times are encountered and resources are available.

7. FORMAL REHAB

- 7.1. Activities or incidents that meet the following criteria should have a Formal Rehab group established:
 - Strenuous work in full PPE while using a SCBA during summer months or warm or hot weather.

- Completion of two work cycles while using a SCBA
- Strenuous work in full PPE without a SCBA cylinder or other duties that incorporate the above conditions that the incident commander deems necessary.

7.2. Formal Rehab shall include required Crew resting periods and evaluation by RCEMS or a qualified Medical Responder / EMT. The Rehab group shall assess and obtain Vital Signs (V/S) after the required rest periods. RCEMS will further provide recommendations to the Firefighter and Operations Staff/IC or reassignment or any concerns found..

- 7.2.1. Crew members entering rehab for the first time shall rest for a minimum of 10 minutes and until V/S are within acceptable limits and no signs or symptoms of acute illness are present.
- 7.2.2. For all subsequent trips to rehab the members shall stay for a minimum of 20 minutes and until V/S are within acceptable limits and no signs or symptoms of acute illness are present.
- 7.2.3. Additional rehab time will be allocated by the rehab Group Supervisor as needed up to 1 hour and until V/S are within acceptable limits and no signs or symptoms of acute illness are present.

7.3. Formal Rehab should be located in an area that includes:

- 7.3.1. A location that will provide physical rest and far enough away from the scene to not interfere.
- 7.3.2. Be far enough away from the scene that members may safely remove their PPE and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
- 7.3.3. Provide suitable protection from the prevailing environmental conditions.

7.4. Enable members to be free of smoke or exhaust fumes from the fire, apparatus, vehicles, or equipment

7.5. Be large enough to accommodate multiple crews, based on the size of the incident and accessible by RCEMS

7.6. Crews released from the rehab shall be sent to the staging area to await reassignment.

8. MEDICAL EVALUATION

8.1. During intensive physically demanding incidents, a Triage position may be staffed by RCFD#1/RCEMS at the EMT level or higher. Triage may evaluate:

- 8.1.1. Signs/symptoms of illness or injury
- 8.1.2. Fatigue or weakness that affects operational effectiveness
- 8.1.3. Respiratory rate
- 8.1.4. Heart rate
- 8.1.5. Blood pressure
- 8.1.6. Temperature
- 8.1.7. Pulse oximetry
- 8.1.8. Carbon monoxide oximetry

- 8.2. Continued rehab shall consist of additional monitoring of vital signs, providing rest, providing fluids and food. Personnel, whose signs and/or symptoms indicate potential serious medical/traumatic problems, will be treated in accordance with RCEMS protocols and transported to a hospital based on findings.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.6 EMERGENCY MAYDAY PROCEDURE	
Implemented:	Related Procedures: Incident Command, Accountability, Rapid Intervention Team (RIT)	OSHA/NFPA References:

PURPOSE:

To establish a procedure to be used when calling for assistance and to notify all personnel on the emergency scene that an imminent life-threatening situation exists.

SCOPE:

All RCFD#1 Members who respond to emergencies

OPERATIONAL PROCEDURES:

1. POSSIBLE MAYDAY CONDITIONS

1.1. Possible "MAYDAY" conditions:

- A firefighter(s) or apparatus has become lost, disoriented, entangled, trapped or pinned
- Firefighter(s) are likely to be caught in a flashover/burnover
- Apparatus accident or breakdown preventing escape of immediate danger
- Low air alert activates and firefighter(s) cannot immediately find an exit
- At any other time a firefighter believes the safety of a company or members may be at risk

2. DECLARING A MAYDAY

- 2.1. The radio message "MAYDAY, MAYDAY, MAYDAY" shall be declared by the firefighter(s) needing assistance followed with a report using "Who, Where, What";
- 2.2. WHO you are – I.E. "Pumper 109, firefighter Jones"
- 2.3. WHERE are you – I.E. "bravo side bedroom"
- 2.4. WHAT your emergency is – I.E. "pinned under debris, half on air"

- 2.5. If the IC does not acknowledge "MAYDAY" then the man-down button should be activated on the member's radio and "Who, What, Where" given to dispatch.
- 2.6. IC shall repeat "Who, What, Where" back to verify the information and repeat for those who may not have heard the first traffic.

3. DISTRESSED FIREFIGHTER/UNIT RESPONSIBILITIES

- 3.1. The firefighter(s) should stay calm and conserve air
- 3.2. Attempt to locate an exit
- 3.3. Lost or trapped firefighter(s) shall remain together
- 3.4. If possible, follow hose line or lifeline out
- 3.5. Attempt to make tapping noises with tools
- 3.6. Activate PASS Device

4. RAPID INTERVENTION TEAM/UNIT (RIT) SHALL BE DEPLOYED IMMEDIATELY BY IC

5. PERSONNEL ACCOUNTABILITY REPORT (PAR) SHALL BE GATHERED BY IC OR DESIGNEE

- 5.1. All non-emergency traffic shall cease

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	103.7 RAPID INTERVENTION TEAM (RIT)	
Implemented:	Related Procedures: Incident Command, Accountability, Mayday	OSHA/NFPA References:

PURPOSE:

To mitigate, reduce, or eliminate injury or death to emergency responders who have become lost, trapped, or otherwise involved in a dangerous life-threatening situation. Additionally, to establish procedures for the implementation of a Rapid Intervention Team (RIT) and outline their duties and responsibilities for organization and deployment.

SCOPE:

All RCFD#1 interior Firefighters who may be assigned to RIT.

OPERATIONAL PROCEDURES:

1. The Incident Commander (IC) will establish a RIT as soon as resources are available on the scene of a structure fire. RIT members must be interior Firefighters.
2. The RIT should have a minimum of two (2) firefighters. The RIT positions are:
 - Officer/Crew Leader- Required
 - Navigator/Air/Search firefighter -Required
 - Search firefighter (if available)
 - Search firefighter (if available)
3. Based on the situation, tools for the RIT should be gathered and staged in a location that allows for rapid deployment of the team. For Structural Firefighting, the RIT should have:
 - Flashlights
 - Irons and other forcible entry tools
 - Extra SCBA bottle(s) or RIT bag
 - Webbing straps
 - Tag line/Rope
 - Thermal camera
 - Dedicated Hoseline
4. The RIT officer will remain in visual, verbal, and/or radio contact with the IC or designee, at all times during the Incident.
5. RIT RESPONSIBILITIES
 - 5.1. RIT should size up the structure and identify access and egress points.
 - 5.2. RIT should monitor radio traffic at all times for crew locations

- 5.3. RIT should perform proactive tasks such as placing ladders, assisting fire attack with hose advancement, and ensure the backup line is ready.

6. INCIDENT COMMAND RESPONSIBILITIES

- 6.1. After a MAYDAY is called, the IC shall request emergency radio traffic only.
- 6.2. The IC shall make an attempt to confirm the MAYDAY.
- 6.3. After the announcement of a distressed firefighter(s), all fire ground officers shall conduct a PAR check of their crew. Only report members missing to IC.
- 6.4. The IC will deploy the RIT to the appropriate location.
- 6.5. The IC should consider assigning the RIT rescue operation to another officer. The two officers should remain together to coordinate incident and rescue operations.
- 6.6. IC should call for additional resources needed (e.g. mutual aid, special equipment, additional EMS units).
- 6.7. Once the firefighter(s) is rescued, the IC will announce over the incident channel(s) the "MAYDAY" is all clear.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.1 STRUCTURE FIRES	
Implemented:	Related Procedures: Incident Command, Accountability, Incident Safety, RIT, Rehab, Fire Attack	OSHA/NFPA References: NFPA 1584

PURPOSE:

To provide guidelines and best practices for department personnel responding to structure fires.

SCOPE:

This guideline applies to all department personnel responding to and operating at reported and/or confirmed structure fires.

DEFINITIONS:

SURVIVABILITY ASSESSMENT- The rapid evaluation of a structure fire's conditions and potential for a victim to survive.

OFFENSIVE STRATEGY- Typically an aggressive direct attack with the ability for control and extinguishment probable. Offensive operations involve interior firefighting along with search and rescue operations within the Immediate Danger to Life or Health (IDLH) areas.

DEFENSIVE STRATEGY- Exterior firefighting operations and exposure control outside of the footprint of the current fire building. Defensive operations involve exterior hose lines and master streams when necessary.

HOT ZONE- A restricted high-hazard area surrounding the incident. This includes Inside IDLH (Immediately Dangerous to Life & Health) areas.

WARM ZONE- A restricted area with potential hazards surrounding the HOT ZONE, which presents minimal hazards to personnel. This area borders the IDLH areas.

COLD ZONE- A no-hazard area surrounding the Warm Zone. Commonly, the Cold Zone is the control area of an incident that contains the command post and other support functions as deemed necessary.

WORKING FIRE- A confirmed fire incident with ongoing fire and/or smoke hazards present with the need for fire suppression to occur.

BOOSTER LINE- Also referred to as a 1" rigid attack line that is kept on a hose reel and used for quick deployment and reloading.

HANDLINE- A non-rigid deployable attack fire hose ranging from 1" to 2 ½" with a gated nozzle to control the flow. Handlines can normally be handled by one or two firefighters and flow 0-350 GPM.

SUPPLY LINE- A non-rigid hoseline typically 3" or larger used for supplying fire apparatus from hydrants or other apparatus. A rubber-jacketed supply line is also known as: Large Diameter Hose (LDH).

MASTER STREAMS- Large volume hose streams created by appliances such as ground monitors, deck guns, or aerial devices capable of flowing 350 gallons per minute or greater.

MOP UP- Additional extinguishment efforts following the knockdown of the fire to cool remaining hot spots, embers, and ensure complete suppression.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on the scene.

The below PPE shall be worn at all times when personnel are inside the HOT and WARM Zones until the fire is under control.

ROLE	MINIMUM REQUIRED PPE
Interior Firefighting Operations	Helmet Structural Turnout Gear SCBA & Mask
Exterior Firefighting Operations	Helmet Structural Turnout Gear SCBA & Mask (when necessary)
Driver/ Pump Operator/ Water Supply	High Vis Safety Vest (if outside) Gloves Closed toed shoes or Work Boots
Support / Chaplain / PIO	Helmet Closed toed shoes or Work Boots High Vis Safety Vest

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place.

A **1st Alarm Structure Fire** will be paged when one or more of the below conditions is described by the reporting party.

- A structure on fire
- Fire within a structure
- Smoke visible in a structure
- Smoke seen with probable structure fire

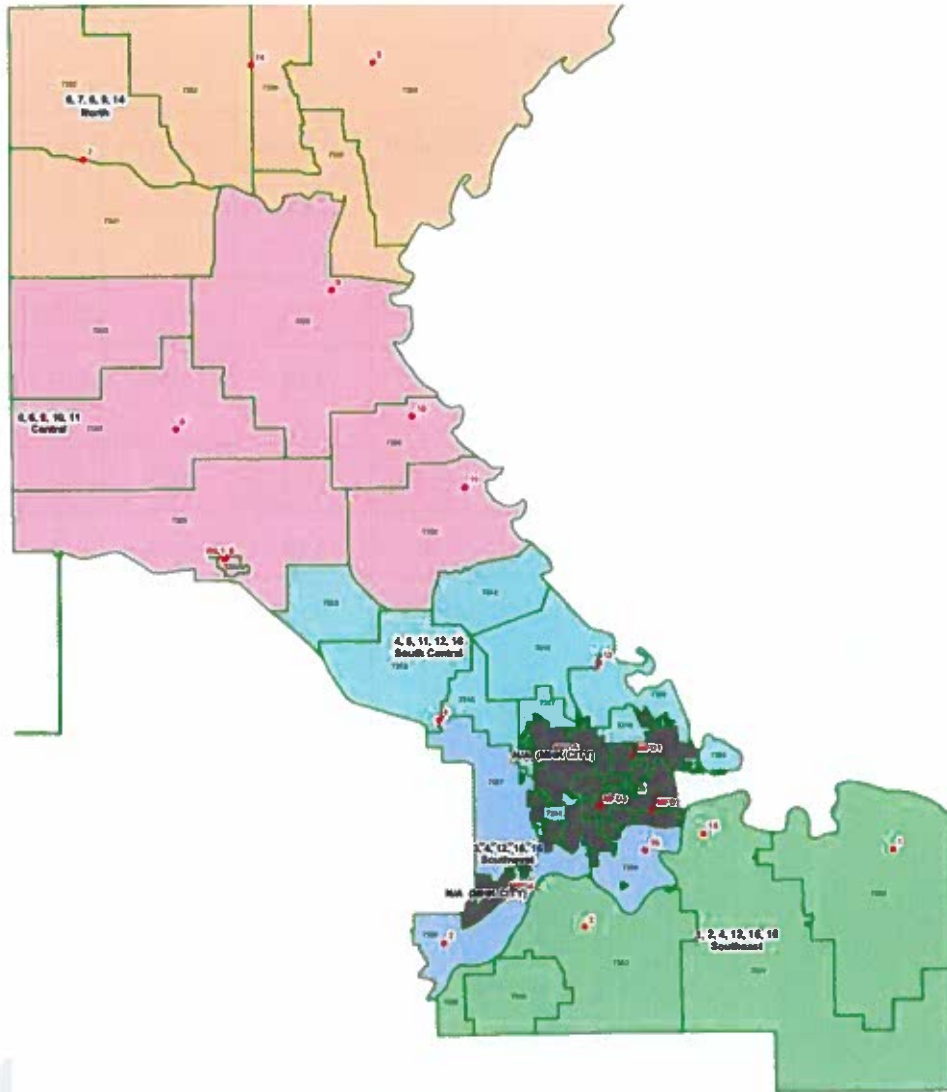
1st ALARM ZONE PAGE GROUPS

- 1.1. Based on the location, Riley County Dispatch will page the Structure Fire Zone Page Group to notify the appropriate Stations and resources.

1.2. ZONE PAGE GROUPS

ZONE	STATION	STATION	STATION	STATION	STATION	AIR	EMS	DISTRICT CHIEF
North	109	108	114	107	106	AIR 1	E	On Call
Central	109	106	110	105	111	AIR 1	E	On Call
South Central	105	112	111	116	104	AIR 1	E	On Call
Southeast	115	116	112	101	102	AIR 1	E	On Call
Southwest	103	115	116	112	104	AIR 1	E	On Call
K-18/Airport & Ogden Auto-Aid	103	MFD 4	MFD 3	115	116	AIR 1	E	On Call
RILEY CITY	E51/E52	105	106	109	110	AIR 1	E	On Call

*Consider mutual aid agencies that may be closer than other RCFD#1 Stations



- 1.3. 2ND ALARM- The IC will advise which Stations they would like paged for the following apparatus.
 - 2 additional Pumpers
 - 1 or more additional Tenders as required
 - Mutual aid units if specified
- 1.4. 3RD ALARM- The IC will advise which Stations they would like paged for the following apparatus.
 - 2 additional Pumpers
 - 1 or more additional Tenders as required
 - Mutual aid units if specified
 - Mobile Command Post if specified
- 1.5. 4TH ALARM- ALL CALL

OPERATIONAL PROCEDURES:

PLACEMENT OF APPARATUS

2. The first arriving fire apparatus should attempt to position the vehicle in an appropriate location to be effective in firefighting efforts and water/hose deployment but safely positioned outside of any collapse zones, power lines, heavy smoke, or hazardous materials.

First arriving considerations:

- 2.1. Pulling past the structure when possible to gain visual information and leave room for incoming apparatus
- 2.2. When the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources. A supply line or other pumpers, tenders, dump tanks, or hydrants may be required.

FIRST UNIT ARRIVAL ON SCENE- Establish command and develop initial strategy

3. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up , establish command, and develop an initial strategy. The relevant information below shall be transmitted over the radio to other incoming units.

3.1. Scene Size Up Best Practices Include:

- Size of structure
 - Single story, multi-story, basement
 - Estimated size of structure
- Type of structure
 - Residential
 - Commercial
 - Construction type if known
 - Other pertinent information
- Conditions Found
 - Nothing showing, Investigating
 - Light/Heavy smoke showing from _____ side
 - Flames visible from _____ side
 - Estimated involvement of fire (i.e. 50% involved, fully involved)
- Offensive or Defensive Strategy

- 3.2. After the Size up is transmitted, the Firefighter/IC will perform a 360-degree walk around of the structure to gain additional information.

360 Walk Around Best Practices Include

- Survivability assessment of potential victims and location of probable bedroom
- Utilizing thermal imaging camera (when available)
- Observe utilities (i.e. overhead power lines, gas lines, propane tanks, etc.)
- Determination of basement, walk out, crawlspace, or concrete slab
- Identifying other exposures (outbuildings, vehicles, etc.)
- Hazards: (retaining walls, open pools, dogs, etc.)
- Other pertinent information

- 3.3. The Firefighter/IC shall announce findings over the radio and initial plans of attack.

SECOND UNIT ARRIVAL ON SCENE-Secure initial water supply

4. The responsibility of the second arriving unit is to secure a water supply and fill the Water Supply Officer role unless otherwise assigned by the IC.

- 4.1. Examples of securing a water supply include:

- Connecting a hydrant to the Attack apparatus if available
- Connecting to the Attack apparatus's Rural Hitch or Intakes (Nurse tank)
- Establish relay pumping operations
- Tender shuttle operations
- Identify appropriate water points

THIRD UNIT ARRIVAL ON SCENE- Secure Utilities

5. Unless otherwise assigned by the IC, the responsibility of the third arriving unit is to secure utilities unless otherwise assigned by the IC.

5.1. Examples of securing utilities

- Shutting of gas or propane to the structure
- Contacting dispatch to notify the electrical vendor of the affected address
- Pulling the electric meter can
- Pulling the exterior master disconnect switch locking it into the off position
- Shutting off breakers or water to a property if needed

ADDITIONAL UNITS ARRIVING ON SCENE

6. Prior to arriving on the scene, the additional units shall notify IC of their upcoming arrival and request assignment if not already assigned. Based on assignment, incoming Units shall park apparatus in appropriate locations and attempt to avoid creating roadway congestion or impeding scene access.

FIRE ATTACK

7. 1st HOSELINE PRIORITIES

- 7.1. The Attack Line- The primary goal of the 1st hoseline shall be to reach, confine and extinguish the fire with the appropriate size hose given the current conditions and staffing available.
- 7.2. Interior fire attack hoselines shall be at least 1 ¾" in diameter and capable of flowing a minimum of 150 gallons per minute (GPM).

8. 2nd HOSELINE PRIORITIES

- 8.1. The Backup Line- During all offensive operations involving interior crews, a backup line shall be pulled and charged once adequate staffing is on the scene.
- 8.2. The backup hose line primarily serves as the dedicated handline for the RIT team. The backup line shall protect the egress of the attack line and can assist the interior fire attack operations if needed.

9. HOSELINE SELECTION

- 9.1. Based on conditions encountered, fire involvement, and staffing available, the adequate hose line size and/or master stream(s) shall be deployed to reach and attack the fire.

- 9.2. Upon completion of the main fire knockdown, smaller and more manageable hose line may be utilized for mop-up.

Size of Hoseline / Master Stream	Gallons per Minute (GPM) Range	Preferred Applications
1" Booster or single jacketed	0-60 based on nozzle	Wildland fires, structural mop up
1 ¾"	100-180	Vehicle Fires, structure fires, mop up
2 ½"	180-350	Heavily involved structure fires, defensive operations
Blitz Ground Monitor	Up to 500	Defensive operations, exposure protection
Deck Monitor	Up to 1250	Defensive operations, exposure protection

10. INTERIOR BENCHMARKS

- 10.1. Interior Officer shall provide a progress report to the Incident Commander (IC) on the effectiveness of interior operations and communicate the following benchmarks:
- Knockdown of interior fire
 - Change in fire conditions
 - When air monitoring has been completed and Carbon Monoxide (CO) is under 35 parts per million (PPM).
 - When overhaul operations are complete
- 10.2. Upon completion of interior operations, Crews shall enter the Rehab area and exchange SCBA bottles as needed.
- 10.3. Once the fire is controlled and the majority of smoke has dispersed, interior crews may remove SCBA once Carbon Monoxide (CO) levels are under 35 parts per million (PPM)

11. TRANSITIONING FROM OFFENSIVE TO DEFENSIVE OPERATIONS

- 11.1. IC shall perform a Personal Accountability Report (PAR) to ensure all personnel have exited
- 11.2. Consider appropriate steps for exposure protection
- 11.3. Announce the change in strategy over the radio

12. VENTILATION

- 12.1. Proper ventilation procedures have many benefits to fire operation including
- Rapid removal of heat and smoke from the building reducing the fires ability to advance
 - Improved atmosphere – thus improving victim survivability profiles
 - Rapid removal of smoke improves search and rescue operations and firefighting ability to locate and extinguish fire

13. PREPARING TO CLEAR SCENE

- 13.1. An incident is deemed under control with the fire fully extinguished or otherwise adequately contained.
- 13.2. All equipment shall be placed back on the appropriate apparatus or marked out of service.
Efforts will be made on the scene to return the apparatus to as best possible readiness condition. Further refurbishment may (and will likely be) necessary upon returning to the station.
- 13.3. All ventilation efforts must be coordinated and timed through IC to ensure the safety of all personnel.

14. CONTROL BENCHMARKS

- 14.1. The IC shall update the dispatch center with timely or remarkable status updates including
 - Estimated % of fire controlled after initial efforts
 - Control time of fire
 - Status of the scene prior to terminating command
 - Additional information beneficial to dispatchers and/or the public to help prevent unnecessary repages (i.e. "light smoke will be visible throughout the evening, but there is no hazard")
 - If public hazards or unsafe areas exist, fire scene tape shall be used to indicate hazard areas or the entire footprint of the fire when deemed necessary.
 - Upon completion of extinguishment or containment of a structure fire, the scene shall be left in as safe of a manner as possible with the proper delegation and turned over to one of the following parties:
 - Law enforcement or fire investigator
 - Homeowner or property representative
 - Insurance representative
 - Utility company
 - If the fire event may have been caused by a criminal act or involves critical injury or injuries or a fatality a station officer or crew will stand by at the scene until released by the investigative law enforcement agency

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.2 EMERGENCY MEDICAL RESPONSES	
Implemented:	Related Procedures: Rehab, POV	OSHA/NFPA References:

PURPOSE:

To provide RCFD#1 Members with guidance pertaining to Medical Responses and best practices

SCOPE:

All operations members who respond to medical calls.

DEFINITIONS:

FIRST RESPONDER- Generically references all personnel who assist in emergency medical services regardless of training or certification level

KSBEMS Certified Attendant- Any RCFD#1 Member who holds a current Certification from the Kansas Board of EMS (KSBEMS) such as EMR, EMT, AEMT, or Paramedic.

FIRE MEDICAL RESPONDER - A current EMR, EMT, AEMT, or Paramedic who is certified by the Kansas Board of EMS (KSBEMS) and is authorized to provide patient care on behalf of Riley County.

CREDENTIALLED FIRE MEDICAL RESPONDER- A Fire Medical Responder who has participated in a Riley County EMS (RCEMS) Credentialing Course within the previous 2 years and is approved to perform Basic Life Support (BLS) function per local protocols.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

RCFD#1 department-issued PPE should be worn during Medical Responses. High visibility safety vests shall be worn on incidents on or around a trafficked roadway.

ROLE	MINIMUM REQUIRED PPE	PREFERRED PPE
Firefighter / Fire Medical Responder	Medical gloves Closed toed shoes High Vis Safety Vest or other form of department attire (i.e. shirt, jacket, etc.)	Eye Protection Surgical Mask or N-95 Long pants
Support / Chaplain / PIO	Closed toed shoes High Vis Safety Vest or other form of department attire (i.e. shirt, jacket, etc.)	Long pants

DISPATCH & PROGRAM PROCEDURES:

1. RCFD#1 shall follow established Memorandums of Understanding (MOU's) with Riley County Dispatch and Riley County EMS (RCEMS). Note: Motor Vehicle Accidents are a Fire Response

Units paged will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified

EMS / FIRST RESPONSE CALL TYPE	WHO IS PAGED		
	RCEMS RESPONSE	RCFD#1 MEDICAL RESPONSE	RCFD#1 FIRE RESPONSE
Falls with no injury or minor injury	x		
Falls with long bone or hip injury	x	x	
Falls with additional manpower needed / geriatric patients	x	x	x
General malaise / sickness	x		
Medical alarm near City of Manhattan without scene contact	x		
Medical alarm outside of Manhattan without scene contact	x	x	
Obvious death as defined by the Medical Director (PROQA)	x		
Suicidal Subject <u>standby</u> with scene safety issues	x		
Suicidal subject calls necessitating an emergent response when scene is clear	x	x	x
Respiratory, Stroke, Cardiac or other priority medical symptom	x	x	
Traumatic Injury	x	x	
Cardiac/ Respiratory Failure (Code Blue)	x	x	x
Fire Standby	x	x	x

Attachment: Jan.2023 draft RCFD SOG's policies (13115 : RCFD #1 SOG / Policy Approval)

OPERATIONAL PROCEDURES:

RCFD#1 RESPONSES TO EMERGENCY MEDICAL CALLS

2. RCFD#1 will respond with properly trained personnel to Medical Responses when appropriate personnel are available.
 - 2.1. Light Brush units shall be the preferred response vehicle for Medical Responses.
 - 2.2. All responding apparatus shall utilize appropriate audible and visible warning devices during emergent responses or while positioned on or near a roadway.
 - 2.3. It is recommended for all Fire Medical Responders to be accompanied by 1 additional crew member or Firefighter regardless of medical training level.
 - 2.4. Duties of non-certified members may include driving apparatus or ambulances, carrying equipment, note taking, assisting with EMS equipment or cot, patient loading and packaging, other general response duties.

