

CAPITAL CITY FIRE/RESCUE

SOG NUMBER 2.0

STANDARD OPERATING GUIDELINE

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REVISION DATES:

DEPARTMENT ORGANIZATION

OBJECTIVE:

To outline a common chain of command of Capital City Fire Rescue

GUIDELINE:

2.0.1 The Fire Department Director is the Fire Chief. The Fire Chief oversees all aspects of the Fire Department Management and Operations. The Fire Chief is the direct line to the City Manager.

2.0.2 In the absence of the Fire Chief, an Acting Chief will be appointed. This person will fulfill the responsibilities of the Fire Chief.

2.0.3 Serving under the direction of the Fire Chief are:

- Division Chief of Career Staff
- Division Chief of Volunteer Staff
- Fire Marshal
- Fire Training Officer
- EMS Training Officer
- Administrative Assistant
- Fire Mechanic

2.0.4 Serving under the direction of the Division Chief of Career Staff are:

- Fire Captains (**career**)

2.0.5 Serving under the direction of the Division Chief of Volunteer Staff are:

- Fire Captains (**volunteer**)

2.0.6 Serving under the direction of the Fire Marshal is the Deputy Fire Marshal

2.0.7 