RESPONSE BENCHMARKS

3. The following best practices provide RCEMS with pertinent information prior to their arrival and shall be announced over the radio on the appropriate operations channel.
 - 3.1.
 - RCFD#1 Unit on scene
"Brush 101 is on scene"
 - Patient Contact made
"Brush 101 is with Patient"
 - Initial Triage & Findings
"Brush 101 is triaging 1 Code Yellow with difficulty breathing"
 - Other relevant information
"Brush 101 to EMS unit, upon arrival use the second driveway by the mailbox for access."

RCEMS ARRIVAL & TRANSFER OF CARE

- 3.2. Upon the arrival of RCEMS, the on scene crews shall provide patient information to the EMS crew such as a SAMPLE history or relevant trauma assessment findings.
- 3.3. After the transfer of patient care is complete, RCFD#1 Members shall assist with duties as requested by RCEMS prior to clearing the scene.

SYSTEM CREDENTIALING & APPROVED INTERVENTIONS

4. All Fire Medical Responders must participate in a RCEMS Credentialing Course every two years in order to perform field interventions outside of basic first aid and CPR.
 - 4.1. RCEMS shall offer Credentialing courses routinely throughout the year or as needed
 - 4.2. All BLS patient interventions such as oxygen administration, airway management, or treatment outside of basic first aid/CPR shall only be performed by Credentialed Fire Medical Responders accordance with local medical direction and current RCEMS protocols.
 - 4.3. RCFD#1 Credentialed Fire Medical Responders shall provide basic life support (BLS) interventions only, regardless of their certification level.

MEDICAL EQUIPMENT AND EMS SUPPLIES

5. All RCFD#1 Stations with Fire Medical Responders will be equipped with a BLS Medical Bag including Oxygen and AED.

RCFD#1 Stations that do not have Fire Medical Responders shall be equipped with at least 1 Trauma Bag and AED.

6. All medical equipment and supplies are issued to the corresponding apparatus and not to individual members. RCFD#1 Members shall not alter BLS or Trauma bags and equipment shall stay consistent across the county as much as possible.
7. Whenever possible, equipment/consumables used should be restocked from the ambulance on scene.
8. When consumables with an expiration date need to be replaced, notify the Deputy Chief of Administration for assistance.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.3 WILDLAND / BRUSH FIRES	
Implemented:	Related Procedures: Incident Command, Fire Attack, Rehab,	OSHA/NFPA/ K.A.R. References: NFPA 1051, K.S.A. 8-1530, K.S.A. 8-1506

PURPOSE:

To provide firefighters with guidance pertaining to outdoor vegetation fires such as brush, grass, wildland interface fire.

SCOPE:

All operational members who respond to outdoor vegetation fires.

DEFINITIONS:

BOOSTER LINE- Also referred to as a 1" rigid attack line that is kept on a hose reel and used for quick deployment and reloading.

MOP UP- Additional extinguishment efforts to prevent fire from crossing the fire containment line. Based on condition and future weather forecast, concern shall be given to the extent required.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on the scene.

Department-provided high-vis safety vests or other Class II ANSI-approved attire should be worn during the entire duration while working on or in close proximity to a roadway.

ROLE	MINIMUM REQUIRED PPE	RECOMMENDED PPE
Wildland Firefighting & Groundwork	Helmet / Eye Protection Wildland Coat Work Gloves Non-Polyester Pants Leather Work Boots	Wildland Pants
Chainsaw Operator / Sawyer	Helmet/ Eye Protection Wildland Coat Work Gloves Non-Polyester Pants Leather Work Boots	Chaps Hearing Protection Wildland Pants
Driver	Work Pants/ Jeans (non-polyester) Leather Work Boots	

Water Supply Operations	Reflective Vest or high visibility colors Work Pants/ Jeans (non-polyester) Leather Work Boots	Helmet
Support / Chaplain / PIO	Closed toed shoes or Work Boots Reflective Vest	Helmet

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place.

INFO	INITIAL RESPONSE TYPE	STATIONS PAGED	DISTRICT CHIEF
Outside fires < 2 acres	Emergent	1	
Outside fires >2 acres	Emergent	2	x

Based on current weather, location of the call, staffing, and resources available, the Chief Officers may add additional units automatically after the initial page.

OVERVIEW:

1. PREPARATION & SAFETY

- 1.1. Heat is a major safety concern and all personnel should be kept well hydrated. Personnel should have access to drinking water in trucks and rehab areas. Wildland fire fighting is a physically demanding operation and members should be physically fit and prepared mentally for hot, fast-moving operations with dangers present.
- 1.2. Wildland fires demand that all personnel maintain a high level of awareness regarding crew accountability. Crew members can easily become spread out and not visible in rugged terrain or smoke.
- 1.3. Fire suppression whenever possible should utilize the "one foot in the black" method and crews and units should always have an escape route or plan to exit when working in or around unburned fuels.
- 1.4. Whenever any vehicle is in motion while operating on a roadway i.e. fighting a grass fire, lights and sirens must be used together, especially during times of decreased visibility per K.S.A. 8-1530, K.S.A. 8-1506.
- 1.5. Incident Command should be familiar with National Incident Management System (NIMS) terminology and practices. Units should be prepared to work in Divisions/Groups in coordination with outside agencies as wildland fires typically demand a significant command and support staff. Command will be responsible for requesting all needed resources.

2. ASSIGNMENTS & STRATEGY

- 2.1. **Direct Attack (Offensive)** - Direct attack should be used whenever fire conditions allow fire personnel to work directly and safely on the fire line. Personnel should "anchor and flank" a fire by first establishing a

safe location, or anchor point, to start the attack without being outflanked by fire. An example of an anchor point would be a road or green farm field.

- 2.1.1. A direct water attack is the fastest way to control a fire. Apparatus and personnel should strive be in the burned (black) area as opposed to the unburned fuels whenever possible.
- 2.1.2. Apparatus shall use Class A fire fighting foam or other surfactants such as dish soap to aid in suppression and prevent rekindles.
- 2.1.3. Personnel shall not ride on the back of fire apparatus unless the apparatus is designed for rear passengers nor shall personnel ride on the sides or front of any apparatus while the apparatus in motion.
- 2.2. **Indirect Attack (Defensive)** - Indirect attack methods are used when fire personnel are prohibited from direct attack due to fire conditions or access to the fire.
- 2.3.
 - 2.3.1. This may be in support of wildland fire crew backburn operations, structure protection, or another tactic. On large open grass fires, Command must take advantage of natural fire barrier that will assist in control measures, such as roads, trails, rock areas, ponds, etc.
- 2.4. **Structure Protection/Interface Operations** - During wildland interface fires it may be necessary to assign units in staging to be prepared for structural firefighting if needed.
 - 2.4.1. Units assigned to protect a structure or improvement should first thoroughly size up the site to ensure firefighter safety can be maintained with potential impending fire. Crews should walk to conduct a on foot 360 of access driveway and the structures surrounding the driveway to ensure the apparatus has access and clearance and that the site is deemed safe to protect and able to be protected.
 - 2.4.2. Apparatus should back in to allow for quick egress if necessary. During structure protection, crews should plan to remain as mobile as possible in case escape is necessary. Use homeowner water source or garden hoses as much as possible to conserve tank water. Hose lays should be short as possible.

OPERATIONAL PROCEDURES:

- 3. **FIRST UNIT ARRIVAL ON SCENE-** The Firefighter/IC on the first arriving apparatus will provide a scene size-up, establish incident command, and develop an initial strategy. Once developed, the relevant information below shall be transmitted over the radio to other incoming units.

Wildland Size Up Best Practices:

- Location
 - describe if different than dispatched information
 - If complicated, mark entrances or gates
 - Evaluate access. Will trucks fit?
- Size of fire
 - Small- less than an acre/football field
 - Large- more than an acre/football field
- Fuel burning
 - Cut grass, tall brush, crop, etc.
 - Timber/woods
- Speed of spread
 - SLOW- moderate walking pace or less
 - FAST- more than a moderate walking pace
- Threats- where is fire headed
 - Structures, other vegetation, livestock or machinery

4. The firefighter/IC on the first arriving apparatus shall provide an assignment(s) to incoming units and communicate the attack strategy.

STRATEGY	DESCRIPTION
Direct	Attack with water and hand tools for probable extinguishment of the flanks or head fire. Air support when appropriate.
Indirect	Poor access or fire too intense for direct attack. Hand lines and hand tools are likely ineffective without heavy equipment Serious control problems exist without natural breaks, backfiring, air support, and heavy equipment
Recon	If no clear access or visibility of Fire

ADDITIONAL BRUSH UNIT(S) ARRIVAL ON SCENE-Support fire attack or recon efforts

5. Unless otherwise assigned by the IC, additional BRUSH or HEAVY BRUSH units shall assist primary on-scene units with fire extinguishment
- 5.1. Examples include:
- Following primary BRUSH unit for mop up and to ensure extinguishment of flank
 - Attacking opposite flank or head fire

TENDER OR PUMPER UNIT(S) ARRIVAL ON SCENE-Establish fill point, announce location over the radio

6. The first Tender or Pumper on the scene should secure the initial water supply and fill the Water Supply Officer role unless otherwise assigned by the IC.
- 6.1. Examples of securing a water supply include
- 6.1.1. Connecting a hydrant or rural water point to the Supply apparatus if available
- 6.1.2. Position dump tank for tender shuttle operations when appropriate
- 6.1.3. Identify primary and secondary water points
7. Unless otherwise assigned by the IC, Tenders and Pumpers arriving on scene shall ensure adequate fill point(s) are established and stage their apparatus to fill empty units.

EXTINGUISHMENT BENCHMARKS

8. The IC shall update the dispatch center with status updates including:
- Estimated % of fire contained throughout incidents of long duration
 - Control or containment time of fire
 - Status of scene prior to terminating command
 - Additional information beneficial to dispatchers and/or the public to help prevent unnecessary repages (i.e. "light smoke will be visible, but there is no hazard")

SCENE TRANSFER

9. Upon completion of extinguishment or containment of the incident, the scene shall be left in a safe manner with the proper delegation and turned over to one of the following parties:
- Law enforcement or fire investigator
 - Homeowner or a property representative

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.4 MOTOR VEHICLE ACCIDENTS (MVA)	
Implemented:	Related Procedures: Landing Zone Operations, EMS/First Responder, Operating Emergency Vehicles	OSHA/NFPA References: NFPA 1584, 23 CFR 655.601

PURPOSE:

To provide guidelines and best practices for department response and operations at motor vehicle accidents.

SCOPE:

This guideline applies to all department personnel involved with motor vehicle accidents.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on the scene.

Department provided high vis safety vests or other Class II ANSI approved attire shall be worn during the entire duration while working on or in close proximity to a roadway.

ROLE	MINIMUM REQUIRED PPE
Firefighter / Extrication	Helmet Eye Protection High Vis Safety Vest Turnout Gear Gloves Boots
Patient Care	High Vis Safety Vest Eye protection Closed toed shoes Medical Gloves
Support / Chaplain / PIO	High Vis Safety Vest Closed toed shoes

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place.

A **Motor Vehicle Accident (MVA)** will be paged when one or more of the below conditions is described by the reporting party.

- Injuries or entrapment are confirmed
- Entrapment unconfirmed but possible due to high speed (40mph)
- High mechanism of injury probable

Units paged will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Emergent unless otherwise specified

- If primary fire and rescue stations are the same, a secondary fire station will be paged
- PD (Emergent)
- RCEMS (Emergent)

OPERATIONAL PROCEDURES:

PLACEMENT OF APPARATUS & VEHICLES

2. The first arriving apparatus or other vehicles should attempt to effectively protect victim(s) and responders from other traffic hazards. The arriving apparatus shall aim the apparatus and the front tires in a direction away from the incident scene and oncoming traffic. Minimize the exposure time to roadway traffic by accomplishing tasks quickly and clearing scene in a coordinated manner with Incident Command.

2.1 First arriving best practices include:

- Providing adequate distance from other involved parties or hazards i.e. (downed power lines)
- Adding an additional safety buffer during incidents with slippery conditions, heavy fog, or smoke covering the roadway
- Staying upwind and or upstream of fluid spills from hazardous material releases
- Leaving adequate room for Ambulances or other Rescue units if necessary
- Maintaining ability to extinguish vehicle fires if encountered
- Preplanning appropriate Landing Zones for Lifestar Air Ambulance if requested
- Exiting apparatus from the non-roadway side when possible
- Protect the drivers-side of a vehicle when in doubt

FIRST PUMPER/ RESCUE ARRIVAL ON SCENE- Assume command and develop initial strategy.

Strategies shall be based on the following priorities:

1. Life safety
2. Incident Stabilization
3. Property Conservation

2. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up, assume command, and develop an initial strategy. The relevant information below shall be transmitted over the radio for other incoming units.

2.1. Scene Size Up Best Practices Include:

- Confirm accident and location
- Number of vehicles involved
- Severity of damage (i.e. minor, major, head-on, t-bone, rollover, etc.)
- Any lane blockage or road closures
- Other additional resources needed for traffic control
- Other challenges present (i.e., fires, spills, obvious victims entrapped, power lines down, etc.)

- 2.2. After the Size up is transmitted, the Firefighter/IC will perform a 360-degree walk around or scan of the Incident to rule out additional patients or additional life safety hazards or other pertinent information

- 2.3. The Firefighter/IC shall announce findings over the radio and initial actions of the first unit such as checking for patients, stabilizing vehicles, extrication, directing traffic or setting up cones. Any needs shall be communicated such as additional resources, tow service, law enforcement, or closure of roadway if warranted.

SECOND PUMPER / RESCUE ARRIVAL ON SCENE-Secure vehicles and scene unless otherwise specified by IC

3. The responsibility of the second arriving unit is to secure the involved vehicles to provide safety to patients and responders.

3.1. Examples of securing vehicle(s) and scene include:

- Pulling and securing keys from ignition to isolate cabin electronics and controls
- Disconnecting battery terminal from battery to cut power
- Placing wheel chocks under involved vehicles
- Cribbing void spaces or placing struts to stabilize vehicle if unstable
- Cleanup of debris or adding absorbent for fluids or slick spots in roadway or near vehicles

ADDITIONAL UNITS ARRIVING ON SCENE

4. Prior to arriving on the scene, the additional units shall notify IC of their upcoming arrival and request assignment if none is provided. Based on assignment, incoming Units shall park apparatus appropriately and attempt to avoid creating roadway congestion or impeding scene access.

CONTROL BENCHMARKS

5. The IC shall update the dispatch center with status updates including
 - Removal of patients from vehicle (if applicable)
 - Fluids contained
 - Fire extinguished
 - Additional information beneficial to dispatchers and/or the public to help prevent unnecessary duplicate pages
 - Upon completion of on scene duties, the scene shall be left in as safe of manner as possible with the proper delegation to property owner or law enforcement officials if they remain on scene.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.5 VEHICLE EXTRICATIONS	
Implemented:	Related Procedures: Motor Vehicle Accident, Incident Command, Operating Emergency Vehicles	OSHA/NFPA References: NFPA 1584, 23 CFR 655.601

PURPOSE:

To provide guidelines and best practices for department personnel responding to and operating at incidents involving extrication and/or rescue operations.

SCOPE:

This guideline applies to all department personnel involved with extrication and/or rescue operations.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on the scene.

Department provided high vis safety vests or other Class II ANSI approved attire shall be worn during the entire duration while working on or in close proximity to a roadway unless directly involved in firefighting duties.

ROLE	REQUIRED PPE
Firefighter/Rescuer	Helmet Turnout Gear High Vis Safety Vest on roadways Gloves Boots
Pump Operator or Water Supply	Helmet High Vis Safety Vest on roadways Closed toed shoes
Support / Chaplain / PIO	High Vis Safety Vest Closed toed shoes

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place and provide known information.
 - 1.1. If vehicular, a **Motor Vehicle Accident (MVA)** response will be paged
 - Injuries or entrapment are confirmed
 - Entrapment unconfirmed but possible due to high speed (40mph)

- High mechanism of injury probable
- All-terrain vehicles
- Auto vs. bicycle or pedestrian
- Agriculture equipment entrapment/entanglement
- Passenger vehicle vs. larger commercial cab, box truck, semi-truck, possible Haz-mat such as fuel or chemical tanker rigs
- Vehicle off bridge/height
- Sinking vehicle/vehicle in floodwater
- Train/pedestrian

- 1.2. If not vehicular, the appropriate information shall be relayed to responders and the following units dispatched:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Emergent unless otherwise specified

- If primary fire and rescue stations are the same, a secondary fire station will be paged
- PD (Emergent)
- RCEMS (Emergent)
- Mutual aid resources if technical rescue is probable or confirmed

OPERATIONAL PROCEDURES:

PLACEMENT OF APPARATUS & VEHICLES

2. The first arriving apparatus or other vehicles should attempt to effectively protect responders from other traffic or other hazards by blocking oncoming traffic. If the incident is on or near the roadway, the arriving apparatus shall aim the front tires in a direction away from the incident scene and oncoming traffic.

FIRST UNIT ARRIVAL ON SCENE- Assume command and develop initial Extrication / Rescue strategy

3. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up, assume command, and develop an initial strategy. The relevant information below shall be transmitted over the radio for other incoming units.
- 3.1. Scene Size Up Best Practices Include:
- Report incident type and location
 - The number of vehicles or type of involved and a number of victim(s)
 - Nature of incident (i.e. on or off roadway, etc.)
- 3.2. The Firefighter/IC shall announce findings over the radio and initial actions of the first unit.
- 3.3. Any additional resources shall be requested such as a technical rescue team, additional ambulances, law enforcement, etc.
- 3.4. First arriving best practices include:

- Providing aid or protection to entrapped parties if possible
- Stabilizing the vehicle or mitigating other hazards to entrapped victims
- Maintaining an adequate distance from hazards i.e. downed power lines, hazmat storage, etc.
- Adding an additional safety buffer during incidents with slippery conditions, heavy fog or smoke covering the roadway
- Staying upwind and or upstream of fluid spills from fuel or other hazardous materials
- Positioning appropriate apparatus in close proximity for equipment retrieval
- If potential for fire, the ability for hoses to reach the impacted vehicle(s)
- Exiting apparatus from the non-roadway side when possible

SECOND UNIT ARRIVAL ON SCENE-Secure or protect scene unless otherwise specified by IC

4. The responsibility of the second arriving Unit is to secure the involved vehicle(s) or other environment hazards and to provide safety to responders.
 - 4.1. Examples of securing the scene include:
 - During an extrication involving a motorized vehicle, pull and prepare an adequate hoseline for fire protection
 - If possible, disconnect batteries or equipment that could pose a hazard to operations
 - Pulling and securing keys from ignition to isolate cabin electronics and controls
 - Limit scene access to essential personnel
 - Placing wheel chocks under involved vehicles or machinery to stabilize
 - When possible, address slip, trip, and fall hazards

ADDITIONAL UNITS ARRIVING ON SCENE

5. Prior to arriving on scene, the additional units shall notify IC of their upcoming arrival and provide request assignment if not already assigned. Based on assignment, incoming Units shall park apparatus appropriate locations and attempt to avoid creating roadway congestion or impeding scene access.

CONTROL BENCHMARKS

6. The IC shall update the dispatch center with status updates including:
 - Initiation of extrication / rescue efforts
 - Completion of extrication / rescue efforts
 - Additional information beneficial to dispatchers and/or the public to help prevent unnecessary duplicate pages
 - Upon completion of on scene duties, the scene shall be left in as safe of manner as possible with the proper delegation and turned over to law enforcement or appropriate vehicle or property owners.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.6 VEHICLE & EQUIPMENT FIRES	
Implemented:	Related Procedures: Fire Attack	OSHA/NFPA References: NFPA 1584, 23 CFR 655.601

PURPOSE:

To provide guidelines and best practices for department personnel responding to and operating at vehicle or equipment fires.

SCOPE:

This guideline applies to all department personnel involved with vehicle or agricultural /construction equipment fires.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on the scene.

Turnout gear shall be worn by anyone conducting fire attack. All other personnel working on or near a roadway shall wear high-vis safety vests or other Class II ANSI-approved attire when appropriate.

ROLE	MINIMUM REQUIRED PPE
Attack Firefighter	Helmet Turnout Gear SCBA & Mask
Pump Operator or Water Supply	Helmet High Vis Safety Vest on roadways Closed toed shoes

DISPATCH PROCEDURES:

- Riley County Dispatch shall follow established dispatched procedures per local agreements in place and provide known vehicle type, make, model, or other pertinent information if available.
A **Vehicle Fire** will be paged when one or more of the below conditions is described by the reporting party.
 - Vehicle on fire
 - No structure involved or within 10 feet

Units paged will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Emergent unless otherwise specified

OPERATIONAL PROCEDURES:

PLACEMENT OF APPARATUS & VEHICLES

The first arriving apparatus shall position itself to protect responders from other traffic or other hazards. If the fire is on/near the roadway, the arriving apparatus shall aim the apparatus and front tires in a direction away from the incident scene and oncoming traffic.

FIRST APPARATUS ON SCENE- Assume command and develop initial strategy

2. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up, assume command, and develop an initial strategy. The relevant information below shall be transmitted over the radio for other incoming units.

2.1. Scene Size Up Best Practices Include:

2.1.1. Confirm fire and location

- Evaluate life safety and confirm no victims are entrapped
- Identify the type of vehicle(s) involved (i.e. ATV/UTV, passenger vehicle, semi, baler, excavator)
- Power source of vehicle (i.e. combustion engine, hybrid, or electric vehicle (EV))
- Size and type of fire (i.e. isolated to engine compartment, approx. 50% involved)
- Other challenges present (i.e., spills, downed power lines, collapse hazard etc.)

- 2.2. The Firefighter/IC shall announce findings over the radio and initial actions of the first unit such as engaging in fire attack or exposure protection. Any additional needs shall be communicated such as additional ambulances needed, law enforcement, or closure of roadways if warranted.

2.3. If Hybrid/Electric (EV) vehicle is suspected or confirmed:

- 2.3.1. Immobilize vehicle by ensuring key fob, smart phones, or other devices are secured to prevent restart.
- 2.3.2. Even though no engine noise, vehicle may still be running
- 2.3.3. Chock wheels to prevent unintentional movement

2.4. If Conventional vehicles are involved:

First arriving best practices include:

- Ruling out potential victims or entrapped parties
- All Firefighters engaged in direct fire attack duties shall don SCBA until fire is controlled or contained and the firefighter is out of the toxic smoke associated with the vehicle burning.
- Consider the need to secure or stabilize vehicles to prevent additional movement.

- Be aware of unusual hazardous contents (i.e. propane tanks, explosives, drug manufacturing materials, or other hazardous cargo)
- All firefighters shall approach from the corners of the vehicle and be aware of potential launching debris from the front and sides of the vehicle.
- Consideration of using foam to control or extinguish the fire
- Maintaining an adequate distance from hazards i.e. downed power lines
- Adding an additional safety buffer during incidents with slippery conditions, heavy fog, or smo covering the roadway
- Staying upwind and or upstream of smoke, fluid spills from fuel or other hazardous materials
- Positioning apparatus close enough with the ability for hoses to reach the impacted vehicle(s)
- Exiting apparatus from the non-roadway side when possible

SECOND APPARATUS ON SCENE- Secure initial water supply

3. The responsibility of the second apparatus on scene is to secure/provide water supply. If the water carried on the initial responding apparatus will not be sufficient, early considerations must be given to additional water supply sources. A supply line or other apparatus may be required.
 - 3.1. Examples of securing a water supply include:
 - 3.1.1. Connecting to the Attack apparatus's Rural Hitch or Intakes
 - 3.1.2. Position dump tank for tender shuttle operations
 - 3.1.3. Connecting the Attack apparatus to a hydrant
 - 3.1.4. Identifying appropriate water refill points

ADDITIONAL UNITS ARRIVING ON SCENE

4. Prior to arriving on scene, the additional units shall notify IC of their upcoming arrival and provide request assignment if not already assigned. Based on assignment, incoming Units shall park apparatus appropriate locations and attempt to avoid creating roadway congestion or impeding scene access.

CONTROL BENCHMARKS

5. The IC shall update the dispatch center with status updates including:
 - 5.1.1. Extinguishment or containment of fire
 - 5.1.2. Status of scene prior to terminating command
 - 5.1.3. Additional information beneficial to dispatchers and/or the public to help prevent unnecessary duplicate pages
 - 5.1.4. Firefighter/IC shall obtain VIN# of vehicle and property owner's information for incident report
 - 5.1.5. Scene shall be left in as safe of manner as possible with the proper delegation and turned over to law enforcement or appropriate vehicle or property owners.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.7 CARBON MONOXIDE (CO)	
Implemented:	Related Procedures: 103.4 Incident Safety	OSHA/NFPA References: NFPA 1, 1917.24, 76-FR 54293

PURPOSE:

To provide guidelines and best practices for department personnel responding to carbon monoxide incidents

SCOPE:

This guideline applies to all department personnel involved with when operating at incidents involving carbon monoxide

GENERAL INFORMATION:

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fossil fuel-burning process. Many appliances such as furnaces, kitchen stoves, water heaters, generators, and automobiles, can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, flushing, nausea, vertigo, weakness, irritability, and unconsciousness. The U.S. Environmental Protection Agency has established that residential levels are not to exceed 9 ppm over an 8-hour average.

RCFD#1 is responsible for investigating and mitigating a reported carbon monoxide problem or a detector sounding. We are to assist the occupant(s) in exiting the structure (if necessary), render emergency medical care (if applicable), and advise the occupant(s) of our findings. We are not there to perform repairs.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on the scene.

ROLE	MINIMUM REQUIRED PPE
Non-Emergent Operations <i>No-Symptoms</i>	Helmet High Vis Safety Vest OR department attire
Emergent Response Operations <i>Symptoms</i>	Helmet Structural Turnout Gear SCBA

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place.

A **Carbon Monoxide response with symptoms** will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Non-emergent unless otherwise specified

A **Carbon Monoxide response without symptoms** will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Non- emergent unless otherwise specified

OPERATIONAL PROCEDURES:

ARRIVAL ON SCENE- Assume command and develop an initial strategy prioritizing life safety

2. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up, assume command, and investigate. The findings shall be transmitted over the radio to other incoming units.
 - 2.1. Upon Arrival- Determine if anyone is exhibiting signs or symptoms of CO poisoning. If symptoms are present:
 - Immediate evacuation of the structure shall be completed
 - Ensure EMS has been requested
 - Ensure a 4-Gas Monitor has been requested if not already on scene
 - 2.2. Information shall be gathered from occupants about the type, location, and use of:
 - Gas burning appliances
 - Solid fuel burning heating devices
 - Charcoal or gas grills
 - Any combustion engines / generators

INVESTIGATION

3. A 4 gas meter or CO gas detector shall be used to examine all levels of the structure and all rooms. It is imperative to be thorough and systematic in the examination of the property.
 - 3.1. If a reading of less than 9 PPM is found:
 - The occupants should replace or reset the detector and be directed to call the fire department if a subsequent alarm or symptoms appear.
 - 3.2. If positive readings above 9ppm are found:
 - Kansas Gas Service (KGS) or the Propane provider should be requested.
 - 3.3. If readings are above 35ppm SCBA shall be worn

- 3.4. If ventilation is required, opening windows or an electric ventilation fan should be utilized until readings are below 9ppm.
4. If the source can be identified and a valve is available, the gas supply should be shut off to the appliance.

TERMINATION

5. The occupants shall be notified of findings.
6. The findings shall be reported to Dispatch along with any other instructions provided to residents.
7. The incident commander (IC) shall determine if RCFD#1 needs to remain on the scene until the utility provider arrives. It normally will not be necessary to remain on the scene unless a hazard exists requiring our presence.
8. Concentration Symptoms

35 ppm (0.0035%)	Headache and dizziness within six to eight hours of constant exposure
100 ppm (0.01%)	Slight headache in two to three hours
200 ppm (0.02%)	Slight headache within two to three hours; loss of judgment
400 ppm (0.04%)	Frontal headache within one to two hours
800 ppm (0.08%)	Dizziness, nausea, and convulsions within 45 min; insensible within two hours
1,600 ppm (.16%)	Headache, tachycardia, dizziness, and nausea within 20 minutes; death in less than two hours
3,200 ppm (0.32%)	Headache, dizziness and nausea in five to ten minutes. Death within 15 minutes.
6,400 ppm (0.64%)	Headache and dizziness in one to two minutes. Convulsions, respiratory arrest, and death in less than 20 minutes.
12,800 ppm (1.28%)	Unconsciousness after 2-3 breaths. Death in less than three minutes.

SCENE TRANSFER

9. Upon completion of on scene duties, the scene shall be left in as safe of manner as possible with the proper delegation and turned over to the property owner or utility service.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.8 EXPLOSIVE GAS EMERGENCIES & ODOR INVESTIGATIONS	
Implemented:	Related Procedures: Incident Command, Incident Safety	OSHA/NFPA References: NFPA 1584, 23 CFR 655.601

PURPOSE:

To provide guidelines and best practices for department personnel responding to potential or confirmed threats of explosive gasses and odor investigations described as a gas leak.

SCOPE:

This guideline applies to all department personnel involved with and operating at incidents involving potential explosive gas emergencies.

DEFINITIONS:

HOT ZONE- A potential or confirmed high-hazard area surrounding the incident or hazard(s). The Hot Zone is only to be entered by personnel wearing appropriate PPE and with adequate training to perform in their role. A restricted area or for those assigned by the IC. In a residential setting, it is normally 150' in all directions of the hazard area or 1-2 houses away.

WARM ZONE- A potential or confirmed hazard area surrounding the Hot Zone, which presents minimal hazards to all personnel. The Warm Zone is only to be entered by personnel wearing appropriate PPE with adequate training to perform in their role. A restricted area only for those assigned by the IC.

COLD ZONE- A no-hazard area surrounding the Warm Zone. Commonly, the Cold Zone is the control area of an incident that contains the command post and other support functions as deemed necessary.

FIRE SCENE PERIMETER- Established edge of the Cold Zone to keep unnecessary individuals from entering a secured scene.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

All required PPE shall be worn until the potential threat of explosive gas has been eliminated or the need for respirator protection has been ruled out.

ROLE	MINIMUM REQUIRED PPE
Interior Gas Investigation Personnel (HOT ZONE)	Helmet Structural Turnout Gear SCBA & Mask
Exterior Gas Investigation Personnel (WARM ZONE)	Helmet Structural Turnout Gear SCBA & Mask
Driver/ Operator/ IC (COLD ZONE)	High Vis Safety Vest if outside vehicle in the roadway

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place.
 - 1.1. A GAS LEAK response will be initiated when one or more of the below conditions is described by the reporting party.
 - Odor of gas in a building
 - Odor of gas outside of a building
 - Struck gas line from contractor
 - House explosion
 - Gas line on fire
 - Other suspected propane or natural gas emergency

Units paged will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Emergent unless otherwise specified

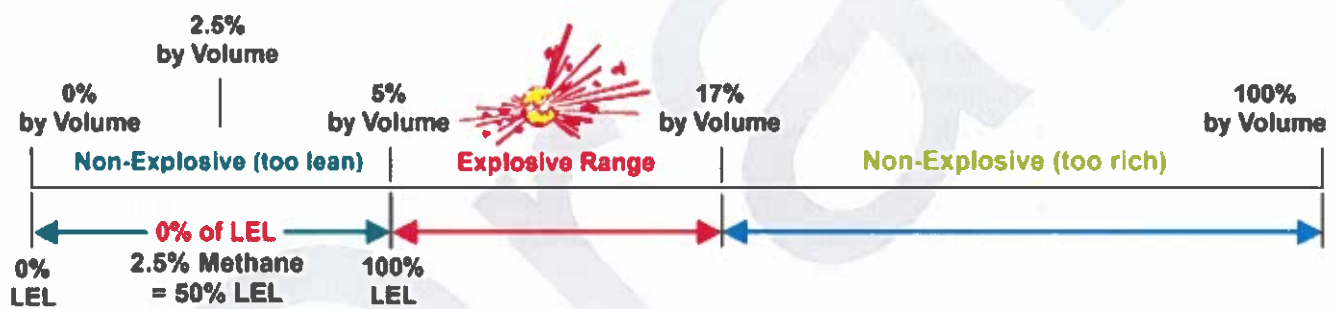
KEY CONSIDERATIONS:

- RCFD#1 will conduct incident operations with the life safety of occupants and responders as the priority during odor investigations or gas leaks.
- RCFD#1 will force entry into locked buildings only when it has been determined that there is a confirmed or high probability of a victim inside.
- First arriving units shall park 150'-300' from the reported address until explosive gasses are ruled out with appropriate instrumentation
- Do not fill excavation holes leaking gas with water
- Fires involving natural gas should be controlled by stopping the flow of gas when appropriate.

- In most cases, burning natural gas/propane should not be extinguished as this would change the situation from visible to an invisible hazard with explosive potential.
- Request the appropriate Utility company to respond when required

HAZARD OVERVIEW

- Use a 4-Gas meter to identify hazard(s). Evacuation action levels are as follows
 - 10% LEL Mandatory evacuation of civilians
 - 20% LEL mandatory evacuation of Firefighters
- Avoid creating a spark. Do not operate electrical switches, breakers, lights, striking tools, or other equipment not intrinsically safe until the presence of explosive gasses are ruled out.
- Mercaptan (odorized rotten egg smell) may not be present in gasses leaking through the ground or while transported in rail or transmission pipelines.
- The minimum % concentration of flammable gas or vapor necessary to support its combustion in air is defined as the Lower Explosive Limit (LEL) for that gas. Below the LEL% level, the mixture is too "lean" to burn.
- The maximum % concentration of flammable gas or vapor that will burn in air is defined as the Upper Explosive Limit (UEL). Above this level, the mixture is too "rich" to burn. The range between the LEL and UEL is known as the explosive/flammable range for that gas or vapor.
- Natural Gas is lighter than air and therefore will rise to the highest areas in a structure.
- Propane is heavier than air and will hang in low-lying areas.



COMMON EXPLOSIVE GASSES	EXPLOSIVE FLAMMABLE RANGE	VAPOR DENSITY
Acetylene	2%-100%	Lighter than air (rises)
Natural Gas a.k.a. Methane	5%-17%	Lighter than air (rises)
Propane	2% - 9%	Heavier than air (settles in low areas)
Ammonia	15%-28%	Lighter than air (rises)

OPERATIONAL PROCEDURES:

PRIOR TO ARRIVAL-

- Determine wind speed, direction
- Plan to stage upwind of a potential release
- Request dispatch to identify utility provider to determine propane or natural gas presence

ARRIVAL ON SCENE- Assume command and develop initial strategy prioritizing occupant life safety

2. The Firefighter/ IC on the first arriving unit shall provide a scene size-up, assume command, and develop an initial strategy. The relevant information below shall be transmitted over the radio to other incoming units.
 - 2.1. Size up of structure/scene if visible from safe area
 - Single story, multi story, indication of basement
 - Estimated size of structure or building (i.e. approx. 30'x50' or 1500 sq. ft.)
 - 2.2. Conditions Found
 - Nothing showing, Investigating
 - Gas main hit
 - If visible flame or smoke, reference Structure Fire SOG.
3. General First Arriving Best Practices:
 - Limit entry for investigations to 1 Officer, 1 Firefighter wearing PPE & breathing SCBA until explosive gasses are ruled out through a 4-gas Meter
 - Establish a scene perimeter preventing vehicles or pedestrians from entry if necessary
 - If gas company personnel are on the scene, the Officer/Firefighter shall make contact and coordinate actions.
 - Gas company personnel shall be responsible for locating and eliminating the source of the leak. Fire department personnel shall be responsible for life safety of occupants
- 3.2. GAS LINE HIT BY EXCAVATION

Best practices include:

 - Verify if a gas leak is present
 - Ensure proper evacuation area and evacuate if necessary
 - Check nearby structures for migrating gas penetration underground. Migrating gas can enter basements through the foundation, around pipes, or through void spaces.
 - Document 4 gas readings
- 3.3. UNOCCUPIED BUILDING CONTAINING GAS
 - Assign proper investigation crew (1 Officer/Acting Officer, 1 Firefighter)
 - Secure perimeter and evacuate all members from the hot zone
 - No suspicion of victims- withdraw 150'-300' and request gas/utility provider if necessary to shut off source
 - Await a response from gas company
- 3.4. BUILDING EXPLOSION
 - See Structure Fire SOG
 - Investigate and mitigate any migrating gas underground into nearby structures or basements through the foundation, around pipes, or through void spaces.
- 3.5. IGNITED LEAK/BURNING GAS
 - Do not extinguish flames until the flow of gas has been stopped
 - Shut off gas supply if possible or await gas company
 - Protect exposures from radiant heat

SCENE TRANSFER

4. Upon completion of on scene duties, the scene shall be left in as safe of manner as possible with the proper delegation and turned over to the appropriate property owner(s), or utility company.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.9 POWER LINES DOWN / ELECTRICAL EMERGENCIES	
Implemented:	Related Procedures: 103.4 Incident Safety	OSHA/NFPA References: NFPA 70

PURPOSE:

To provide guidelines and best practices for department personnel responding to the report of power lines down and fires involving electrical equipment. In all cases, the potential for electrical shock/electrocution and secondary fire must be considered.

SCOPE:

This guideline applies to all department personnel involved while operating at incidents involving potential electrical emergencies.

DEFINITIONS:

GRADIENT VOLTAGE - When power lines come in contact with the ground, current flows outward in all directions from the point of contact. As the current travels through the ground, voltages are induced that vary based on the distance from the down power line.

STEP POTENTIAL- Voltage differs between your feet, normally caused by current flowing into the ground from a down power line or other sources. This gradient voltage can induce a current through the body, between the feet. If it is determined that one is in a hazardous location with a possible step potential, exit the area by placing the feet close together and hop or shuffle away from the voltage source.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

All required PPE shall be worn until the potential threat of a hazard has been ruled out.

Department provided high vis safety vests or other Class II ANSI approved attire shall be worn during the entire duration while working on or in close proximity to a roadway.

ROLE	MINIMUM REQUIRED PPE
Firefighting Operations	Helmet Structural Turnout Gear SCBA & Mask (when necessary)
Driver/ Operator	Helmet Structural Turnout Gear OR

	High Vis Safety Vest
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DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place.

Units paged will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Non-emergent unless otherwise specified

KEY SAFETY CONSIDERATIONS:

- Downed lines shall be considered energized.
- A safety buffer of 10' shall be maintained as often as possible when working around power lines
- Be cognizant of the potential for metal building materials, vehicles, or other machinery that may be energized
- Breakers can reset and cause lines to become "hot" or "energized" again remotely or manually.
- Be cognizant of generators or alternative power sources back feeding into existing electrical systems.
- Use caution when spraying water on or around energized electrical equipment. Hose streams may conduct current.
- Never spray directly into the power lines. Use a fog spray at the base of the pole. Your primary responsibility is to protect the surrounding area. Short bursts of water are preferred methods to avoid being grounded. Never spray water onto electrical equipment until a utility rep has confirmed that the equipment is de-energized or "dead."
- Transformers can contain hazardous materials. Avoid smoke and contain runoff when possible.

OPERATIONAL PROCEDURES:

ARRIVAL ON SCENE- Assume command and develop an initial strategy for life safety

2. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up, assume command, and develop an initial strategy. The relevant information below shall be transmitted over the radio for other incoming units.

2.1. DOWN POWER LINES

Best practices include:

- Request the utility company to respond when appropriate and provide affected or nearby pole identification numbers to dispatch
- Place apparatus away from down lines and utility poles
- Attempt to identify both ends of downed lines
- Secure/deny entry to area

- During times of high call volume if a scene is abandoned due to a higher priority call, crews should consider using traffic cones or fire scene tape to identify the area of the potential hazard.

2.2. DOWN POWER LINES ON A VEHICLE

Best practices include:

- Request utility company to respond
- Consider all down lines as energized
- Do not touch the affected vehicle or machinery
- Have occupants remain inside the vehicle
- Place apparatus away from down lines and utility poles
- Secure/deny entry to the area when possible
- If the occupants must leave the vehicle due to a threat to life, the following shall be communicated:
 - Do not touch vehicle and ground at the same time
 - Open the door and jump free of the vehicle
 - Keep feet as close together as possible and hop away from vehicle

2.3. DOWN OR INVOLVED POWER LINES ON A FIRE SCENE

Best practices include:

- Request utility company to respond when appropriate
- Consider all down lines as energized
- Place apparatus in a safe location away from power lines
- Locate/identify both ends of downed lines if applicable
- The IC shall announce to all units the location of the power line that is down or arcing
- When possible, provide visual identification of the hazard area (i.e. traffic cones, scene tape, etc.)
- Secure/Deny entry to the area when possible.
- Use extreme caution when fighting fires involving power poles.

2.4. SUB-STATION, TRANSFORMER, OR OTHER INFRASTRUCTURE

Best practices include

- Request utility company to respond
- Secure/deny entry to area when possible
- Be aware of explosion potential
- Place apparatus in a safe location
- Protect exposures
- Do not make entry until the power company has confirmed equipment has been de-energized.

2.5. DE-ENERGIZING A BUILDING OR POWER LINE

- The utility company is the preferred method for de-energizing a building or power line
- If an IC determines that it must be completed immediately, the following options are available.
- Identification of old style vs. new style meter can
- Opening a Main Switch or Disconnecting a Meter Can
 - Wear appropriate PPE
 - Locate main breaker switch or meter can
 - Remove tamper seal and faceplate
 - Stand to one side of the panel, do not reach across body
 - Turn face away from box to avoid any thermal or flash injuries

- Disconnect by operating the switch from on to off
- Once completed, there is no guarantee that the power will be eliminated.

2.6. RESPONSE TO POWER POLE FIRES

- Request utility company to respond and provide a pole identification number for the affected or nearby pole to dispatch so they can pass the information to the utility company.
- Consider all wires and poles as “energized.”
- Place apparatus away from the affected area or fall area of lines and pole
- Secure the area/deny entry.
- Do not make any fire attack until without coordination with the utility company personnel on scene.

SCENE TRANSFER

3. Upon completion of on-scene duties, the scene shall be left in as safe of manner as possible with the proper delegation and turned over to the appropriate property owner(s), or utility company.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.10 HELICOPTER LANDING ZONES	
Implemented:	Related Procedures: 103.2 Incident Command, 103.4 Incident Safety	OSHA/NFPA References: NFPA 418

PURPOSE:

To provide guidelines and best practices for helicopter landing zone (LZ) site selection, preparation, and LZ operations for medical evacuation helicopters.

SCOPE:

This guideline applies to all department personnel involved with helicopter landing zones.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

All required PPE shall be worn during the landing of the helicopter and up until the aircraft has been relaunched. Appropriate PPE shall be worn to match hazards/conditions present on the scene.

Department-provided high-vis safety vests or other Class II ANSI-approved attire shall be worn during the entire duration while working on or in close proximity to a roadway.

ROLE	MINIMUM REQUIRED PPE
Landing Zone Officer & Landing Zone Crew	Helmet with Eye Protection High Vis Safety Vest Closed toed shoes
Traffic Control	High Vis Safety Vest Closed toed shoes

OPERATIONAL PROCEDURES:

DETERMINATION OF LZ

Once a medical helicopter is needed and ordered by Riley County EMS or other authority, the Incident Commander (IC) shall designate a Landing Zone (LZ) Officer. The IC shall assume LZ Officer or otherwise announce the designation of the LZ Officer. LZ Officer shall then assign any other units with necessary roles and have vehicles/apparatus repositioned if necessary.

LZ PLANNING & SITE SELECTION

1. The LZ Officer shall ensure and select a minimum area of 60' X 60' during daylight or 100' X 100' at night or in low visibility. This area should be in close proximity to the patient(s) being airlifted, preferably downwind if possible, and free of the following hazards:
 - 1.1. Loose debris, recently cut crop or hay, grass taller than 1 foot, sand, mud, or other unstable soft ground. The terrain should be as flat as possible and with no large rocks, stumps, etc.)
 - 1.2. Power lines, telephone lines, antennas, or other cables within 150' of the vicinity.
 - 1.3. Trees, signs, or fences that extend within 25 feet of the landing zone boundary..
2. The area will be marked with one Strobe or Traffic Cone at each corner of the LZ. A fifth strobe, light, or Traffic Cone will be placed on the upwind side, in line with the corner cones.
3. In the event no cones or other proper lighting is available, apparatus should be placed facing into the wind in such a way that their headlight beams cross to form an X at the center of the landing zone.
4. As an aircraft approaches, apparatus emergency lights upwind from the landing zone should be turned off as they may blind the pilot.

APPARATUS & CREW RESPONSIBILITIES

5. Fire apparatus and crews should be assigned to the LZ Officer who will have the following responsibilities:
 - 5.1. Position apparatus out of the immediate LZ, but nearby in a clear area so that it can be utilized quickly in case of a secondary emergency or fire.
 - 5.2. Personnel may be asked to wet down the LZ as needed to minimize blown debris.
 - 5.3. At no time should personnel approach the aircraft unless directed to do so by a member of the flight crew.

LZ OPERATIONS & BENCHMARKS

6. The LZ Officer and Crew shall utilize the MED_FLIGHT or NE-6 PSAP talk group to communicate landing zone operations. If communications are not established, the LZ Officer shall communicate with dispatch to confirm the talk group assigned.
7. The LZ Officer or IC shall be positioned with the wind at their back, facing toward the inbound aircraft. As the aircraft is descending for arrival, the LZ Officer shall notify inbound aircraft of any pertinent information or hazards that they should be aware of.
8. If at any point an immediate threat to the aircraft occurs, the LZ Officer shall notify the pilot to "ABORT, ABORT, ABORT"
9. Upon completion of the landing and departure of the aircraft, LZ Officer shall advise dispatch via the operations talk group (i.e. RCFD_OPS1)
10. Following the successful departure of the aircraft, the LZ shall remain established for 5 minutes in the event of a necessary return for landing per pilot or change in patient viability.
11. Upon the completion of the LZ operations, the scene should be cleared as soon as possible and returned to a normal state.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.11 TECHNICAL RESCUES	
Implemented:	Related Procedures: 103.4 Incident Safety	OSHA/NFPA References: NFPA 1561

PURPOSE:

To provide guidelines and best practices for department personnel responding to incidents involving technical or advanced rescue resources. Incidents requiring specialized training and equipment that exceeds RCFD#1 capabilities may include high or low-angle rescue, confined space, trench, dive, swift water, structural collapse, or other advanced extrications requiring specialized resources.

SCOPE:

This guideline applies to all department personnel involved when operating at incidents involving technical rescue resources.

DEFINITIONS:

HOT ZONE- A potential or confirmed high-hazard area surrounding the incident or hazard(s). The Hot Zone is only to be entered by personnel wearing appropriate PPE and with adequate training to perform in their role. A restricted area or for those assigned by the IC.

WARM ZONE- A potential or confirmed hazard area surrounding the Hot Zone, which presents minimal hazards to all personnel. The Warm Zone is only to be entered by personnel wearing appropriate PPE with adequate training to perform in their role. A restricted area only for those assigned by the IC.

COLD ZONE- A no-hazard area surrounding the Warm Zone. Commonly, the Cold Zone is the control area of an incident that contains the command post and other support functions as deemed necessary.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn depending on the operational zone.

Department-provided high-vis safety vests or other Class II ANSI-approved attire shall be worn during the entire duration while working on or in close proximity to an active roadway.

ROLE	MINIMUM REQUIRED PPE
Rescuer	Appropriate PPE based on assignment given

DISPATCH PROCEDURES:

1. Riley County Dispatch shall follow established dispatched procedures per local agreements in place. A Rescue response will page the closest corresponding units:

STATIONS	RESPONSE TYPE
PRIMARY Station	Emergent unless otherwise specified
SECONDARY Station	Emergent unless otherwise specified
DISTRICT CHIEF	Emergent unless otherwise specified

KEY SAFETY CONSIDERATIONS:

- Maintain incident priorities for life safety and conduct a risk vs. benefit analysis prior to entering the WARM or HOT zone
- Request mutual aid early if the information indicates technical resources will be required

OPERATIONAL PROCEDURES:

ARRIVAL ON SCENE- Assume command and develop initial strategy

2. The Officer or a Firefighter on the first arriving unit shall provide a scene size-up, assume command, and develop an initial strategy. RCFD#1's objective during a technical rescue size-up is to identify the nature and severity of the immediate problem, accurately describe the scene, and secure a safe perimeter. Some hazards may enable crews to formulate a valid action plan, while others may require mutual aid resources. Relevant information below shall be transmitted over the radio to dispatch and other incoming units.
 - 2.1. Technical Rescue Responses
Best practices include:
 - Keep all non-essential rescue personnel out of the hazard zone
 - Do not park apparatus within 300' of a trench collapse area
 - Fire personnel will only provide services equal to their level of training

INITIAL OPERATIONS

3. After identifying the risks and hazards to accessing patients, command should begin initial operations to mitigate the incident or await mutual aid resources. The following procedures outline the steps command should take to initiate operations and formulate an action plan.
 - 3.1. Command shall establish a command post and staging area, taking into account both natural and manmade variables in the situation.
 - 3.2. Command will establish an operational perimeter and notify all emergency personnel of the perimeter.

- 3.3. Command will identify operational objectives to mitigate the incident.
- 3.4. Command will attempt to develop the best possible safe path of egress and exit from the hot zone.
- 3.5. In the event of a large-scale weather-related incident or situation requiring evacuations, notifications to Riley County Emergency Management shall be completed as soon as possible.

SCENE TRANSFER

- 4. Upon completion of on-scene duties, the scene shall be left in as safe of a manner as possible with the proper delegation and turned over to the appropriate individual(s) or other appropriate parties.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.13 CHIMNEY / FLUE FIRES	
Implemented:	Related Procedures: Incident Command 103.2, Accountability 103.3, Incident Safety 103.4, Structure Fires 104.1	OSHA/NFPA References: NFPA 211

PURPOSE:

To provide guidelines and best practices for extinguishing chimney or flue fires.

SCOPE:

This guideline applies to all department personnel responding to and operating at reported chimney or flue fires.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE shall be worn to match hazards/conditions present on scene.

ROLE	MINIMUM REQUIRED PPE
Interior Firefighting Operations	Helmet Structural Turnout Gear SCBA & Mask
Exterior Firefighting Operations	Helmet Structural Turnout Gear & Hood SCBA & Mask (when necessary)
Driver/ Pump Operator/ Water Supply	High Vis Safety Vest (if outside) Gloves Boots

OPERATIONAL PROCEDURES FOR ISOLATED CHIMNEY / FLUE FIRES:

- 1.1. Salvage operations should start as soon as possible. Floor runners and salvage covers should be used to protect flooring surfaces. Furniture should be carefully moved to the side to avoid damage during firefighting operations.
- 1.2. The preferred extinguishment method includes a dry chemical extinguisher to smother the fire. Extreme care should be taken when using water in the immediate area of hot chimney tiles and pipes as well as hot stove castings.
- 1.3. Improper application of water can cause extensive, unnecessary damage.
- 1.4. Heated wood, logs, and burning embers can be removed from the fireplace or stove by using metal buckets and shovels.

- 1.5. Once the fire has been extinguished from the inside (ideally), rooftop operations should be coordinated with operations inside the building.
- 1.6. Crews shall standby to rule out rekindling or additional fire extension into attic space or chimney chase by using a thermal imaging camera (if available)

ADDITIONAL UNITS ARRIVING ON SCENE

2. Additional units will respond according to Structure Fire SOG

VENTILATION

3. All ventilation efforts must be coordinated and timed through IC to ensure the safety of all personnel.

CONTROL BENCHMARKS

4. The IC shall update the dispatch center with status updates including
 - Control time of fire
 - Status of the scene prior to terminating command
 - The scene shall be left in as safe of manner as possible with the proper delegation and turned over to the appropriate party.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	104.14 UNAUTHORIZED BURNING	
Implemented:	Related Procedures: 104.3 Wildland / Brush Fires	OSHA/NFPA References:

PURPOSE:

To provide guidelines and best practices for unauthorized burning incidents and investigations.

SCOPE:

This guideline applies to all department personnel who may encounter unauthorized burning.

LOCAL AND STATE LEGISLATION REVIEW:

RESOLUTION #092399-32: A resolution adopted by Riley County that provides property owners with the ability to burn Riley County through a valid Burn RCFD#1 Permit.

K.A.R. 28-19-647 and 28-19-648: Kansas Administrative Regulations authorized by the State of Kansas outlining and op burning requirements.

DEFINITIONS

PERMITTED BURNS-

AGRICULTURAL BURN- For the purpose of this policy, agricultural burns involve the burning of organic vegetati typically attached to a plant or root system in the ground. Examples include pastures, prairies, or crop stubble.

OPEN BURN- For the purpose of this policy, open burns include burning organic materials not attached to the ground through a plant or root system. Examples include brush, tree limbs, burn piles, clean lumber, or other non-petroleum products or heavy smoke-producing materials.

The following open-flame sources do not require a permit:

- Outdoor Fire Pit
- Chiminea
- Cooking Fire/BBQ

RCFD#1 BURN PERMIT- An annual permit issued by RCFD#1 Administration that provides individuals with a permit number and instructions to follow prior to outdoor non-commercial burning in Riley County.

COMMERCIAL BURN PERMIT- A permit issued for businesses by KDHE. Commercial burn permits also require a local an valid RCFD#1 Burn Permit

DISPATCH PROCEDURES:

1. Incidents involving illegal burning may be paged non-emergent as an investigation or emergent for an out-of-control outside fire based on reporting party information.
2. For Investigations, units paged will include:

STATIONS	RESPONSE TYPE
PRIMARY Station	Non-emergent unless otherwise specified

3. For out-of-control outside fires, see Brush/Wildland Fires SOG

OPERATIONAL PROCEDURES:

4. **FIRST UNIT ARRIVAL ON SCENE-** The Firefighter/IC on the first arriving apparatus will provide a scene size-up, assume command, and determine if the fire is compliant with local burn resolution.
5. **INITIAL ON SCENE ACTIONS**
 - 5.1. If the fire is under control, attempt to contact the responsible party.
 - 5.2. Based on the material(s) burning, current weather conditions, and extended forecast, determine if extinguishment or containment is in the best interest of RCFD#1.
 - 5.3. Advise the responsible party of the Burn Resolution and requirements
 - 5.4. Instruct the responsible party to complete a RCFD#1 Burn Permit by visiting RileyCountyKS.Gov/BurnPermit or stopping by the RCFD#1 Office during normal business hours.
 - 5.5. If repetitive unauthorized burning is suspected, request RCPD to respond and contact the On Call Chief or ask RC Dispatch to page the District Chief to respond.
 - 5.6. Obtain photos if illegal materials are being burned (i.e. tires, shingles, other construction materials, wiring, railroad ties, or other petroleum-based products or heavy smoke producing materials).

BENCHMARKS

6. The IC shall update the dispatch center with status updates including
 - Situation status
 - Control or containment time of fire
 - Additional information beneficial to dispatchers and/or the public to help prevent unnecessary repages (i.e. "light smoke will be visible, but there is no hazard")

SCENE TRANSFER

7. Upon completion of extinguishment or containment of the incident, the scene shall be left in a safe manner with the proper delegation and turned over to one of the following parties:
 - Law enforcement or fire investigator
 - Property owner or responsible party

K.A.R. 28-19-647 EXCEPTIONS TO PROHIBITION ON OPEN BURNING

(a) The following open burning operations shall be exempt from the prohibition on the open burning of any materials imposed by K.A.R. 28-19-645:

(1) open burning carried out on a residential premise containing five or less dwelling units and incidental to the normal habitation of the dwelling units, unless prohibited by any local authority with jurisdiction over the premises;

(2) open burning for cooking or ceremonial purposes, on public or private lands regularly used for recreational purposes;

(3) open burning for the purpose of crop, range, pasture, wildlife or watershed management in accordance with K.A.R. 28-19-648; or

(4) open burning approved by the department pursuant to paragraph (b).

(b) A person may obtain an approval from the department to conduct an open burning operation that is not otherwise exempt from the prohibition imposed by K.A.R. 28-19-645 if it is demonstrated that the open burning is:

(1) necessary, which in the case of burning for the purpose of disposal of any materials, shall mean that there is no other practical means of disposal;

(2) in the public interest; and

(3) is not prohibited by any local government or local fire authority.

(c) Open burning operations for which an approval is required but which are deemed to be necessary and in the public interest include the following:

(1) the use of safety flares for disposal of flammable gases;

(2) fires related to the training of government or industrial personnel in fire fighting procedures;

(3) fires set for the removal of dangerous or hazardous liquid materials;

(4) open burning of trees and brush from non-agricultural land clearing operations; and

K.A.R. 28-19-647

(5) open burning of clean wood waste from construction projects carried out at the construction site.

(d) Each person seeking an approval to conduct an open burning operation pursuant to this regulation shall submit a written request to the department containing the following information:

(1) the location of the proposed open burning and the name, address and telephone number of the person responsible for the open burning;

(2) a description of the open burning including:

(A) the estimated amount and nature of material to be burned;

(B) the proposed frequency, duration and schedule of the burning;

(C) the size of the area to which the burning will be confined;

(D) the method of igniting the material;

(E) the location of any public roadways within 1,000 feet of the proposed burn;

(F) the number of occupied dwellings within 1,000 feet of the proposed burn; and

(G) evidence that the open burning has been approved by appropriate fire control authority having jurisdiction over the area; and

(3) the reason why the proposed open burning is necessary and in the public interest if the activity is not listed in subsection (c) of this regulation.

(e) Each open burning operation for which the department issues an approval pursuant to paragraph (b) shall be subject to the following conditions, except as provided in paragraph (f):

(1) The person conducting the burning shall stockpile the material to be burned, dry it to the extent possible before it is burned, and assure that it is free of matter that will inhibit good combustion.

(2) A person shall not burn heavy smoke-producing materials including heavy oils, tires, and tarpaper.

K.A.R. 28-19-647

(3) A person shall not initiate burning during the nighttime, which for the purposes of this regulation is defined as the period from two hours before sunset until one hour after sunrise. A person shall not add material to a fire after two hours before sunset.

(4) A person shall not burn during inclement or foggy conditions or on very cloudy days, which are defined as days with more than 0.7 cloud cover and with a ceiling of less than 2,000 feet.

(5) A person shall not burn during periods when surface wind speed is less than 5 mph or more than 15 mph.

(6) A person shall not burn within 1,000 feet of any occupied dwelling, unless the occupant of that dwelling has been notified before the burn.

(7) A person shall not conduct a burn that creates a traffic or other safety hazard. If burning is to take place within 1,000 feet of a roadway, the person conducting the burn shall notify the highway patrol, sheriff's office, or other appropriate state or local traffic authority before the burning begins. If burning is to take place within one mile of an airport, the person conducting the burn shall notify the airport authority before the burning begins.

(8) The person conducting the burn shall insure that the burning is supervised until the fire is extinguished.

(9) The department may revoke any approval upon 30 days notice.

(10) A person shall conduct an open burning operation under such additional conditions as the department may deem necessary to prevent emissions which:

(A) may be injurious to human health, animal or plant life, or property; or

(B) may unreasonably interfere with the enjoyment of life or property.

(f) The department may issue an approval for an open burning operation that does not meet the conditions set forth in subsection (e) upon a clear demonstration that the proposed burning:

(1) is necessary and in the public interest;

(2) can be conducted in a manner that will not result in emissions which:

K.A.R. 28-19-647

(A) may be injurious to human health, animal or plant life, or property; or

(B) may unreasonably interfere with the enjoyment of life or property; and

(3) will be conducted in accordance with such conditions as the department deems necessary. (Authorized by K.S.A. 1994 Supp. 65-3005; implementing K.S.A. 1994 Supp. 65-3005, K.S.A. 65-3010; effective March 1, 1996.)

K.A.R. 28-19-647

EPA Rulemakings

CFR: 40 C.F.R. 52.870(c)(32)(i)(B)
 FRM: 61 FR 51366 (10/2/96)
 PRM: 61 FR 51397 (10/2/96)
 State Submission: 5/30/96
 State Effective Date: 3/1/96
 APDB File: KS-45
 Description: The EPA approved a new rule which replaced K.A.R. 28-19-47 that was revoked. This rule exempts certain operations from the prohibition on open burning of any materials imposed by K.A.R. 28-19-645.

CFR: 40 C.F.R. 52.870(c)(7)
 FRM: 40 FR 15879 (4/8/75)
 PRM: none
 State Submission: 4/17/73
 State Effective Date: 1/1/74
 APDB File: KS-00
 Description: This revision authorizes certain types of open burning operations associated with land clearing and crop and game management practices.

CFR: 40 C.F.R. 52.870(b)
 FRM: 37 FR 10867 (5/31/72)
 PRM: none
 State Submission: 1/31/72
 State Effective Date: 1/1/71
 APDB File: KS-00
 Description: Rule 28-19-47 was part of the original SIP and exempted certain requirements on open burning.

Difference Between the State and EPA-Approved Regulation

None.

RESOLUTION NO 092399- 32**RESOLUTION PROHIBITING OPEN BURNING,
PROVIDING FOR EXCEPTIONS, REQUIRING PERMITS
TO BURN AND ENACTING RELATED RULES AND REGULATIONS**

WHEREAS, the Board of County Commissioners of Riley County, Kansas, have determined that uncontrolled and unauthorized open fires may present a danger to persons and property within the County, and

WHEREAS, the Riley County Commissioners have determined that a policy of notification, permits and related items and regulations will reduce such danger.

NOW THEREFORE, BE IT RESOLVED BY The Board of County Commissioners of Riley County, Kansas, that this resolution shall apply to areas located in Riley County with the exception of areas located within the corporate limits of any city.

BE IT FURTHER RESOLVED that no person shall cause or permit the open burning of any waste, structures, vegetation, or any other materials on any premises except as authorized by KAR 28-19-647 and KAR 28-19-648.

BE IT FURTHER RESOLVED that anyone conducting open burning operations must, prior to burning, obtain a permit to conduct open burning operations except by KAR 28-19-647 and KAR 28-19-648 from the Chief of Riley County Fire District No 1 or the Riley County Emergency Management Office on forms provided by said offices. Said Fire Chief and/or the Riley County Emergency Management office shall have exclusive authority to determine the location of the burning, the type and amount of materials to be burned, the dates for which the burn permit is valid, and the time for which said materials may be burned. Said permits shall be subject to all other applicable laws. In addition, the above County representatives shall determine the conditions

under which burning shall be allowed.

BE IT FURTHER RESOLVED that permits to burn will be issued by the Fire Chief having jurisdiction and/or the Riley County Emergency Management office for prescribed burning as authorized by KAR 28-19-647 and KAR 28-19-648.

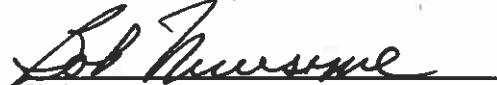
BE IT FURTHER RESOLVED that the knowing and willful violation of this order shall constitute a Class C misdemeanor; and, any person convicted of such violation shall be punished as provided by law.

BE IT FURTHER RESOLVED that Riley County Resolutions 83-10 and 032797-08 are hereby repealed.

This is an ordinary home rule resolution and shall take effect and be in force from and after its passage and publication in the *Manhattan Mercury*.

EXECUTED this 23rd day of September, 1999.

**THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**


Chair


Member

Member

ATTEST:


Rich Vargo, Riley County Clerk



	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	105.1 INFORMATION REQUESTS, PRESS RELEASES, MEDIA INTERACTIONS	
Implemented:	Related Procedures: 105.2 Imagery & Audio Documentation	OSHA/NFPA References:

PURPOSE:

To provide guidance and information on interactions between media, press, and information requests.

SCOPE:

Due to the nature of the fire department's role in the community, interested individuals or members of the media will often request information during and after emergency responses and public interactions. Any and all information provided to the public or media shall be directed through the properly identified channels. It is important that RCFD#1 provides timely communication to the community, provides timely media briefings, and coordinates and supports prevention, preparedness, response, recovery, and mitigation activities among local stakeholders.

DEFINITIONS:

PUBLIC INFORMATION OFFICER (PIO)- A designated individual assigned to effectively and strategically communicate Countywide matters of public interest through appropriate media outlets.

FIRE DEPARTMENT REPRESENTATIVE- An RCFD#1 Member holding the rank of Deputy Chief, Fire Chief, or PIO, or other designee.

OUTSIDE PARTY- Includes any and all individuals, affiliated groups, companies, media outlets, insurance providers, law firms, or people otherwise not listed previously that are not current members of RCFD#1.

PRESS RELEASE- An official statement or briefing distributed on behalf of RCFD#1 including important information beneficial in nature to the public regarding an RCFD#1 related matter or a corresponding emergency incident.

OPERATIONAL PROCEDURES:

1. PUBLIC INFORMATION REQUESTS & MULTIMEDIA

- 1.1. All requests for information from an outside source pertaining to RCFD#1 internal affairs, administrative or personnel matters, and past or present matters relating to an emergency incident shall be directed to a Fire Department Representative. Requests for multimedia including pictures, audio files, videos, text messages, social media posts, emails, or other RCFD#1 official communications shall only be provided to an approved Fire Department Representative.
- 1.2. Any RCFD#1 Member receiving an information request shall promptly notify their respective Station Battalion Chief (BC) who then shall notify their Deputy Chief (DC) or On Call Chief after normal business hours. If the BC is not available then information requests should be forwarded to a Deputy Chief, Chief

or PIO as soon as possible. Information requests should be answered as soon as possible by an approved RCFD#1 Representative and not be unnecessarily delayed.

2. PRESS RELEASES & MEDIA INTERACTIONS

- 2.1. During an incident, providing timely information to the public is a priority. This information shall come from the PIO or a Fire Department Representative at IC's discretion. Media access must be granted by the IC or PIO and provided an escort if available.
- 2.2. All RCFD#1 Members (excluding a PIO or Fire Department Representative) shall refrain from making public statements on behalf of RCFD#1 either in writing, online, or in person. When questioned, members shall refer all comments to a Chief Officer. These public information releases shall be coordinated exclusively through a PIO or Fire Department Representative.
- 2.3. All RCFD#1 Members shall report requests of this nature to the highest ranking member on scene or their respective Deputy Chief or On Call Chief after normal business hours.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	105.2 IMAGERY & AUDIO DOCUMENTATION	
Implemented:	Related Procedures: 105.1 Information Requests, Press Releases, Media Interactions	OSHA/NFPA References:

PURPOSE:

To provide guidelines for the review and release of fire department imagery, and to integrate with the department's policies on Multimedia and social media so that photographs and electronic images taken by fire department personnel are managed in accordance with applicable laws. In addition, evidentiary concerns related to such images and recordings are protected; and the professional image of the department is maintained.

SCOPE:

It is the policy of the fire department to respect the privacy interests of department personnel, patients, fire victims, and the public. Also, to comply with medical confidentiality requirements of the Health Insurance Portability and Accountability Act (HIPPA) of 1996 and to comply with the State of Kansas public records law.

DEFINITIONS:

FIRE DEPARTMENT OWNED IMAGES OR AUDIO RECORDINGS:

Photographs, digital photographs, digital images, video recordings, audio recordings or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, audio recordings, or files, owned by the fire department by virtue of the fact that they were taken and/or created in the course of the fire department's business. This definition expressly includes the live streaming of imagery whether or not recorded at the time of creation. This definition may also be referred to in this policy as department owned images, department owned digital images, or fire department digital images.

IMAGES: Photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, or files. This definition expressly includes the live streaming of imagery whether or not recorded at the time of creation.

IMAGING DEVICE: Any device capable of producing an analog or digital image, including but not limited to a cell phone, smartphone, camera or camcorder, or other recording/capture devices of audio or image capability.

SECURED ARCHIVE: the location to which all Multimedia that constitutes a public record and or evidence are stored.

MULTIMEDIA OFFICER(S): the person(s) designated by the Fire Chief to be responsible for managing the archive and approving the public release of any multimedia.

FIRE DEPARTMENT REPRESENTATIVE- Typically, a RCFD#1 District Chief or Riley County Public Information Officer (PIO).

OPERATIONAL PROCEDURES:

1. MULTIMEDIA OFFICER

- 1.1. A Multimedia Officer shall be responsible to take custody of, manage, and approve the release of all fire department-owned imagery.
- 1.2. A Multimedia Officer shall ensure that an archived copy of each photo, video, or image (which collectively is referred to as imagery) is retained in the department's secured archive.
- 1.3. Any changes that a Multimedia Officer makes to an image shall only be made to a copy of the original. No changes shall be made to the archived original image.
- 1.4. A Multimedia Officer shall review all requests to use fire department-owned images from members and the public. A Multimedia Officer shall ensure that the release will not result in a breach of patient confidentiality or breach of privacy and that the release will, in all other respects, be lawful.
- 1.5. A Multimedia Officer shall not release any matter prohibited from release to the public by law, and is hereby authorized to redact from such image through cropping, blurring or such other imagery techniques at his/her disposal any of the following:

A multimedia recording depicting a recognizable face of a patient, family member of a patient, property owner, tenant, civilian, non-consenting firefighter or another person from whom the department lacks proper consent to such record.

A multimedia recording depicting victim-specific information such as a name, street numbers, license plate, vehicle identification number, social security number, or similar information.

Imagery or audio recordings depicting tattoos, body piercings, or similar features that may make a person in the image identifiable.

Imagery or audio recordings depicting medical treatment being rendered.

Imagery or audio recordings depicting naked body parts including genitals, genitalia, pubic area, buttocks or the breast or breasts of a female.

An image or audio recording that depicts a matter under investigation by RCFD#1, Riley County Police Department (RCPD), Kansas Highway Patrol (KHP), Office of the State Fire Marshal (OSFM), or any other state or federal law enforcement organization.

Any image or audio recordings taken in a non-public setting where persons in the image may have a reasonable expectation of privacy.

Graphic photographs, videos, or audio descriptions of an injury or a deceased victim's body. Identifying names and ranks of personnel from other organizations from whom consent has not been obtained.

Trademarks, copyrighted images, or identifying logos of a commercial nature without proper consent

- 1.6. A Multimedia Officer is authorized to release imagery or audio that meets the requirements of this policy and is otherwise in accordance with the State of Kansas public records law. The Multimedia Officer shall utilize the services of Riley County's legal counsel in carrying out this responsibility.

2. IMAGERY & AUDIO SUBMISSION PROCESS & REQUEST FOR OUTSIDE USE

- 2.1. Any member desiring to use a department-owned image or video shall submit the images, recordings, audio recordings for review to a Imagery Officer directly or make a submission request through the RCFD#1 Member's Facebook Group an administrative review. Assuming the imagery meets the requirements for release in accordance with Kansas public records law and this policy, the Multimedia Officer shall authorize the release of the requested image.
- 2.2. Upon being granted permission to use department-owned imagery or audio recordings, members shall not post, disseminate, distribute, or release any fire department-owned image in such a way that the member may be viewed by the media or members of the public as being a spokesperson for the department, except when duly authorized as a Fire Department Representative. Furthermore, RCFD#1 members shall not post, disseminate, distribute, or release any department owned media in such a way that the release causes actual harm or negative disruption to the mission and functions of RCFD#1.
- 2.3. Any release of media not authorized by this policy must be authorized by the Fire Chief in writing, by lawful subpoena, or by court order.
- 2.4. Violation of this policy is considered to be a serious disciplinary infraction for which a member may be terminated without the need for progressive discipline.
- 2.5. All forms of multimedia pertaining to RCFD#1 that are captured on a Member's device both personally owned and department issued may be evidentiary in nature. Additionally, these mediums are subject to public record and may be requested by a Fire Department Representative or a higher legal authority.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	105.3 DISCIPLINARY ACTIONS	
Implemented:	Related Procedures: Riley County Personnel Policy Manual	OSHA/NFPA References:

PURPOSE:

RCFD#1 Administration is responsible for the conduct and effective performance of all Fire District employees under the jurisdiction and shall have the duty and the responsibility to investigate and discipline employees for violations of the County's personnel policies, departmental policies and guidelines, subject to the approval of the Riley County Board of Commissioners.

SCOPE:

The purpose of discipline is to ensure high standards of performance and efficiency, and to provide the citizens of the County with the highest possible level of courteous and professional public service. Disciplinary actions are generally meant to correct rather than to punish behavior. Disciplinary actions should be aimed at guiding the employee, strengthening the employee's self-discipline, and improving the employee's work performance.

All employees are expected to know the rules and standards that govern their work and behavior in the workplace. All employees should know the policies that define the possible offenses that warrant disciplinary procedures as well as the steps that may be followed if a rule is violated.

Because Riley County wants to ensure fairness and consistency in the disciplinary actions that are taken, a progressive system will normally be utilized. A progressive disciplinary system is one in which actions usually take place in a series of steps that give the employee the opportunity to change or correct the problem, performance, behavior, or whatever the cause of the action happens to be. Employees must be aware, however, that there are circumstances under which some steps in the disciplinary process will be bypassed. Serious cases of misconduct do not require progressive discipline; the County has the right to proceed directly to the more serious actions such as, suspension or termination without any oral or written warning if the infraction warrants it.

DISCIPLINARY PROCESS:

All steps in the disciplinary process will be documented. The following is a list of initial progressive steps/actions that may be used; these actions are not required to be administered in a sequential fashion but may be used as a particular situation warrants:

1. **ORAL REPRIMAND:** For the first incident, an oral reprimand may be used. This is a verbal warning given to an employee by his or her supervisor or department head during a private meeting. The purpose of this meeting will be to inform the employee of the nature of the problem and to set out the steps necessary to correct it.

- 1.1. A written record of the oral reprimand, using the Disciplinary Action Form, shall be placed in the employee's personnel file. This documentation should include the date and time of the meeting so that it can be referred to subsequently, if necessary.
 - 1.2. The employee should be told that this is only an oral reprimand. The employee may provide any written comments or explanations concerning the incident on the form.
2. **WRITTEN REPRIMAND:** Should a second incident occur involving the same problem, the Department Head or supervisor may issue a written reprimand. The Department Head or supervisor will meet with the employee again and warn the employee that a third incident may result in more severe disciplinary action. This written censure should be documented using the Disciplinary Action Form, a copy of which shall be placed in the employee's personnel file located within the Division of Human Resources.
- 2.1. A written reprimand should include the date and time of the disciplinary meeting; the employee may provide any written comments or explanations concerning the incident and should be asked to sign the documentation whether or not there is an agreement with the action.
 - 2.2. Should any additional incidents occur, the Department Head or supervisor may take stronger disciplinary actions as necessary, considering the seriousness of the infraction:
 - 2.3. Retained in the department's secured archive.
3. Should any additional incidents occur, the Department Head or supervisor may take stronger disciplinary actions as necessary, considering the seriousness of the infraction.
- 3.1. **Employee Assistance Program:** In some cases, issues that come to warrant more severe disciplinary or corrective action may have underlying causes or reasons related to non-work situations or factors. When addressing employee difficulties, or when attempting to ascertain the cause of unsatisfactory performance, attendance, or other problems, supervisors should bear in mind that the Employee Assistance Program is in place to help employees with certain kinds of problems. Department Heads or supervisors should encourage the use of this program, if appropriate, before instituting more severe actions.
 - 3.2. **Suspension:** A suspension is the removal of an employee from service, with or without pay, for a specific period of time. This may include an employee being sent home for grossly insubordinate behavior, causing a disruption in the workplace, or if the employee is endangering themselves, other employees, or members of the public. In the case of acts of violence or other flagrant misconduct, serious safety violations, or criminal offense, any employee may be suspended immediately, with or without pay, pending an investigation and review of the matter. Exempt employees may be suspended without pay for one or more full days.
 - 3.3. **Termination:** Termination is the removal of an employee from County employment.
 - 3.4. The foregoing does not represent an exclusive list of disciplinary actions and other forms of action may be taken. The foregoing in no way alters the employee's status as an at-will employee. Under certain circumstances, disciplinary actions may not be required to be taken in a prescribed sequential order, but may be chosen as the situation dictates, and one or more types of disciplinary action may be taken in a particular instance or instances. All steps in the disciplinary process should be done in private with the maximum confidentiality possible.
 - 3.5. The progressive disciplinary procedures described above may be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or conduct.

- 3.6. All disciplinary actions are subject to review and approval by the Board of County Commissioners, if requested by the employee, but this in no way alters the employee's status as an at-will employee.
- 3.7. The employee shall advise on the Disciplinary Action Review Form in Appendix C whether or not they request review by the Board of County Commissioners of the disciplinary action. The employee must advise of their preference at the time the disciplinary action is taken, if that form is presented by the employee's department head or department head's designee. The completed form must then be filed with the Human Resource Manager by the department head or department head designee.
- 3.8. (1) If the employee requests review on the Disciplinary Action Review Form, an executive session will be scheduled by the County Counselor as soon as is reasonably practical, based upon the schedule of the Board of County Commissioners, and after any investigation the County Counselor completes at the direction of the Board of County Commissioners.
- 3.9. (2) If the employee requests on the Disciplinary Action Review Form no review by the Board of County Commissioners, the employee has permanently waived the right to request review by the Board of County Commissioners.
- 3.10. (3) If the employee refuses to indicate on the Disciplinary Action Review Form whether or not they request review, their department head or department head designee must so indicate on that form and a review by the Board of County Commissioners will be scheduled as stated above. The completed form must then be filed with the Human Resource Manager by the department head or department head designee.
- 3.11. (4) If the Disciplinary Action Review Form is not presented to the employee at the time the disciplinary action is taken, the employee has 7 calendar days, including intervening weekends and holidays, to complete the form with their request regarding Board of County Commissioners review, and to deliver that completed form to the Human Resource Manager. If that completed form is not delivered to the Human Resource Manager within 7 days of such disciplinary actions, employee has permanently waived review by the Board of County Commissioners.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	105.4 ON CALL CHIEF DUTIES	
Implemented:	Related Procedures: 101.2 Organizational Chart, 101.3 Chain of Command	OSHA/NFPA References:

PURPOSE:

To communicate the normal responsibilities of the On-Call Chief, as well as typical roles of District Chief Officers on emergency scenes.

SCOPE:

This guideline shall be followed by District Chief Officers both on-call or off-call and responding to incidents. At any time these guidelines may be changed to meet the department's specific need(s). This should be used as a supplement to the Chain of Command SOG.

DEFINITIONS:

ON CALL CHIEF- A Deputy Chief or designee that has the authority to act on behalf of the Department in the Fire Chief's absence until relieved.

DISTRICT CHIEF- A member holding the rank of Deputy Chief or Fire Chief

CHIEF OFFICER- A member holding the rank of Battalion Chief or higher who may be assigned in the absence of a Deputy Chief or Fire Chief

ON CALL ROTATION SCHEDULE- Normal On-Call schedules are assigned one week at a time, beginning on Friday at 1700hrs and ending on the following Friday at 1700hrs.

OPERATIONAL PROCEDURES:

1. ON CALL ROLES & RESPONSIBILITIES

- 1.1. Respond to emergencies as needed. Discretion shall be used based on call type, information, weather, and available personnel
- 1.2. Typical roles may include but are not limited to incident command, operations chief, support, safety, and other duties as needed
- 1.3. Approve mutual aid and deployment requests
- 1.4. Request mutual aid resources directly or with the assistance of Emergency Management
- 1.5. Be reachable to answer questions from staff outside of normal business hours
- 1.6. Notify the Fire Chief of any significant incident(s) or issues so notifications to relevant government stakeholders or the Public Information Officer (PIO) can be made.
- 1.7. Represent the department in a professional manner

1.8. Other duties not otherwise specified

2. ADDITIONAL RESPONDING DISTRICT CHIEF OFFICER ROLES & DUTIES

2.1. District Chief Officers can add themselves to any incident and fill roles as the situation warrants.

2.2. The following is a list of normal duties of an On-Call District Chief Officer.

Incident Command, Operations Chief, Division Leader, Support, Safety, Logistics, Department Representative, EOC, Liaison to other Emergency Service Directors, and elected officials.

2.3. The designated On-Call Chief shall find a replacement to fulfill the On-Call duties in event he/she needs relief from the On-call responsibility. The On-Call chief should first request the Fire Chief/Director to provide coverage and then the opposite Deputy Chief.

2.4. District Chief Officers may designate On Call Chief duties to an approved Officer when staffing or additional response coverage is needed.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.1 HOSE TESTING & MAINTENANCE	
Implemented:	Related Procedures:	OSHA/NFPA References: NFPA 1962

PURPOSE:

To ensure that all fire hoses are maintained and tested properly and in good working condition.

OPERATIONAL PROCEDURES:

1. SAFETY CONSIDERATIONS

- 1.1. All personnel shall wear appropriate PPE including helmets, gloves, and eye protection/shields if they are near a charged hose line. Members of the public should be kept away from the immediate area of a charged hose line or fire stream at pressure.
- 1.2. All hose driven over or damaged shall be identified, tagged as "Out of Service" and tested as soon as possible before being put back "In Service".
- 1.3. Pressures above the manufacturer's recommended maximum should be avoided.
- 1.4. Open and close nozzles and valves slowly to prevent water hammer in hose lines.

2. GENERAL CONSIDERATIONS

- 2.1. RCFD#1 Administration will provide all test equipment, necessary fittings, and documentation.
- 2.2. Testing of all hose (except for booster lines and 1" single jacketed forestry) should occur annually.
- 2.3. All hose testing data shall be submitted to the Deputy Chief of Operations.
- 2.4. All hoses older than 25 years or significantly aged, damaged, or faded shall be identified during testing and replaced when the budget allows.
- 2.5. When applicable, the allen bolts on all 4" couplings shall be checked for tightness.

3. PREPARATION & INSPECTION

- 3.1. Inspect all female couplings and swivels to ensure that gaskets are in place, male threads are not damaged, and there are no signs of coupling slippage
- 3.2. Inspect hose for jacket tears, burn spots, cuts, severe abrasion, mildew, rot, unusual lumps, bulges, delamination of the lining, or twists
- 3.3. Any hose showing unusual wear or signs of coupling slippage shall be removed from service
- 3.4. If necessary, rewrite the ID number with a permanent marker
- 3.5. Record the details of each hose section on the form provided

4. HOSE TESTING PROCEDURES

****Avoid using fire apparatus to test attack fire hose as it is extremely hard on apparatus and pumps. Hose test machines are a safer option and do not create excessive wear and tear.**

- 4.1. The total length of any hose section during the test shall not exceed 300 feet.
- 4.2. During testing, hoses must lie flat, straight, and level as possible
- 4.3. Connections should be hand tight. If leaks are detected, tighten the coupling by using spanner wrenches. If the leak continues, the gasket will be replaced
- 4.4. If available, a test cap with a bleeder valve shall be used at the end of the hose layout. A nozzle may be used as a substitute.
- 4.5. Bleed the air out of the line using the bleeder cap or nozzle. Close valve prior to beginning test.
- 4.6. The pressure shall be raised slowly until the service test pressure is reached and shall be maintained for 3 minutes.

Hose Type	Test Pressure / Time
1" Single Jacket / 1" Booster Line	N/A
Double Jacketed Attack Line (1 ¾" and 2 ½")	300psi / 3 minutes
4" Large Diameter Hose (LDH) Supply Line	200psi / 3 minutes

5. TAGGING HOSE FOR REPAIR/ OUT OF SERVICE

- 5.1. Roll the individual hose section backwards (female coupling in)
- 5.2. Fill out a maintenance tag provided by RCFD#1 Administration and include your name, date of test, and description of problem.

6. MAINTENANCE AND USE

6.1. In order to extend service life, hose shall not be dragged through or left in;

- Road tar
- Oils
- Hazardous materials
- Hot materials outside of firefighting efforts
- Sharp edges
- Long distances in order to prevent wear to the jacket and couplings
- Care should be taken to not drop unmated couplings. Damage to threads and oblonging the coupling may result.

6.2. Hose soiled or soaked at emergency or training scenes shall be changed if possible or cleaned upon return to the station as soon as time is available.

7. HOSE CLEANING

7.1. Hose shall be cleaned with water, mild detergent, and a bristle brush if needed prior to placing back in service.

7.2. Hose that gets wet during freezing weather shall be changed out upon return to the station if possible. unable to be accomplished, contact the On Duty Chief for assistance.

Annual Service Hose Test

Test Date: ____/____/____ Test Engineer: _____

Hose ID Number	Hose Location	Hose Size	Hose Condition	Purchase Date	Last Test Date	Remarks

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.2 FLEET & EQUIPMENT MAINTENANCE PROGRAM	
Implemented:	Related Procedures: 106.1 APPARATUS & EQUIPMENT MAINTENANCE	OSHA/NFPA References: NFPA 1915, NFPA 1911, NFPA 1914, NFPA 1071, KAR 22-22-1

PURPOSE:

RCFD#1 considers the safety of vehicle occupants as a primary concern in the specification, design, operation, maintenance, and repair of all fire department vehicles. The RCFD#1 Fleet & Equipment Maintenance Program is designed to maximize the life cycle of departmental apparatus and mitigate risk to personnel and RCFD#1.

SCOPE:

These guidelines entail all apparatus and motorized equipment operated by RCFD#1 and those responsible for regular inspections and maintenance of such vehicles, apparatus, and equipment.

DEFINITIONS:

APPARATUS-Any vehicle operated by the RCFD#1 with an emergency response duty and required operation at emergency scenes.

SUPPORT VEHICLE- Any vehicle operated by the fire department that does not have emergency response duty or is not required in operations at emergency scenes. The exception to this are the District Chief Vehicles, which will be considered a support vehicle.

SMALL ENGINES - Includes all other motorized equipment utilized in Fire Station's such as UTV's, lawn mower's, weed eaters, chainsaws, leaf blowers, pressure washers, etc.

MONTHLY CHECK- Routine operational inspection performed on a monthly basis typically by Station members.

ANNUAL MAINTENANCE- Comprehensive inspection performed and managed by RCFD#1 Administration. These duties are performed by qualified Mechanics including preventative maintenance and/or replacement of necessary parts to ensure operational readiness.

OPERATIONAL PROCEDURES:

OVERVIEW:

RCFD#1's Fleet & Equipment Maintenance Program shall be followed for all vehicles and necessary small engines. All necessary documentation and recordkeeping shall be kept in an organized manner and documented in RCFD#1 record keeping software. Repairs and preventative maintenance shall be in accordance with the manufacturer's recommendations.

A Kansas State Emergency Vehicle Inspection Form found in SOG 106.1.3 shall be completed annually in accordance with KAR 22-22-1.

Fire Station members shall be responsible for completing monthly apparatus checks through a department provided checklist. When repairs are needed that compromise safety or response capability, all findings must be reported to the Deputy Chief of Operations during normal business hours or the On Duty Chief through the following preferred reporting methods.

URGENT/OUT OF SERVICE CRITERIA- Necessitates an immediate phone call to notify Deputy Chief of Operations or On Call Chief. Discretion shall be used by Station Officers when necessary or when safety issues are present.

Examples:

- Body mounting that is defective
- Cab mounting that is defective
- Seat belts that are defective, torn, or not fully functional
- Cracked or broken windshield that obstructs the driver/operator's view
- Missing or broken rearview mirror that obstruct the driver/operators view
- Windshield wipers that are missing or inoperable
- Steering wheel that has a deficiency
- Oil pressure gauge or engine or transmission temperature gauges that have failed
- Door latches that are defective
- Defrosters that are defective
- Foot throttle that is defective
- Tires that have cuts in the sidewall that penetrate to the cord
- Wheel fasteners that are missing or broken
- Any other significant issue that creates a safety hazard

NON-URGENT MAINTENANCE REQUEST- Necessitates the notification through the following methods:

#1 Scan QR Code inside door of apparatus to report issue

#2 Contacting the Deputy Chief of Operations during normal business hours, or file ticket in RCFD#1 record keeping software

Examples:

- Pump or valve leaking
- Hard starting apparatus, pump, or small engine
- Ongoing "watch" for future repair needed

1. ANNUAL APPARATUS & VEHICLE MAINTENANCE- Managed by RCFD#1 Administration

TIRES

- 1.1. All apparatus and support vehicles will have their tires visually inspected, and pressure checked monthly with an advanced inspection and tread depth measurement on an annual basis.
- 1.2. Tires will be replaced when necessary by routine wear, degradation observed, or excessive age or as otherwise deemed necessary by the Deputy Chief of Operations or their designee.
 - 1.2.1. Apparatus rear tires will be replaced when the tread is at or below 2/32.
 - 1.2.2. Front tires will be replaced when tread is at or below 4/32.

- 1.2.3. Support vehicle tires will be replaced when tread depth is at or below 4/32.

BRAKES

- 1.3. All brake systems will have a comprehensive annual inspection and analysis as part of the Fleet & Equipment Maintenance Program. Each brake inspector must be qualified as follows per Code of Federal Regulations CFR 396.25:

- 1.4. Qualifications of Brake Inspectors:

*(1) Understands the brake service or inspection task to be accomplished and can perform that task; and
(2) Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an assigned brake service or inspection task; and
(3) Is capable of performing the assigned brake service or inspection by reason of experience, training, both as follows:*

(i) Has successfully completed an apprenticeship program sponsored by a State, a Canadian Province, a Federal agency or a labor union, or a training program approved by a State, Provincial or Federal agency, or has a certificate from a State or Canadian Province that qualifies the person to perform the assigned brake service or inspection task (including passage of Commercial Driver's License air brake tests in the case of a brake inspection); or

(ii) Has brake-related training or experience or a combination thereof totaling at least one year. Such training or experience may consist of:

(A) Participation in a training program sponsored by a brake or vehicle manufacturer or similar commercial training program designed to train students in brake maintenance or inspection similar to the assigned brake service or inspection tasks; or

(B) Experience performing brake maintenance or inspection similar to the assigned brake service or inspection task in a motor carrier or intermodal equipment provider maintenance program; or

(C) Experience performing brake maintenance or inspection similar to the assigned brake service or inspection task at a commercial garage, fleet leasing company, or similar facility.

No motor carrier or intermodal equipment provider may employ any person as a brake inspector unless the evidence of the inspector's qualifications, required under this section, is maintained by the motor carrier or intermodal equipment provider at its principal place of business, or at the location at which the brake inspector is employed. The evidence must be maintained for the period during which the brake inspector is employed in that capacity and for one year thereafter. However, motor carriers and intermodal equipment providers do not have to maintain evidence of qualifications to inspect air brake systems for such inspections performed by persons who have passed the air brake knowledge and skills test for a Commercial Driver's License.

MECHANICAL

- 1.5. Apparatus will have oil changes done once per year or every 250 hours as needed.
- 1.6. Support Vehicles will be serviced at least once per year and/or every 5,000 miles. It is the responsibility of the assigned driver or the Deputy Chief of Operations if the vehicle is not assigned to an individual Fire Station to arrange all necessary service work.
- 1.7. Ladder 103 specific aerial maintenance and lubrication procedures can be found in the respective service manuals. Annual aerial test shall be required per NFPA 1914 for all aerial apparatus.

2. FIXED EQUIPMENT & SMALL ENGINE MAINTENANCE

- 2.1. Fire Station air compressors, station generators, and SCBA compressors will be serviced annually in accordance with the manufacturers recommendations.
- 2.2. Small engines will be serviced annually in accordance with the manufacturers recommendations or based on immediate needs by the Deputy Chief of Operations or designee.

3. FORMS

Support Vehicle Annual Service Form	106.1.4
Fire Apparatus Annual Service Form	106.1.5

FIRE DEPARTMENT: _____ **FDID:** _____ **PHONE:** _____

FDDID: _____ PHONE: _____

PHONE: _____

[illegible]

I, _____ Fire Chief of _____ Fire Department, do hereby certify that the above inspections were performed in accordance with KAR 22-22-1 for calendar year _____

Fire Chief Signature

Date _____

Appendix E.1

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.4 STATION MAINTENANCE FALL/SPRING CHECKLIST	
Implemented:	Related Procedures:	OSHA/NFPA References:

Station Number: _____ Date: _____ Circle: Fall or Spring

Outside of Fire Station and Grounds	Comments
1. Yes ___ No ___ Repaired ___ All exterior lights working _____	
2. Yes ___ No ___ Repaired ___ Concrete sidewalks cracking or settling _____	
3. Yes ___ No ___ Repaired ___ No missing finishes or roof materials _____	
4. Yes ___ No ___ Repaired ___ Facility free of accumulating debris or trash next to the building _____	
5. Yes ___ No ___ Repaired ___ Station signage visible (if applicable) _____	
6. Yes ___ No ___ Repaired ___ Garage doors working properly _____	
7. Yes ___ No ___ Repaired ___ Paint faded, peeling, or cracked _____	
8. Yes ___ No ___ Repaired ___ Trees or Shrubs need care _____	

Station Interior	Comments
9. Yes ___ No ___ Repaired ___ Entry Doors and windows operate properly _____	
10. Yes ___ No ___ Repaired ___ Paint / stain in good shape _____	
11. Yes ___ No ___ Repaired ___ Ceiling tile in good shape (if applicable) _____	
12. Yes ___ No ___ Repaired ___ Exits and exit lights working (if applicable) _____	
13. Yes ___ No ___ Repaired ___ Walkways clear & exits not blocked _____	
14. Yes ___ No ___ Repaired ___ Stairs and railing clear and securer _____	
15. Yes ___ No ___ Repaired ___ Mop closets and sinks are maintained in a sanitary condition	
16. Yes ___ No ___ Repaired ___ All conduit is securely attached to walls and junction boxes are secured and covered	

Station Kitchenette	Comments
---------------------	----------

17. Yes___ No___ Repaired___ Appliances cleaned and in good shape_____
18. Yes___ No___ Repaired___ Counters in good shape_____
19. Yes___ No___ Repaired___ Refrigerator checked and cleaned if necessary_____
20. Yes___ No___ Repaired___ Hot Water Heater checked and no leaks_____
21. Yes___ No___ Repaired___ Gear Extractor/Dryer checked and inspected_____

Station Bathroom(s) **Comments**

22. Yes___ No___ Repaired___ Bathroom Lights functional_____
23. Yes___ No___ Repaired___ Sinks and toilets clean and functional_____
24. Yes___ No___ Repaired___ Shower clean and functional_____
25. Yes___ No___ Repaired___ Counters and fixtures tight and in good shape_____
26. Yes___ No___ Repaired___ Paper towel and toilet paper dispensers functional_____
27. Yes___ No___ Repaired___ Floors clean_____
28. Yes___ No___ Repaired___ Adequate supplies and cleaning materials_____

Shop, Closets, Storage Areas **Comments**

29. Yes___ No___ Repaired___ Flammable liquids stored properly_____
30. Yes___ No___ Repaired___ Check station's exhaust system (if applicable) _____

Mechanical Systems HVAC, Plumbing, Electrical **Comments**

31. Yes___ No___ Repaired___ Thermostat checked and functional_____
32. Yes___ No___ Repaired___ Check for leaks and drips_____
33. Yes___ No___ Repaired___ Pour water in drains and traps_____
34. Yes___ No___ Repaired___ Lights all working properly_____
35. Yes___ No___ Repaired___ Check electrical panel_____

Air Compressor **Comments**

36. Yes___ No___ Repaired___ Belt inspected (if applicable) _____
37. Yes___ No___ Repaired___ Condensation Drained (if applicable) _____

Reviewed by_____

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.5 APPARATUS & EQUIPMENT MAINTENANCE	
Implemented:	Related Procedures: 106.2 Fleet Maintenance	OSHA/NFPA References: NFPA 1911

PURPOSE:

RCFD#1 considers the safety of vehicle occupants as a primary concern in the specification, design, construction, acquisition, operation, maintenance, inspection, and repair of all fire department vehicles. These guidelines are to establish procedures for the safety of personnel and apparatus for preventative maintenance, identifying, reporting, correcting, and documenting unsafe conditions, and the placing of apparatus out of service until repairs are made.

SCOPE:

These guidelines cover all motorized vehicles, apparatus, and equipment operated by the fire district.

DEFINITIONS:

APPARATUS-Any vehicle operated by the RCFD#1 with an emergency response duty and required operation at emergency scenes.

SUPPORT VEHICLE- Any vehicle operated by the fire department that does not have emergency response duty or is not required in operations at emergency scenes. The exception to this are the District Chief Vehicles, which will be considered a support vehicle.

FIXED EQUIPMENT-Any equipment that is permanently mounted or assigned to a fire station, e.g. building generator, air compressors, etc.

IN SERVICE- The state of operational readiness by a fire apparatus (i.e. fueled at $\frac{3}{4}$ or above, full of water, hoses reloaded, etc.)

MONTHLY CHECK- Operational inspection of an apparatus performed on a monthly basis. Station Officers are ultimately responsible for delegating Monthly Apparatus Checks among station members.

FRONT LINE APPARATUS- Apparatus or vehicles scheduled to be first out of their fire station on a response.

RESERVE APPARATUS-- Apparatus or vehicles scheduled to be used when front line apparatus are out of service or otherwise unavailable.

OPERATIONAL PROCEDURES:

GENERAL APPARATUS GUIDELINES

1. Apparatus should be kept reasonably clean, orderly, and ultimately ready for response. Exceptions for cleanliness may be made during periods of inclement weather or periods of high call volume as determined by a Station Officer.
2. All apparatus should be kept plugged in to shore power while in the station.
3. When applicable, apparatus should be plugged into Station shore airline and exhaust systems.
4. Fuel levels in apparatus shall be maintained at $\frac{3}{4}$ of capacity or higher.
5. Water tanks on apparatus shall be kept full and refilled as soon as possible after use.
6. After returning to the Station regardless of the time of day or the day of the week, the apparatus shall be readied for service as soon as possible or alternate arrangements made.
 - 6.1. Examples include:
 - Refueling apparatus and small engines used (ex: blowers, chainsaws, generators, hydraulic pumps)
 - Filling tank water
 - SCBA cylinders replaced and airpaks cleaned
 - Removing trash and debris from apparatus and cab
 - Replace/clean hoses and equipment if used and made dirty
 - Radios placed in charger base and cleaned if dirty
 - Thermal Imaging Camera (TIC) & 4-gas monitors powered off and charged
 - Check for any damages or repairs needed, ensuring notification to appropriate personnel

GENERAL MAINTENANCE & CONSIDERATIONS

7. During freezing weather conditions, booster lines, pumps, and drains shall be prepared to eliminate freeze damage. Drain excess water in the pump and plumbing to keep dry. Brush Trucks and Tenders shall take necessary steps to prevent freezing while responding (usually done by circulation pumping).
8. Apparatus and small engines should not be operated inside stations beyond initial startup and will not be operated in the station when overhead doors are closed.

MONTHLY APPARATUS CHECKS

9. Each Apparatus shall be checked for response readiness once per month by following a department provided checklist. This excludes running emergency calls and normal duties of placing an apparatus back in service upon completion of an incident.
10. The member assigned or delegated to checking an apparatus will sign the apparatus check sheet and is responsible for the accuracy of the monthly apparatus check and cleaning the bay it is parked in. All areas of the provided checkout form shall be completed
11. If issues are discovered such as missing equipment, degrading or damaged items, the information must be logged on the check-in sheet. This will include the date, a description of the problem, and the name of the person logging it. For major problems found, unsafe conditions, or items significantly compromising the apparatus response capabilities, notify the Station Officers immediately and the appropriate On Duty Chief.

12. Station Officers are ultimately responsible for ensuring the completion of the provided Monthly Apparatus Checklist(s).

REPORTING EQUIPMENT, VEHICLE REPAIRS, AND MAINTENANCE

13. In addition to the previously listed notification procedures, a ticket shall be submitted in RCFD#1 reporting software or a phone call/text made to the Deputy Chief of Operations whenever an item is broken, needs to be repaired, or replaced. It is the driver of the apparatus and the Station Officer's responsibility to ensure that the notification is made and crew members know of any problems affecting response capabilities.
14. Maintenance requests are used to track repairs and should be entered into departmental record-keeping software. All replacement items or major repairs should have a maintenance request with an appropriate description included.

REMOVING AN APPARATUS FROM SERVICE

15. For routine maintenance, RCFD#1 Administration will notify the nearby stations and corresponding members when a front line apparatus is taken out of service, or when a reserve apparatus is put in service.
16. If the Station members encounter a critical apparatus issue, the apparatus shall be taken out of service immediately and the Deputy Chief of Operations and/or On-Call Chief shall be notified immediately.
17. When a reserve apparatus is put into service all necessary equipment will be moved to the reserve apparatus and stored properly.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.6 PERSONAL PROTECTIVE EQUIPMENT & CARE	
Implemented:	Related Procedures:	OSHA/NFPA References:

PURPOSE:

To provide guidance for the care, storage, and maintenance of personal protective equipment and clothing issued to RCFD#1 Members

PROCEDURES

1. INSPECTION

- 1.1. Each RCFD#1 member is responsible for inspecting his/her protective clothing as well as for the cleaning, care and maintenance of all department issued protective equipment.
- 1.2. The individual member is responsible for notifying their Station Officer(s) of needed repairs or replacements. Refer to 5.1, 5.2.

2. CLEANING AND DECONTAMINATION

- 2.1. PPE should be kept clean and washed when deemed necessary by the individual or an Officer. Excessively dirty, soiled, or smoky/sooted PPE can be a hazard to the individual, their family, station members, or the public.
- 2.2. Documentation of cleaning (washing with extractor) shall be the responsibility of the individual. A log sheet will be posted by each extractor with instructions. Individuals are expected to follow the instructions visible on the extractor for proper usage and cleaning procedures.
- 2.3. Specialized and contract cleaning or stitching or repairs will be the responsibility of the department.
- 2.4. Soiled or potentially contaminated PPE shall not be taken into an individual's home or a laundry mat to be laundered.

3. TYPES OF CLEANING

- 3.1. ROUTINE CLEANING -Performed on scene or at the station
 - 3.1.1. This consists of removing dirt, soot, or light debris with a brush and/or water.
 - 3.1.2. This type of cleaning is done to ensure a professional appearance as well as to keep the apparatus and stations clean and ensure the longevity of the gear.
 - 3.1.3. No documentation is needed when Routine Cleaning is completed.

- 3.2. **ADVANCED CLEANING-** Performed in a commercial extractor machine or specifically purposed washing machine at a station.
- 3.3. Advanced cleaning is a thorough cleaning and decontamination accomplished by using the gear washing machine and cleaning agents supplied by the department.
- 3.4. Current locations of Commercial Extractor machines:

LOCATION	BATTALION CHIEF
<u>RCFD#106</u> 108 W. Barton, Leonardville, KS 66449	Captain Pat Collins (785) 313-0273
<u>RCFD#112</u> 4520 Hwy 13, Manhattan, KS 66502	BC Roger Davis (785) 313-0799

4. **ADVANCED CLEANING IS REQUIRED WHEN:**

- 4.1. When gear is exposed to bloodborne pathogens
- 4.2. Gear is exposed to a high concentration of smoke, soot, debris, or any known carcinogenic material from a fire or suspected or known hazardous material(s)

5. **REPAIRS**

- 5.1. The member shall inform his or her Station Officer(s) of needed gear repair
- 5.2. The department will replace items that are worn or damaged as a result of the normal use associated with firefighting duties.

6. **GEAR REPLACEMENT**

- 6.1. The department will replace items that don't pass inspection as the budget allows.
- 6.2. If the gear is out of the recommended date but still passes the advanced inspection, the replacement date may be extended.
- 6.3. Members may be required to replace items that are lost, stolen, damaged, or prematurely worn out as a result of personal negligence.

7. **INDIVIDUALLY PURCHASED GEAR OR PPE**

- 7.1. Individual or Station funded PPE items that change the appearance of a department outfitted firefighter (i.e. helmet/helmet shields, custom hoods, etc.) shall meet NFPA standards and be approved of by a District Chief Officer prior to wearing on emergency responses.

8. **SPECIAL INCIDENT PROCEDURE**

- 8.1. Any PPE worn by a firefighter when seriously injured or killed shall immediately be removed from service.
- 8.2. RCPD shall be utilized to collect the PPE and maintain the chain of custody.
- 8.3. PPE involved shall be tagged and stored in a paper or cardboard container.
- 8.4. Examination of the evidence shall be made by qualified members of the department, investigation agency, or a subject matter expert.

- 8.5. Any gear exposed to hazardous materials or unique biohazard shall be immediately removed from service and tagged for inspection by a qualified subject matter expert.

9. RECORD KEEPING REQUIREMENTS

- 9.1. The department will compile and maintain records of structural firefighting PPE.

10. STRUCTURAL GEAR STORAGE

- 10.1. In order to adequately protect PPE, personnel must adhere to specific requirements:
- 10.1.1. After PPE is worn, coats and pants should be clean, dry and properly hung if wet. If gear is soiled it should receive the appropriate cleaning to decontamination. Once dry, it should be returned to the proper storage area
- 10.2. Gear shall be properly hung in a station or in a gear bag out of the weather
- 10.3. PPE shall not be stored in direct sunlight under any circumstance.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.7 GEAR WASHING INSTRUCTIONS	
Implemented:	Related Procedures:	OSHA/NFPA References:

PURPOSE:

To provide procedures and practices for usage and effectiveness of fire station washing machine extractors and decontamination of personal protective clothing issued to RCFD#1 Members.

PROCEDURES

1. Wear medical gloves if washing gear is contaminated by bloodborne pathogens, or soiled from routine firefighting duties.
2. When a firefighter has gear that needs to be repaired or extensive cleaning, a firefighter may request 1 check-out loaner gear as appropriate from RCFD#1 Administration.
3. For suspected or confirmed hazardous material exposures to PPE, personnel shall don medical gloves, N95 mask, and other PPE if necessary to eliminate cross-contamination. Multiple wash cycles shall be performed if necessary.
4. Separate the outer shell from the liner. The liners and outer shell must be washed separately.
5. When washing the outer shell, remove the DRD, belt, and suspenders. Those items can be hand wash in a mild detergent but should not be run through the extractor machine. Fasten all closures including zippers, buttons and Velcro. This is highly important and will maximize the lifespan of the metal zipper velcro surfaces, and keep buttons from excessive wear and tear during the wash cycle.
6. When washing the inner liner, turn the garment inside out so the thermal liner is on the outside with 1 white vapor barrier on the inside.
7. Prior to starting the cycle, scan the QR Code with a device or fill out the form on top of the machine indicating Pant/Coat identification number for documentation purposes in accordance with NFPA 185.
8. Select the appropriate setting indicated on the machine.
9. Hang to dry in a gear drying station that is in a well ventilated area away from direct sunlight.
10. Ensure the gear is completely dry prior to placing the gear back in service and inside of the gear bag.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	106.8 STATION OPERATIONS	
Implemented:	Related Procedures: 106.4.1	OSHA/NFPA References: NFPA 1500

PURPOSE:

To provide guidance to members of RCFD#1 with general operations for fire station appearance, security, and routine station maintenance.

SCOPE:

In order to keep RCFD#1 facilities well kept and in proper working order, it is imperative that the following guidelines are followed. Additionally, keeping stations and RCFD#1 property secure, climate controlled, and ready for response shall be a priority.

OPERATIONAL PROCEDURES:

1. STATION CLEANLINESS

- 1.1. All RCFD#1 Fire Stations & Facilities shall be presentable to the public at all times and be clean and free from excessive clutter, trash, bugs, and unused materials that reduce the functional space of the station. Piles of unused property (personal or department owned) shall be dealt with and taken care of by Station Officers or at the discretion of a District Chief Officer.

Examples of non-presentable Fire Station appearance include:

- Large and excessive piles of dirt, mud, or debris from trucks. During cold weather, exceptions may be made by the Station Officer(s) to prevent slippery conditions from forming.
- Unnecessary storage of unused materials including chairs, desks, cabinets, scrap metal, old refrigerators, parts, etc.
- Expired medical supplies or out-of-service PPE
- Fire station property should not be used for storage or workspace for personal property or projects.

2. FALL/SPRING STATION MAINTENANCE

- 2.1. Stations members shall perform an inspection of Fire Station facilities each Fall and Spring as part of their Station Training. Officers are responsible for ensuring completion of the provided Fall and Spring Maintenance Checklists provided by RCFD#1 Administration. See SOG 106.4.1 for the checklist.

3. STATION SECURITY & USAGE

- 3.1. All Members assigned to their Station are responsible for ensuring that the Station codes and keys are kept secure and in possession of members only. Additionally, all members are responsible for locking and closing all doors prior to exiting the Station.
- 3.2. Due to the cost of utilities and heating, Fire Station thermostats shall be kept at 50 degrees during unoccupied times in the Winter months. When Stations are occupied for use or training, thermostats may be adjusted for comfort.
- 3.3. All Station members shall be responsible for general cleanliness and upkeep of all facilities including restrooms, hallways, classrooms, and office areas, etc.
- 3.4. RCFD#1 Administration will be responsible for providing Stations with cleaning supplies, paper towels, or other items necessary. Supplies shall be requested by contacting the appropriate District Chief.
- 3.5. Using Station space for leisure or recreation is permitted with prior approval of BC and the expectation of quickly responding to an emergency call if paged. Responsibility for the use and prompt cleanup of facilities, taking out/hauling off trash, is expected of the user.
- 3.6. Professional conduct while on the premises is expected during use.
- 3.7. No alcohol may be stored or consumed at any RCFD#1 Station
- 3.8. Visitors should be accompanied by a Department Member (i.e. children).

4. SEVERE WEATHER OPERATIONS PLAN

- 4.1. Station Officers shall discuss a safety plan for Station Members during Severe Weather encountered while at or near the Station including applicable Storm Shelters or areas of refuge.
- 4.2. Station members shall also discuss an evacuation relocation where they could move apparatus prior to impending weather events or hazards.
- 4.3. RCFD#1 Stations are not public shelters; however, in the event an individual(s) requests to come in during a storm they should not be turned away. When proceeding to a storm shelter (if applicable), the member of the public should be guided and escorted to an area of refuge.

5. STATION FUNDS & DONATIONS

- 5.1. Individual Stations may manage an outside dedicated station fund or submit donations to RCFD#1 Administration to be used for equipment or items for the particular station. Station funds may encompass small incidental donations or goods donated specifically to a station crew for Station/ Station member use.
- 5.2. All apparatus-related items purchased by Station funds or donated will be accounted for and inventoried if approved by District Chief Officers.
- 5.3. All non-apparatus items purchased by Station Funds (i.e. flashlights, knives, firefighter accessories) will be repaired or replaced by the owner and not RCFD#1's operating budget.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.1 RADIO OPERATIONS & TERMINOLOGY	
Implemented:	Related Procedures:	OSHA/NFPA References:

PURPOSE:

To outline the requirements for effective communications and standardization of terminology across the RCFD#1 response area and other partnering agencies and dispatch centers.

SCOPE:

This guideline should be followed by all personnel operating RCFD#1 radios.

DEFINITIONS:

PORTABLE /HANDHELD RADIO- Radio's not permanently affixed to an apparatus that can be clipped on gear or placed in a pocket.

MOBILE RADIO- A hard-mounted radio used primarily while inside RCFD#1 Fire Apparatus and Vehicles

PLAIN TALK- Using common language over the radio recognized by the average individual regardless of agency. In other words, not using 10 codes or specific agency definitions, acronyms, or limited abbreviations.

TALK GROUP- Commonly referred to as a channel or specific frequency based on incident type

PTT- Push To Talk also commonly known as the transmit button

OPERATIONAL PROCEDURES:

It is the policy of the Department to use radio discipline and standardized terminology in a manner that will effectively and efficiently communicate information during non-emergent and emergent situations.

The following fundamentals related to radio communication shall be followed at all times:

- When an apparatus leaves the designated fire station for any reason, dispatch must be made aware and acknowledge receipt of unit status.
- Use plain talk (common language) with the exception of "10-4" as an acknowledgment
- Speak when necessary about the incident, task, or training exercise and keep all communications brief and direct in order to reduce unnecessary radio traffic.
- Use the appropriate talk groups as assigned by dispatch or Incident Commander

RADIO DISCIPLINE

1. All radio messages shall be short and concise. Whenever possible, users should accomplish long or technically specific messages via face-to-face or telephone. When members are not engaged in an active fire response/event and dispatch must be contacted, dispatch shall be notified via telephone or 911 whenever possible.
 - 1.1. Messages should be clear, professional, and unemotional. Speak clearly at a practiced rate (i.e., do not speak too fast or too slow).
 - 1.2. Voice transmission volume should be loud enough so the microphone in the hardware can pick up the transmission. Words and voice inflections suggesting disgust, irritation, or sarcasm shall not be used. Profanity is prohibited on any radio frequency.
 - 1.3. After pressing PTT, Members should wait until hearing the transmit tone to speak. The sender can then state the receiver's designator, and the sender's designator, and pause a few seconds before proceeding with the message content. The sender shall use the "Hey You, It's Me" format.
 - 1.4. Prioritize your messages. Do not use valuable air time with unimportant messages and insignificant details. Maintain an awareness of the overall situation and how you fit into it.
 - 1.5. Avoid arguing with dispatch over the radio. Report all dispatch-related matters or complaints through the chain of command.
 - 1.6. Pause between consecutive messages. This will indicate when one message has been completed and another started. It will give other units a chance to get on the air with important messages. The term "break" can be used by the sender to indicate a new receiver is being addressed.
2. STANDARDIZED COMMUNICATIONS PRACTICES
 - 2.1. When contacting the Riley County Communications Center units should identify them as "RILEY".
 - 2.2. When contacting a UNIT by radio, the sender shall use the "Hey You, It's Me" format:

i.e. "Pumper 109, Captain 108", "P109 go ahead", "P109, enter the driveway and turn left", "Copy, enter driveway and turn left"
 - 2.3. Receiver shall acknowledge receipt of the message by stating his/her designator and a brief restatement of the message. The single term "copy" or "10-4" may be utilized in place of the paraphrased restatement for routine messages.
 - 2.4. If the receiving party does not acknowledge the message, sender should ask for confirmation before restating the entire message.
3. RECOGNIZED TERMINOLOGY AND RADIO USE
 - 3.1.1. Operate on the correct Talk Group channel. If unsure, ask dispatch on RC_DISP and make selection accordingly
 - 3.1.2. The below phrases and terminology shall be standard for all Incident responses

PLAIN LANGUAGE	MEANING OR USAGE
TRAVELING TO THE SCENE / ON SCENE	
En Route / Responding "RILEY, Pumper 101 is en route" or "RILEY, Pumper 101 is responding to _____".	Used to notify dispatch that unit is on the way to destination
On Scene "RILEY, Brush 106 is on scene"	Used to notify dispatch and incoming units of arrival.
LEAVING THE SCENE- Not response ready	
Clear Scene-Out of Service "RILEY, Heavy Brush 112 is clear scene, out of service to fill up"	Assignment/Task complete, released but apparatus is not response ready
Once In Service "RILEY, Heavy Brush 112 is back in service, returning to Station"	Apparatus is ready and able to respond
LEAVING THE SCENE- Response ready	
Clear Scene, Returning to Station "RILEY, Heavy Brush 112 is clear the scene, returning to Station"	Apparatus is clear scene/assignment able to respond
BACK AT THE STATION	
Back in the Fire Station "RILEY, Heavy Brush 112 is back in Station"	Apparatus is back in Station able to respond

- 3.2. STANDARD NON-EMERGENCY RESPONSE COMMUNICATIONS
i.e. Out of Station Training, Hydrant Testing, Public Relations events, etc.

- 3.3. Operate on **RC_DISP**

PLAIN LANGUAGE	MEANING OR USAGE
TRAINING/DRIVER TRAINING	
	Used to notify dispatch that a unit is on the way

"RILEY, Pumper 114 is en route to Station #109 for Training, In Service"	to destination, in service.
or	
"RILEY, Pumper 114 is out of Station for driver training, In Service"	
DONE WITH TRAINING/ BACK IN DESIGNATED STATION	
"RILEY, Pumper 114 is back in Station"	Apparatus is back in Station able to respond

4. RADIO SYSTEM

BANK	DEFINITION/ USE
A / "Home"	Operations in Riley County
B / "Mutual Aid"	Mutual Aid Operations
C / "State"	Statewide Communications & Interoperability
D / "Events"	Event channels 2-16
ZONES	**other zones from outside agencies are also incorporated into radio's based on radio type**

#	A/ HOME	DEFINITIONS	EXAMPLES
1	RCFD_OPS1	Primary Fire Operations/Incidents	Structural or Outside Fire, Injury Accidents, Haz-Mat, Fire Alarm,
2	RCFD_OPS2	Secondary Fire Operations/Incidents	"
3	EVENT_3	Multi-agency Incident	Multi-agency incident
4	EVENT_4	Multi-agency Incident	"
5	RCFD_TAC	Division of Fire Incident / TRAINING CHANNEL	Tac Channel for Water Supply, Division, Branch, Training
6	RCFD_TA	Direct line-of-sight	Poor tower site radio coverage, tower outage, line-of-sight use
7	NWS_TOP	National Weather Service Topeka / Receive Only	Monitor weather conditions and reports direct from NWS
8	EMS_OPS1	Primary RCEMS Operations/Incidents	Medical Emergencies, Code Blue, Injury Accidents
9	EMS_OPS2	Secondary RCEMS Operations/Incidents	"
10	MFD_OPS1	Primary MFD Operations/Incidents	
11	MFD_OPS2	Secondary MFD Operations/Incidents	
12	MED_FLT	Medical Helicopter Communications	Air Ambulance, Landing Zone Comms.
13	EVENT_13	Multi-agency Incident / Non-Encrypted	Multi-agency incident or weather event, KDWPT*
14	NE6-PSAP	State template channel	Poor local site coverage, mutual aid operations
15	RCF_PAGE	All paging for RCFD#1	
16	RC_DISP	RCFD#1 <u>Non</u> - Incident Traffic with Dispatch	Unit out of station for training, in service, out of service

RILEY COUNTY SYSTEM				
	A	B	C	D
	"HOME"	"MUTUAL"	"STATE"	"EVENTS"
1	RCFD_OPS1	RCFD_OPS	RCFD_OPS	RCFD_OPS
2	RCFD_OPS2	RCF_PAGE	NE6_PSAP	EVENT_2
3	EVENT_3	RCFD_TAC	NE6_MED	EVENT_3
4	EVENT_4	RCF_DIR	NE6_TAC1	EVENT_4
5	RCFD_TAC	POTT_SO	NE6_TAC2	EVENT_5
6	RCFD_TA	WABUNSEE_SO	NE6_AES	EVENT_6
7	NWS_TOP	MARSHALL_OPS	KDEMCALL	EVENT_7
8	EMS_OPS1	CLAY_SO	NWS_TOP	EVENT_8
9	EMS_OPS2	WASHINGTON_SO	B-EVNT-1	EVENT_9
10	MFD_OPS1	GEARY_FD_EAST	B-EVNT-2	EVENT_10
11	MFD_OPS2	POTT_FIRECOM	B-EVNT-3	EVENT_11

EMERGENCY CONTACTS	PHONE #
ON DUTY CHIEF	785-565-6860
CONTACT RC DISPATCH	
RCFD#1 DISTRICT CHIEFS	
1901 RUSSEL STUKEY, FIRE CHIEF / EMERGENCY MANAGER	620-364-6597
1902 LAURIE HARRISON, EMERGENCY MGMT. COORDINATOR	785-556-0079
1501 JOHN MARTENS, DEPUTY CHIEF OF ADMINISTRATION	785-706-8328
1502 DOUG RUSSEL, DEPUTY CHIEF OF OPERATIONS	785-798-5127
OTHER	
KS FOREST SERVICE 2817	785-523-3321

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.2 COMMITTEE ASSIGNMENTS	
Implemented:	Related Procedures: 101.1 Chain of Command	OSHA/NFPA References:

PURPOSE:

To communicate to interested individuals for special positions or committee assignments the expectations that RCFD#1 has for Members. Committee's shall be balanced in nature and composed of active members in various roles, rank, backgrounds, and years of service with intention of overall departmental growth and improvement.

SCOPE:

These positions and assignments offer fire department members opportunities to attend occasional events, have influence over department direction or decisions, and further develop personal growth and knowledge. Personnel who are committed to helping RCFD#1 by dedicating their time and talent are appreciated, and this extra effort is often considered when making selections for training opportunities, future positions, and promotions. All specialized positions and committees will have a designated District Chief that oversees the work, meetings, and communications.

DEFINITIONS:

ADVISORY BOARD- shall be a board composed of Station Battalion Chief's or an appointed designee from their Station. This board's primary focus is to advise RCFD administration on the preferences of the department membership. Members will also provide a review of policy, procedures, capital improvements, and special projects. The Advisory board may appoint additional committees for special projects. Members shall brief station personnel on departmental updates.

APPARATUS / EQUIPMENT COMMITTEE- shall be a committee composed of no more than 15 members with no more than one member per Station. Areas of focus will include fire apparatus improvement or enhancement, specifications, firefighting and rescue equipment, repair, replacement, and the acquisition of new department property.

TRAINING COMMITTEE- shall be a committee composed of no more than 10 members who encompass a balanced representation of the RCFD#1 district areas. Areas of focus will include the development of RCFD#1 fire department training plan, updates, coordination, and ensuring performance standards and operational practices are based on best industry practices and safety.

RECRUITMENT & RETENTION COMMITTEE- shall be a committee composed of no more than 10 members who encompass a balanced representation of the RCFD#1 district areas. Areas of focus will include planning and strategizing effective recruitment methods as well as ways to retain current membership.

COMMITTEE CHAIR - will be the primary communication leader of their respective committee. Additionally, the Chair will be responsible for the coordination and oversight of committee direction and ensure alignment with RCFD#1 goals, timelines, and budgetary matters.

ELIGIBLE MEMBER- includes RCFD#1 Members who have at least 2 years of service, are currently in Active status, maintain the rank of Firefighter or higher, and have a proficient level of fire service knowledge and understanding to

serve on the corresponding committee. Members already assigned to a committee are eligible to serve on special projects committees.

OPERATIONAL PROCEDURES:

1. GROUP & DESIGNATED CHIEF

Group Name	Designated Chief Representative
Advisory Board	Fire Chief

Committee Name	Designated Chief Representative
Apparatus / Equipment Committee	Deputy Chief of Operations (Apparatus) Deputy Chief of Administration (Equipment)
Training Committee	Fire Chief
Recruitment & Retention Committee	Deputy Chief of Administration

2. DURATION, LIMITATIONS, TERM LENGTH

- 2.1. The Advisory Board members will serve in their role as long as they serve as the Station Battalion Chief or highest-ranking Station Officer.
- 2.2. The Apparatus and Equipment Committee Members will serve a two-year term. Committee Appointments will fall on odd-numbered years.
- 2.3. If a Committee member cannot fulfill their duties, they may notify the designated Chief of an early dismissal. The designated Chief will decide whether to replace or leave the position empty for the remainder of the term.

3. COMMITTEE NOMINATION & ELIGIBILITY

- 3.1. During a Committee Appointment Year, RCFD#1 members will be notified in advance of upcoming opportunities to be considered and appointed for a Committee of interest.
- 3.2. Members interested in being considered for a particular committee shall respond to the current designated committee Chief Representative expressing their interest by the respective due date provided.
- 3.3. Committee members will be appointed by the Chief Representative of the Committee and shall encompass a balanced representation of the RCFD#1 demographics served (North, Central, and South Stations) with BC approval.

4. DUTIES AND PARTICIPATION

- 4.1. The workload will be shared amongst committee members.
- 4.2. Knowledge and materials obtained at specialized meetings or events shall be shared with other members of the committee.
- 4.3. Members are expected to generate ideas and potential proposals that accomplish the goals set forth by RCFD#1 Administration based on the project.
- 4.4. Frequency of meetings shall be determined by the Committee Chair based on ongoing project(s) and timelines.
- 4.5. In order to meet the minimum number of attendees to establish a quorum, 40% of members or more of the said committee must be present.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.3 STATION OFFICER SELECTION PROCESS	
Implemented:	Related Procedures: 101.3 Chain of Command, 102.2 Active Membership	OSHA/NFPA References:

PURPOSE:

To communicate RCFD#1's process for filling Station Officer ranks including Lieutenant, Captain, and Battalion Chief through a combination of nominations, elections, and appointments based on position type. Officers serve a unique role to ensure an appropriate span of control in addition to an adequate balance between the number of subordinates and supervisors in each Station.

SCOPE:

All eligible RCFD#1 Operations Staff

DEFINITIONS:

STATION OFFICERS- RCFD#1 Operations Staff members who currently hold the rank of Lieutenant, Captain, or Battalion Chief

GOOD STANDING- References fulfillment of training attendance and response requirements in the previous year(s).

ACTIVE STATUS- indicates a member is currently authorized to respond to emergency responses and can successfully pass a health physical if requested and paid for by RCFD#1.

OPERATIONS STAFF- A Firefighter or Fire Medical Responder who is authorized to respond to emergency calls on behalf of RCFD#1

OPERATIONAL PROCEDURES:

1. RCFD#1 OFFICER RANKS

Rank	Immediate Supervisor
Battalion Chief	Deputy Chief
Captain	Battalion Chief
Lieutenant	Captain
Firefighter Probationary Firefighter	Lieutenant

Fire Medical Responder

2. TERM LENGTH & PROCESS

- 2.1. The Officer Selection process shall occur annually to ensure proper balance and eligibility of qualified members.
- 2.2. The Station Officer Selection Process shall be conducted and completed in January and be effective February 1st of that Calendar year.
- 2.3. The assigned Deputy Chief shall be informed of the timeframe in advance and ensure availability to attend and assist in the selection process.

3. ELIGIBILITY OF OFFICERS

- 3.1. Members eligible for an Officer position shall meet the requirements and experience.
 - 3.1.1. RCFD#1 Operations Members who have at least 2 years of experience (or equivalent)
 - 3.1.2. Currently active status, in good standing
 - 3.1.3. Not eligible if on probation and/or not in good standing
- 3.2. RCFD#1 Administration will generate an officer eligibility list no later than December 31st of each year based on the prior year and experiences. The list will be based on documented training hours as of December 15th.

3.3. REQUIREMENTS

Rank	Certifications
Lieutenant	IS-100.C: Introduction to the Incident Command System IS-700.B: An Introduction to the National Incident Management System Preferred: Firefighter I
Captains	IS-800.D: National Response Framework, An Introduction Preferred: Firefighter II
Battalion Chief	IS-200.C: Basic Incident Command System for Initial Response, ICS-200 Preferred: Fire Officer I & II

- 3.4. The number of Station members and their training and experience shall guide the necessary number of Station Officer positions filled.

- 3.5. **Battalion Chief Eligibility:** Current Captains and Lieutenants must have a minimum of 2 years (consecutive or nonconsecutive) experience as a Station Officer to be eligible to serve as a Battalion Chief. Special considerations for Battalion Chief Eligibility may be allowed by the Fire Chief as needs, staffing, and experience dictate.
- 3.6. **Captain Eligibility:** Current Firefighters must have been Lieutenant prior to being Captain or have equivalent experience.

4. ELIGIBILITY

- 4.1. Officers must be Operations staff, active, in good standing, and not on probation.
- 4.2. Appointments shall be done during the December meeting and nominations be presented to their Deputy Chief as soon as possible before the end of the year.

5. SELECTION PROCESS

Rank	Appointment Style
Battalion Chief	Appointment by District Chiefs
Captain	Appointment by Battalion Chief Confirmed by District Chiefs
Lieutenant	Appointment by Battalion Chief Confirmed by District Chiefs

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.4 TRAINING	
Implemented:	Related Procedures: Active Membership, Job Description	OSHA/NFPA References:

PURPOSE:

To provide information and guidance about department-recognized training, personnel safety, record keeping, and documentation. Training and preparation for emergencies is a vital role in the success of RCFD#1 services to the public. Quality training enables Members to safely deliver quality fire protection and emergency response.

SCOPE:

The Training SOG provided shall be utilized by all Members regardless of time, rank, or prior knowledge or experience.

DEFINITIONS:

TRAINING- For the purpose of this policy only, Training includes non-incident activities that specifically improve a Member's level of knowledge, proficiency, or capabilities on an incident or a response. Additionally, Training also includes leadership development and education pertaining to RCFD#1 record-keeping software. Other departmental duties and time spent that do not encompass the above shall not be counted as Fire Training, but should be logged as activities.

OPERATIONS STAFF- A member who is authorized to respond to emergency calls on behalf of RCFD#1 holding the rank Fire Medical Responder, Firefighter, Lieutenant, Captain, Battalion Chief, Deputy Chief, or Fire Chief

COUNTY FIRE TRAINING- includes RCFD#1 sanctioned Fire Training offered twice per month and led by RCFD#1 District Chiefs or another instructor to all members.

STATION FIRE TRAINING- RCFD#1 training typically led by a Station Officer(s) from a home station or another nearby station(s) to corresponding station members.

OUTSIDE TRAINING- is considered other relevant fire service education, or CEU's. Outside training may count toward h of the annual requirements if verified through a roster or documentation of completion through a certificate or like document for self study. Outside training must be approved by a District Chief for credit.

OPERATIONAL PROCEDURES:

RCFD#1 SANCTIONED TRAINING

All RCFD#1 training events shall be inclusive to all members and a positive learning environment. Training tactics shall be performed in a safe manner and incorporate all other department policies as closely as possible at all times.

Examples of Training:

- Hands-on skills review
- Lectures (in house, regional, or state)
- Public Relations (PR) Events
- Cleaning and checking equipment by taking it off of truck and ensuring readiness
- Monthly truck checks
- After Action Review (AAR)
- Participating in all department sanctioned training
- Training burns with pre-approval from a District Chief
- CPR Classes
- Driver training
- Pre-planning & Inspection duties
- Attending committee or advisory board meetings (2 hours/meeting)

Examples of other departmental functions not considered Training but are counted as Station Activities to be recorded in Daily Log in Fire Department Software.

- Cleaning a fire apparatus or fire station
- Mowing
- Snow removal
- Event planning
- Banquet functions
- Attending funeral

1. GENERAL TRAINING GUIDANCE & SAFETY

- 1.1. During any training event or exercise, no one shall enter a hazardous environment or perform any potentially dangerous task without the appropriate protective equipment.
- 1.2. The lead instructor or event-designated safety officer shall be responsible for ensuring safety of the training environment and accountability of all members present.

2. OPERATIONAL CAPABILITY

- 2.1. During training events, consideration of response capabilities shall not be significantly reduced.
- 2.2. If needed, other apparatus shall be available and made ready to respond if the training exercise significantly compromises response times of the apparatus used.
- 2.3. Training exercises and scenarios shall not damage or add excessive wear and tear to apparatus, equipment, or department issued PPE.
- 2.4. All live burn training shall be pre-approved by a District Chief Officer prior to burning. Due regard shall be used at all times and the following considerations made:
 - 2.4.1. Adequate staffing and experience of members present to control fire, instruct, and operate safely

- 2.4.2. Proper apparatus and fire fighting capability, as well as emergency response considerations made
- 2.4.3. Suitable weather for burning and smoke dispersal to nearby structures and roadways and only appropriate materials burned (i.e. no asbestos, shingles, wiring, carpet, tires, or heavy smoke producing products, etc.)
- 2.4.4. Safe operations to staff, bystanders, and community
- 2.4.5. Complete extinguishment or adequate containment of flames or embers

3. DOCUMENTATION

- 3.1. A Training record shall be created for all training events using RCFD#1 record keeping software
- 3.2. The Instructor or their designee is responsible for creating the record, entering a summary of the Training topics covered, and adding other corresponding information including all attendees present to the event.
- 3.3. All Training records shall include a brief overview describing the topic and objectives of the training course
- 3.4. RCFD#1 District Chiefs shall be responsible for reviewing and approving Training records

4. OUTSIDE TRAINING

Outside courses, CEU's, or other opportunities are encouraged for all Members and shall count toward the Member's requirement of Training Hours per year based on Job Description. Reference Job Descriptions section for specific hourly requirements. Outside training is considered other relevant fire service education, or CEU's. Outside training may count toward half of the annual requirements if verified through a roster or documentation of completion through a certificate or like document for self study. Outside training must be approved by a District Chief for credit.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.5 OUTSIDE TRAINING REQUESTS	
Implemented:	Related Procedures: 107.4 Training	OSHA/NFPA References:

PURPOSE:

To provide members with a process for requesting approval for reimbursement for outside training opportunities or use of RCFD#1 equipment or gear for outside training.

SCOPE:

All RCFD#1 members who intent to participate in outside training opportunities.

DEFINITIONS:

REIMBURSEMENT- the process of compensating department members for expenses incurred while attending approved training.

OUTSIDE TRAINING- education presented by reputable fire service training agencies and approved on a case-by-case basis by an Administrative Chief if County property will be used or reimbursement is requested.

ELIGIBILITY FOR REIMBURSEMENT- All non-probationary members are eligible to apply for Outside Training Reimbursement to attend outside training events.

OPERATIONAL PROCEDURES:

Outside Training opportunities are beneficial to the both firefighters and RCFD#1 as a whole. As quality training opportunities become available in the area or region, RCFD#1 encourages members to participate in these and agrees to reimburse pre-approved expenses. All expenses must be pre-approved by the Fire Chief.

ELIGIBILITY

All Members not on Probation are eligible to apply for Outside Training Reimbursement. When a member is interested in an outside event, the member shall first seek approval from their supervising Officer. For any member who intends to participate in outside training and use department-issued gear or equipment, they must request approval prior to use.

After the supervising Officer approves the member's request, the member should then fill out an Outside Training Request Form digitally by scanning the QR Code below. If member does not have a smartphone, they can request a printed copy.

REIMBURSABLE EXPENSES

For pre-approved outside Training events, RCFD#1 provides reimbursement for legitimate expenses in accordance with the Riley County Personnel Policy Manual.

See Section K.8 for more information.

Any meals that are to be reimbursed must have a receipt attached. The reimbursement will be for the receipt amount total including reasonable tips, excluding alcoholic beverages, and not to exceed the meal limits. The meal receipts must have a time specified on it. The meal rates will be as follows: Breakfast \$15.00 Lunch \$18.00 Dinner \$30.00 If a receipt is not attached for meals or any other expense (toll, parking, phone, etc.), that amount will not be reimbursed.

Mileage on personal vehicles will be reimbursed at the State of Kansas travel reimbursement rates for privately owned transportation if a county vehicle is not available.



	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.6 OPERATING EMERGENCY VEHICLES	
Implemented:	Related Procedures: 107.7 Backing Emergency Vehicles	OSHA/NFPA/K.S.A. References: K.S.A. 8-1530, K.S.A. 8-1506

PURPOSE:

To outline the requirements to be a driver of fire apparatus for RCFD#1 and provide utmost safety and professionalism all members and to those we serve.

SCOPE:

All personnel who drive or operate RCFD#1 Apparatus

DEFINITIONS:

APPARATUS-Vehicles operated by RCFD#1 with an emergency response duty and operated at emergency scenes.

SUPPORT VEHICLE- Vehicles that are not classified as fire apparatus such as District Chief Trucks and Utility 120.

UTILITY VEHICLE- Vehicles operated by the fire department that serves other operational duties. Examples include UT Utility 120, skid steer.

DRIVER- The member operating the vehicle or apparatus. This member is in control of the apparatus or vehicle and therefore is responsible for its movement.

EMERGENT RESPONSE- A response with lights and sirens based on call information or other response guidelines.

NON-EMERGENT RESPONSE- A response without lights and sirens based on call information or other response guidelines.

OPERATIONAL PROCEDURES:

1. All RCFD#1 apparatus and vehicles will be operated by members who are trained and authorized by a Station Officer in the vehicle's proper operation.
 - 1.1. Prior to being authorized, the driver shall demonstrate adequate skills and knowledge of each vehicle they are to be signed off on.
 - 1.2. The Station Officer shall complete the Driver Authorization Form and submit the form to RCFD#1 Administration.
2. When RCFD#1 Apparatus leave their designated Fire Station, dispatch shall be made aware through the proper Talk-Group (i.e. out of station for training, out of service, in service, emergency responses).

3. Whenever fire apparatus are taken out of Stations, the firefighter(s) on board shall ensure they bring their appropriate PPE on board if an emergency occurs or is needed for an incident.

4. **SAFE OPERATIONS**

Driver/Operators of fire department apparatus and vehicles shall meet the requirements specified:

- 4.1.1. Drivers shall hold a valid driver's license appropriate to the vehicle they are driving
- 4.1.2. While driving non-emergent, Apparatus will be operated in compliance with all traffic laws and posted speed limits
- 4.1.3. While driving emergent, Apparatus will be operated as safely as possible and in a controlled manner at all times with consideration of driving conditions(weather, road type, traffic etc.).
- 4.1.4. Drivers of RCFD#1 apparatus and vehicles will be responsible for the safety of all members on board while the vehicle is moving.
- 4.1.5. It is the responsibility of any officer to direct or advise a driver anytime the officer feels the driver has made or is about to make an ill-advised maneuver.
- 4.1.6. All personnel shall fasten seat belts properly while traveling in fire apparatus and department vehicles. Drivers will not move department apparatus and vehicles until all persons in the vehicle are seated and secured with seat belts buckled in approved riding positions.

5. **RESPONDING TO INCIDENTS**

- 5.1. Emergency response is authorized only when necessitated by dispatch information, a threat to lives and property, or at an Officer's directive.
- 5.2. Unnecessary emergent responses shall be avoided. In order to avoid any unnecessary risks, the following shall apply.
 - 5.2.1. When responding emergent, warning lights must be illuminated and sirens must be on to warn drivers.
 - 5.2.2. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle's presence.
 - 5.2.3. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively (both non-emergent and emergent).
 - 5.2.4. Drivers shall be prepared for the unexpected actions of other vehicles and emergency vehicles alike (Law Enforcement, Fire, or EMS Units).
 - 5.2.5. When apparatus must travel into a center lane or enter oncoming traffic lanes, speeds shall be reasonable for conditions
 - 5.2.6. When approaching a stop sign, traffic light, or blind intersection, speeds shall not prevent the Driver from stopping completely if needed. Prior to entering an intersection, Apparatus shall reduce speed to be able to stop immediately if necessary.

6. GENERAL ON SCENE ARRIVAL CONSIDERATIONS

Regardless of incident calltype, the below general considerations apply. For specific call types and detailed guidelines, reference the corresponding SOG (i.e. Grass Fires section).

- 6.1. The first arriving apparatus should be placed strategically with consideration for immediate hazards, other incoming resources, and provide blocking protection to working personnel when on or near a roadway. Emergency warning lights should be utilized to warn traffic of the incident.
- 6.2. While operating on or near a roadway, personnel shall wear appropriate reflective attire including a high-vis traffic safety vest or other Class II reflective attire.
- 6.3. At night, vehicle-mounted floodlights and any other lighting available shall be used to illuminate the scene without creating a traffic hazard. Apparatus lights shall not impede visibility to oncoming traffic.
- 6.4. Whenever any vehicle is in motion while operating on a roadway i.e. fighting a grass fire, lights and sirens must be used together, especially during times of decreased visibility per K.S.A. 8-1530, K.S.A. 8-1506.
- 6.5. Staged apparatus should be placed far enough away from the scene so not to congest or impede further response or create additional traffic hazards. Readiness to contribute to the specific incident or respond to another incident should be considered when staging.
- 6.6. On scene backing should be done with a spotter when possible. If no spotter is available, the driver shall perform a 360 walk around and visual check prior to backing.

7. PLACING WHEEL CHOCKS

- 7.1. Wheel chocks shall be positioned against a tire in the direction of the slope when being operated in a stationary position, or when a staged apparatus is unattended.
- 7.2. Wheel chocks are not required while apparatus are parked inside the Station.

8. SCHOOL BUSES

- 8.1. Even on emergency response, RCFD#1 vehicles will stop for school buses with red lights flashing loading or unloading students, and proceed only after authorized to do so by the driver of the school bus.

9. FUNERAL PROCESSIONS

- 9.1. When proceeding under non-emergency conditions and a funeral procession is encountered, the apparatus shall pull to the right side of the street (if possible) and stop. Personnel on the apparatus shall show due respect to the procession by removing their headgear.
- 9.2. When responding emergent and it is necessary to pass or go through a funeral procession, do so with reduced speed. Be sure that the people in the procession are aware that the apparatus is to go through.

10. INCIDENTS ON OR NEAR RAILROAD TRACKS

- 10.1. Laying hoses over railroad tracks should be avoided whenever possible. Anytime hose lines are to be laid across railroad tracks, Dispatch shall be notified immediately to contact the appropriate railroad company. An individual will be assigned to monitor the hose until dispatch confirms the railroad has been notified and that all rail traffic has been stopped. RCPD may be needed to stage at least a ½ mile in either direction of the hose to signal the train until the railroad is notified.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.7 BACKING EMERGENCY VEHICLES	
Implemented:	Related Procedures: 107.6 Operating Emergency Vehicles	OSHA/NFPA References: NFPA 1451

PURPOSE:

To prevent injuries and accidents while RCFD#1 Apparatus operate in reverse and maneuvering in close-quarters situations.

SCOPE:

To reduce the possibility of hitting a person, object, or other vehicle while backing an apparatus.

DEFINITIONS:

ON DUTY: for the purpose of this policy only, any time a member is responding to, returning from or operating at an incident scene to which RCFD#1 is dispatched; is engaged in a training activity; is on fire department property; is riding or on fire department apparatus or vehicles; is wearing fire department issued personal protective equipment or gear in any part thereof; is wearing or displaying any badge, on behalf of the fire department.

APPARATUS-Any vehicle operated by the RCFD#1 with an emergency response duty and required operation at emergency scenes.

SUPPORT VEHICLE- Any vehicle operated by the fire department that does not have emergency response duty or is not required in operations at emergency scenes. The exception to this are the District Chief Vehicles, which will be considered a support vehicle.

DRIVER- The member responsible for operating the apparatus.

BACKER- A member designated to direct the driver while maneuvering an apparatus.

OPERATIONAL PROCEDURES:

1. RESPONSIBILITY

Station Officers shall be responsible for all vehicles assigned to their Station and the overall compliance of his/her personnel while operating them on duty. Each driver shall be trained and approved to drive by the designated Station Officer(s) and will be responsible for the safe operation of his or her vehicle at all times. This includes ensuring the vehicle is safely backed and maneuvered without incident.

2. BACKING

The following Best Practices will be used to ensure that all Apparatus are maneuvered safely. Virtually all backing accidents can be avoided by following this guideline. Support vehicles, although preferred, do not require a backer but a 360 is required prior to backing any vehicle. For vehicles equipped with a backup camera, the backup camera shall not substitute a backer if another member is available.

- 2.1. When possible, position the apparatus so that there is a forward egress route. Attempt to avoid situations that require long vehicle backing or close-quarter maneuvering.
- 2.2. When backing is needed, a minimum of one backer will be assigned and used. When no backer is available, it is the responsibility of the driver to perform a 360 degree visual inspection around the vehicle. This is especially critical with large apparatus due to blind spots and vehicle size.
- 2.3. When possible, the backer shall be positioned on the left driver's side rear of the backing vehicle, within view of the driver. Once eye contact between the backer and driver is established, the driver shall back slowly at all times.
- 2.4. It is preferred that a backer have a handheld radio and be in direct contact with the driver.
- 2.5. The vehicle will be immediately stopped any time one of the following situations exists:
 - The driver loses sight of the backer.
 - The driver is confused or unsure of the signals being provided by the backer.
 - The driver receives visual, verbal, or radio communication to STOP.
 - The driver may continue backing the vehicle only after the above situations are corrected and the communication to continue backing is given by the backer.
- 2.6. When backing a vehicle in or near moving traffic, the vehicle's emergency lights should be operated at the discretion of the driver or officer unless their operation will hinder the vision of the backer.
- 2.7. When backing vehicles at night, members should consider turning on the vehicle's rear scene lights if equipped or using a flashlight to better illuminate the backing area.
- 2.8. Backers are never permitted to ride on the back of the backing vehicle.

3. HAND SIGNALS

When using hand signals, they should be exaggerated for clear understanding by the driver.

Straight Back: One hand above the head with palm toward face, waving back. Other hand at your side (left or right hand optional).

Turn: Both arms pointing the same direction with index fingers extended. The driver's intentions must be verbally communicated to the backer.

Stop: Both arms crossed with hands in fist. Be sure to yell the stop order loud enough so the driver can hear the warning.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.8 PRIVATE OWNED VEHICLE (POV) RESPONSES	
Implemented:	Related Procedures: 107.6 Operating Emergency Vehicles, 103.4 Incident Safety	OSHA/NFPA References:

PURPOSE:

To establish guidelines regarding the response to emergency incidents in Private Owned Vehicles (POV).

SCOPE:

All personnel who respond to emergency incidents shall be authorized only as described in this policy. POV Response in general is not recommended as a normal practice.

OPERATIONAL PROCEDURES:

1. GENERAL CONSIDERATIONS

- 1.1. Members will, if at all possible, respond to their primary or pre-approved secondary station(s). This has two purposes:
 - 1.1.1. Ensures that all apparatus are adequately staffed.
 - 1.1.2. Reduces the traffic congestion at the incident.
- 1.2. RCFD#1 does not reimburse mileage incurred during POV response
- 1.3. Members who violate or abuse POV responses may lose the ability to respond POV per Station Officers and RCFD#1 Administration.
- 1.4. POV responses are not authorized for mutual aid requests outside of the RCFD#1.

2. REQUIREMENTS TO RESPOND POV

- 2.1. After receiving a page, RCFD#1 Members may respond directly to a scene in a POV if conditions below are met:
 - 2.1.1. Their fastest response route to the nearest fire station, would take them by the incident scene
 - 2.1.2. Member has the appropriate PPE based on the nature of the calltype
 - 2.1.3. If all Station apparatus have already responded
 - 2.1.4. Upon request by Incident Command for manpower to respond to the scene

3. POV RESPONSE AND ARRIVAL

- 3.1. Members must follow all traffic laws and posted speed limits that apply to non-emergency vehicles.
- 3.2. If a Member is following an emergency vehicle, they must leave a safety buffer of 300 feet.
 - 3.2.1. Responding members shall not respond to the incident scene with minor children and leave the children unsupervised for any amount of time. EXCEPTION, if traveling and you come upon the emergency scene you can take action only as long as your participation does not place your minor child in any danger, and the minor child is not left unsupervised.
- 3.3. Upon arrival, Members shall park legally when possible and be positioned a minimum of 200 feet behind emergency vehicles preferably off of the roadway if possible, to reduce congestion and not impede emergency vehicle access.
- 3.4. Personally owned vehicles shall not be outfitted with emergency lights or sirens.
- 3.5. Don appropriate PPE and report to the Staging area if designated or Incident Command (IC) for assignment.

	Riley County Fire District #1 STANDARD OPERATING GUIDELINES	
	107.9 KNOX BOX KEY SYSTEM	
Implemented:	Related Procedures:	OSHA/NFPA References:

PURPOSE:

To provide guidelines for departmental security of the Knox box key system. Key Padded Knox Box security systems shall be maintained in documented departmental apparatus. All locations using a Knox Box shall be flagged by address in the preplan system.

SCOPE:

This guideline shall be followed by department members when using the Knox Box System.

OPERATIONAL PROCEDURES:

1. BACKGROUND

RCFD#1 has adopted a Knox Box key System and recommends access in all new commercial occupancies with a fire alarm or fire sprinkler system. The purpose is to allow fire crews the ability to make non-invasive immediate access when answering alarms to buildings. The International Fire Code (IFC) specifically cites that the key box is for life-saving or firefighting purposes. Firefighting purposes would include responding to the location at the request of the owner, occupant, an alarm company or the public for the purpose of answering a call or investigating a hazard for an emergency or non-emergency incident.

There is no right of entry granted to the fire department for any purpose other than life-saving or fire-fighting purposes. If there is a desire to enter into a non-public portion of a structure for pre-planning or training purposes, the unit and firefighters are legally required to contact the owner of the building and request entry.

2. USAGE & ENTRY REQUIREMENTS

- 2.1. KNOX BOX CONTENTS -Each Knox Box will contain a tagged set of keys/key cards for the given structure. Keys/key cards will be marked with the area of the building it controls.
- 2.2. All keys/key cards in the Knox Box will be maintained on a common key ring.

3. RETURNING KEYS TO KNOX BOX

- 3.1. Knox box keys used by the department will be returned to the Knox Box prior to leaving the scene.
- 3.2. Any lost Knox Box key/key card will be reported through channels immediately to the on-duty Chief. The on-duty Chief will conduct an investigation into the situation.
- 3.3. The on-duty Chief will notify the appropriate person at the facility of the lost key.



COMMUNITY CORRECTIONS
Grant

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: January 26, 2023

SUBJECT: Greater Manhattan Community Foundation Grant Application

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

Riley County Community Corrections has received Greater Manhattan Community Foundation grants since July 2011. We have used these grant dollars to pay for psychological evaluations, mental health evaluations, medication evaluations, medication re-checks and medication assistance.

These dollars have provided much needed direct mental health services to an ever-increasing population of offenders.

DISCUSSION

As the Director of Riley County Community Corrections, I first would like to thank the Greater Manhattan Community Foundation for awarding us these past grants. I also want to convey my continued support for this much needed grant proposal. As federal and state resources shift or deplete, and needs stay the same or increase, it becomes more and more challenging to secure resources for high risk, high need clients.

The GMCF funds would enable our agency to access mental health services that are otherwise not affordable. With 62% of our adult offender population identified as being moderate to very high risk in their emotional/personal needs, these funds would help us meet our clients needs. In addition, this proposal would assist RCCC in meeting our agency goals of reducing client's risk levels, increasing client success rates, and ultimately enhancing public safety in Manhattan and Riley County.

This grant enables us to access direct mental health services and housing for clients in need. We are requesting \$1,500 for medication and prescription assistance, \$6,500 for housing assistance and \$2,000 for mental health assessments, therapy co-pays and psychological evaluations.

FISCAL IMPACT

\$10,000.00

RECOMMENDATION(S)

Allow Riley County Community Corrections to apply for a Greater Manhattan Community Foundation Grant.

POSSIBLE MOTION(S)

Move to approve

To allow Riley County Community Corrections to apply for a Greater Manhattan Community Foundation Grant.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- GMCF 2023 Grant Application (DOCX)

The deadline to submit this application is 01/31/23.

Grants for Greater Manhattan - 2023 Grants for Greater Manhattan Grant Cycle

Requesting Organization

Organization Name*		Tax Classification*	
Riley County Community Corrections		Government Agency	
Address 1*		Address 2	
115 North 4th Street		Apt., suite, unit, floor, etc.	
City*	State*	Zip Code*	
Manhattan	Kansas	66502	
Phone*		Email*	
(785) 565-6810		swilliams@rileycountyks.gov	
Year Incorporated*		Tax Identification Number (EIN)*	
1982		48-6023850	

Purpose of Organization (300 Characters Max)*

"Dedicated individuals working collaboratively to provide evidence-based practices and promote probationer success." The purpose of our organization is to provide a safer community through holding felony offenders accountable and providing strategies to reduce their risk to re-offend.

Characters: 285 (15 Remaining)

Funds being requested are for:	Geographical Area(s) Served:
☐ Capital Campaign ☒ Project Support ☐ Start-Up Costs ☐ Technical Assistance ☐ Other	☐ Flint Hills Region ☒ Manhattan ☒ Riley County ☒ Other
Population Segment(s) Served:	Age Group(s) Served:
☒ General Population ☒ Economically Challenged ☐ Physically Challenged ☐ Developmentally Disabled ☐ Disaster Victims	☒ All Ages ☐ Infants & Toddlers (0-5) ☐ Children (6-13) ☐ Young Adults (14-18) ☐ Adults ☐ Seniors (65+)

Lead Staff Member for Organization

Name*	Title*
Jessie Hubbard	Administrative Assistant II
Phone*	Extension
(785) 565-6818	
Email*	
jhubbard@rileycountyks.gov	

Contact Person / Grant Writer

Name*	Title*
Shelly Williams	Director, Riley County Community Correct
Phone*	Extension
(785) 565-6810	
Email*	
swilliams@rileycountyks.gov	

By assisting offenders to meet their basic needs, basic health care and mental health needs, the risk to re-offend is significantly reduced. This project includes funding for stable housing, health care and mental health needs. A basic need this project addresses is assisting clients with stable housing. Lack of sustainable, safe and affordable housing is an on-going struggle for those involved in the criminal justice system. Additionally, one third of people experiencing homelessness in the U.S. suffer from some form of severe mental illness. Even if homeless individuals with mental illness are provided with housing, they are unlikely to achieve residential stability and remain off of the streets unless they

have access to continued treatment and services, hence the next focus of this project (National Coalition for the Homeless, June 2017.).

One of the most significant on-going challenges that Riley County Community Corrections faces is the number of offenders assigned to our program with mental health issues. Accessing mental health care and psychotropic medications is almost impossible for felony offenders who have difficulty securing employment and/or have lower paying jobs with no insurance. Being financially able to access these services would almost certainly decrease offenders' risk in this area, increasing their chances of success on supervision, and ultimately increasing public safety in Manhattan and Riley County.

The final focus of this project is basic health care. Health care not only to assist offenders recovering and stabilizing from substance use but basic health care needs. Health care needs such as accessing physicals, eye examinations, dental care, etc. typically go unmet with our offenders. Having funds to assist our clients in accessing basic health care is a key risk reduction strategy.

Project Expenses

Use the table below to list all expenses associated with the proposed project. If an area doesn't apply, enter 0.

	Grant Request	Applicant's Contribution	Other Resources
Personnel*	0.00		
Supplies & Materials*	0.00		
Staff Training*	0.00		
Space & Maintenance*	0.00	0.00	
Direct Client Assistance*	0.00	0.00	
Medication & Prescription Assistance	1500.00	0.00	
Housing Assistance	6500.00		
Mental Health Evals, Therapy Co-Pay	2000.00		
Other Expenditure	0.00		
Other Expenditure			
	\$10,000.00	\$0.00	\$0.00
TOTAL EXPENDITURES: \$10,000.00			

Identify other funding resources and partnerships with other organizations for this project.

Kansas Department of Corrections Behavioral Health Initiative Grant=\$95,070.00 for a Care Coordinator Position
The Care Coordinator is a partnership with Pawnee Mental Health Services wherein they hire, train and manage the Care Coordinator who only works with felony offenders assigned to Riley County Community Corrections. This position enables us to assist offenders in accessing the services requested through this grant.

List other grant requests (committed or pending) for this project.

None at this time.

Additional Questions

1. Would you like to be considered for a sustainability grant? Sustainability grants repeat for the same need/project and same amount for three to five years. Your non-profit must have a least a five year history of receiving GMCF grants to apply. First time recipients will be awarded for three years. Previous recipients of a sustainability grant will receive five year grants. A final grant report would need to be submitted annually.

Yes, we would like to be considered for a sustainability grant.

2. Please provide a brief overview of the program for which you are requesting funding. *

Riley County Community Corrections is charged with supervising adult and juvenile offenders assigned to probation from the District Court. We are a unique agency in that we are 100% state funded but we are County employees and a County department. Our job focus is to help moderate to high risk offenders become productive members of their communities. We provide a holistic approach to the offenders on supervision. We employ best practices to reduce offenders' risk to re-offend.

3. Define your target group in detail. What problems or needs of the target population will this project address? Why should these problems be addressed? Where does the target population reside? (Riley County, Manhattan, etc.) *

Our target population includes moderate to high risk juvenile and adult offenders assigned to Community Corrections. Offenders scoring moderate to very high risk in the emotional/personal (mental health) domain of the risk/need assessment would be referred for further assessments and services through a mental health professional. Clients experiencing health, vision or dental problems would be referred for further assessment and services through a medical professional, while clients experiencing homelessness would be assisted with securing stable housing.

Enabling these individuals to access mental health treatment and stable housing they would not otherwise be able to receive would benefit the community by reducing the amount of resources the Riley County Police Department must expend dealing with mentally ill and homeless offenders, thus increasing public safety. Additionally, addressing these problems with our offender population will reduce the strain on other social services agencies in the community.

90% of our clients live within Manhattan and Riley County, with 10% living in Clay County.

4. How many individuals are in your target group? How many individuals from your target group do you plan to serve in this project? *

Currently there are 159 adult offenders, 7 felony juvenile offenders and 30 first-time juvenile offenders under supervision of Riley County Community Corrections.

In CY22, 54 different individuals benefited from the funds of this grant.

5. What are your project goals? *

Increase probationer success

Reduce offender's risk to re-offend

Reduce client's Emotional/Personal and Financial risk domains

6. Outline objectives and activities for this project. Include a timeline and indicate the person(s) responsible for each activity. If there are collaborations with cooperating partners, explain their role in the project. *

Reduce the agency revocation rate by 1.7% or to a 19% or less revocation rate by December 31, 2023. Supervision Officers will utilize risk reduction strategies designed to reduce offender's risk.

Increase probation success by 3%, or to an 82.3% success rate by December 31, 2023. Supervision Officers will employ effective practices in community supervision when interacting with clients.

Increase the number exiting the program who have decreased their overall risk from the initial or re-assessment to the discharge LSI-R0 assessment by 5% (or to a 50% decreased overall risk rate) by December 31, 2023. Again, Supervision Officers will utilize best practices when interacting with clients.



COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: January 26, 2023

SUBJECT: Monthly Staff Update Adult Services Line-Item Adjustments

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

Each year we generate a budget with estimations of expenses within each line-item. While we do our best to make accurate estimations sometimes our needs exceed the estimation. The Kansas Department of Corrections Financial Rules, Guidelines & Reporting Instructions state, "Quarterly Grant Budget Amendment Report," requires that any budget adjustments totaling \$5,000 or more, or one percent of the budget, whichever is higher, requires signatory approval by the Joint Corrections Advisory Board as well as the Board of County Commission. It also states that the Grantee must use the Justification Section to explain budget adjustments and any unusual expenditures.

The Joint Corrections Advisory Board met on July 19th and reviewed and approved the line-item adjustments included herein.

DISCUSSION

Due to your commitment to take care of all Riley County employees, Community Corrections was included in the two-part salary increase for all departments. The first increase was applied July 1, 2022, (the first day of our fiscal year), and the second was applied January 1, 2023. To help off-set the additional costs, adjustments had to be made to move money from client services to salary and operations. Client services needs will have to be met through outside funding sources.

Attached is a line-item adjustment totaling \$10,750.00 for Adult Services.

The Joint Corrections Advisory Board meets on January 26th at 12pm to review the submitted adjustments.

FISCAL IMPACT

Moving the \$10,750.00 allows us to meet payroll expenses through June 30, 2023.

RECOMMENDATION(S)

Recommending to approve the line-item transfers to be able to cover payroll expenses.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY23 2nd Qtr Line-Item Adjustments - Adult Services (PDF)



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency: 21JD



Fiscal Year: FY23

Reporting Period: Quarter 2

Grant Type: Adult Comprehensive Plan



Total Amendment: \$ 10,750.00

FROMTO

<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item</u>	<u>Amount</u>
A-AISP Training	AISP Registration	\$ 100.00	A-AISP Training	AISP Meals	\$ 100.00
A-AISP Client Services	AISP Drug Testing Supplies	\$ 2,000.00	A-AISP Salary & Benefits	AISP Admin Salary	\$ 2,000.00
A-AISP Client Services	AISP Drug Testing Services	\$ 2,000.00	A-AISP Salary & Benefits	AISP Admin Salary	\$ 2,000.00
A-AISP Client Services	AISP Substance Abuse Evals	\$ 900.00	A-AISP Salary & Benefits	AISP Admin Salary	\$ 900.00
A-AISP Client Services	AISP Transportation Assistance	\$ 2,000.00	A-AISP Salary & Benefits	AISP Admin Benefits	\$ 2,000.00
A-AISP Client Services	AISP Transportation Assistance	\$ 2,000.00	A-AISP Salary & Benefits	AISP Non-Admin Salary	\$ 2,000.00
A-AISP Client Services	AISP Housing Assistance	\$ 1,000.00	A-AISP Salary & Benefits	AISP Non-Admin Benefits	\$ 1,000.00
A-AISP Client Services	AISP Mental Health Evals	\$ 200.00	A-AISP Travel	AISP Mileage	\$ 200.00
A-AISP Client Services	AISP Mental Health Evals	\$ 300.00	A-AISP Supplies	AISP Printing	\$ 300.00
A-AISP Client Services	AISP Mental Health Evals	\$ 250.00	A-AISP Client Services	AISP Electronic Monitoring Svcs.	\$ 250.00

Justification: Riley County approved a two-part salary increase for all departments, to include Community Corrections. The first increase was applied July 1, 2022, and the second will be applied January 1, 2023. To help off-set the additional costs, adjustments had to be made to move money from client services to salary. Client services needs will have to be met through outside funding sources.

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

Shelly Williams

Printed Name

Signature

Date

Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

Linda Teener

Printed Name

Signature

Date

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

Kathryn Focke

Printed Name

Signature

Date



COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: January 26, 2023

SUBJECT: Monthly Staff Update Juvenile Services Line-Item Adjustments

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

Each year we generate a budget with estimations of expenses within each line-item. While we do our best to make accurate estimations sometimes our needs exceed the estimation. The Kansas Department of Corrections Financial Rules, Guidelines & Reporting Instructions state, "Quarterly Grant Budget Amendment Report," requires that any budget adjustments totaling \$5,000 or more, or one percent of the budget, whichever is higher, requires signatory approval by the Joint Corrections Advisory Board as well as the Board of County Commission. It also states that the Grantee must use the Justification Section to explain budget adjustments and any unusual expenditures.

DISCUSSION

Due to your commitment to take care of all Riley County employees, Community Corrections was included in the two-part salary increase for all departments. The first increase was applied July 1, 2022, (the first day of our fiscal year), and the second was applied January 1, 2023. To help off-set the additional costs, adjustments had to be made to move money from client services to salary and operations. Client services needs will have to be met through outside funding sources.

Also attached is a line-item adjustment totaling \$5,510.00 for Juvenile Services.

The Joint Corrections Advisory Board meets on January 26th at 12pm to review the submitted adjustments.

FISCAL IMPACT

Moving the \$5,510.00 allows us to meet payroll expenses through June 30, 2023.

RECOMMENDATION(S)

Recommending to approve the line-item transfers to be able to cover payroll expenses and not go in the red in the DOC financial reporting database.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY23 2nd Qtr Line-Item Adjustments - Juvenile Services (PDF)



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency: 21JD ☐

Fiscal Year: 2023

Reporting Period: Quarter 2 ☐Grant Type: Juvenile Block ☐

Total Amendment: \$ 5,510.00

FROM			TO		
Category	Line Item	Amount	Category	Line Item	Amount
J-JIAS Equipment	JIAS Equipment	\$ 100.00	J-JIAS Agency Operations	JIAS Vehicle Maintenance	\$ 100.00
J-JIAS Supplies	JIAS Drug Testing Supplies	\$ 50.00	J-JIAS Supplies	J-JIAS Printing	\$ 50.00
J-JIAS Supplies	JIAS Drug Testing Supplies	\$ 250.00	J-JIAS Training	JIAS Meals	\$ 250.00
J-JISP Client Services	JISP Transportation Assistance	\$ 100.00	J-JISP Agency Operations	JISP Vehicle Maintenance	\$ 100.00
J-JISP Supplies	JISP Office Supplies	\$ 50.00	J-JISP Supplies	JISP Printing	\$ 50.00
J-JISP Equipment	JISP Equipment	\$ 1,500.00	J-JISP Salary & Benefits	JISP Admin Salary	\$ 1,500.00
J-JISP Supplies	JISP Drug Testing Supplies	\$ 1,250.00	J-JISP Salary & Benefits	JISP Admin Benefits	\$ 1,250.00
J-JISP Supplies	JISP Drug Testing Supplies	\$ 250.00	J-JISP Training	JISP Per Diem	\$ 250.00
J-CM Equipment	CM Computers	\$ 500.00	J-CM Agency Operations	CM Admin Salary	\$ 500.00
J-CM Equipment	CM Computers	\$ 1,310.00	J-CM Agency Operations	CM Admin Benefits	\$ 1,310.00
J-CM Supplies	CM Office Supplies	\$ 100.00	J-CM Agency Operations	CM Vehicle Maintenance	\$ 100.00
J-CM Supplies	CM Officer Supplies	\$ 50.00	J-CM Supplies	CM Printing	\$ 50.00

Justification: Riley County approved a two-part salary increase for all departments, to include Community Corrections. The first increase was applied July 1, 2022, and the second will be applied January 1, 2023. To help off-set the additional costs, adjustment are being made to move money from client services to salary. Client services needs will have to be met through outside funding sources.

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

Shelly Williams

Printed Name

Signature

Date

Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

Linda Teener

Printed Name

Signature

Date

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

Kathryn Focke

Printed Name

Signature

Date



COUNTY CLERK & ELECTIONS
Staff Update

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: January 26, 2023

SUBJECT: Communications Update for January 2023

PRESENTER: Vivienne Leyva, Public Information Officer

Media Updates

Riley County has received excellent media coverage lately. Katharine Hensler and Melanie Highsmith were on the KSNT morning show sharing information about Kansas Day and highlighting the upcoming festivities at the museum. In February, Gary Fike from Extension will talk about the VITA tax program and share general tax advice.

Asia Sampson, the new Community Health Educator with the health department is hitting the ground running. She's already done one interview with WIBW and she and Julie have been invited to the studio for a live segment during the 4:00 news next Friday. All of the local news agencies have covered information about her work to educate the tri county region about the dangers of opioid misuse.

I also appreciate that KMAN and the Manhattan Mercury continue to cover local news and commission updates. I know those organizations are experiencing some staff changes, and I'll be sure to reach out to offer support and help the new reporters get acquainted with the county.

I was honored that KDHE and Kansas State University recently asked me to participate in a panel discussion during their upcoming annual conferences, to help highlight tips for working successfully with the media. They think we're doing a good job with all of that, and I took their endorsement as a very positive sign.

Emergency Response

The emergency response training committee has made progress towards updating plans for major incidents. The dates for this year's full-scale exercise have been set for July. The large group with representatives from each agency will meet in February. The goal is to develop plans, exercise them, test procedures, and make sure all the agencies work well together and use common terminology. If the worst should happen, our responders are prepared to work together and take action.

I'm also working with Dave Adams and Russel Stukey to create a website presence for the new Public Safety Headquarters and Leonardville EMS Station.

Community Groups

Konza Prairie Community Health Center was recently awarded a grant to support COVID communications. They asked for our input, so Shanika Harris and I will be working with them to develop messaging for ads.

The Flint Hills PIO group met this week and I attended the Intergov Luncheon with you as well. Having the opportunity to build good relationships is absolutely essential for my position. I appreciate your support as well as Rich's for allowing me to participate in these types of activities to build connections in the community.

Enclosures:



COUNTY TREASURER'S OFFICE
Personnel

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: January 26, 2023
SUBJECT: Request to Fill Open Customer Service I Position
PRESENTER: Shilo Heger

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Request to Fill CSRI (DOC)
- 2023-01 Treasurer CSR1 PAF (DOCX)
- Customer Service Rep I Position Descriptions (PDF)

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

January 26, 2023

To: Riley County Commissioners

From: Shilo Heger, Riley County Treasurer

RE: Customer Service Representative 1

I have received a resignation form one of my customer service representative 1 positions. I am requesting to fill this position with another Customer Service Representative I. This position is in my 2023. There should be no detrimental fiscal impact by filling the position.

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

Thank you for your consideration.

Attachment: Request to Fill CSRI (13129 : Request to Fill Customer Service Representative I- Treasurer)

RILEY COUNTY POSITION ACTION FORM

Job created by: ShiloHeger

Date requested: 01/20/2023 3:27:43 PM

Internal Position Details:

Company

166733

Position Title

CUSTOMER SERVICE REPRESENTATIVE I

Work Location

Office Building

Job Status

Full Time

Salary

Position starting pay is \$17.34 per hour

Supervisor Position

No

Pay Range

Range 4

EEO Class

5-Administrative Support Workers

Cost Center 1

County General

Department

Treasurer

Project Code

NA

Supervisor

Donna Borgerding

Department Head

Shilo Heger

☒ No changes to Position or Budget☒ Position Description attached

Total annual hours: 2080

☒ Budgeted☐ New or updated position description.☐ New request for budget (details attached)

Salary: \$36,067

Budget for Benefits: \$14,247

Total proposed annual budget: \$50,314

Additional Position Comments: _____

BoCC Chairman

Date:

BoCC Member

Date:

BoCC Member

Date:

Revised 2023-01

Job Title:	CUSTOMER SERVICE REPRESENTATIVE I		
Department:	Treasurer	Division:	Motor Vehicle
Reports To:	Vehicle Supervisor		
Pay Range:	4	Status:	Full Time
FLSA Status:	Non-Exempt		

PURPOSE: Accurate titling and registration of motor vehicles in Riley County, including specialized plates, repossessions, disability placards and refunds. Accurate collection of personal property and real estate taxes. Determine status of military for personal property tax exemption.

ESSENTIAL FUNCTIONS:

- Process title and registration applications.
- Advise customer for each independent situation, using Kansas Motor Vehicle laws and Kansas Department of Revenue Rules and Regulations and Federal Custom Laws.
- Analyze and verify legal documentation for titling and registering motor vehicles to determine authenticity and correctness of the documents.
- Keep abreast of constantly changing State regulations and statutes.
- Balance cash drawer daily
- Determine the proper tax situs, assign the proper tax code(s), and classify vehicle for registration.
- Calculate and collect personal property and real estate taxes, including appropriate delinquent fees and interest.
- Respond to telephone inquiries. Review customer needs solve the customer's concerns.

SECONDARY FUNCTIONS:

- Open office each morning and secure documents at night.
- Process lienholder mailings
- Order supplies.
- Process antique motor vehicle billings
- Process refunds on motor vehicle transactions
- Correspond with customer as needed.
- Assist with Webtags as needed.
- Process lien releases.
- Assist with filing and other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required.

Successful completion of the MOVRS system for motor vehicle titling and registration through the Kansas Department of Revenue is mandatory upon hire.

Experience: 1 year experience in money handling. One year experience in working with the public. One year experience in an office environment.

Knowledge/Skills: Knowledge of Kansas Motor Vehicle laws and Kansas Department of Revenue motor vehicle rules and regulations as they apply to various types of vehicles including cars, trucks, motorcycles, motor homes, motor bikes, trailers, recreational vehicles, etc. Ability to use independent judgment, initiative, and discretion to make determinations and analyze whether documents are complete, accurate and authentic. Knowledge of the Federal Soldiers' and Sailors' Civil Relief Act of

Updated 2023

2003 and Kansas Statute 79-5107(e) regarding exemption of military from personal property taxes. Ability to examine legal documents for completeness, accuracy and validity of the items presented, through training and experience.

Working knowledge of Kansas Motor Vehicle statutes. Working knowledge of computers is necessary. General knowledge of personal property and real estate tax laws for collection purposes.

Physical Demands/Effort: The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk, hear and see. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment/Conditions: The employee is exposed to normal noise level. However working conditions can become hostile with customers who are unhappy with the laws and procedures required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.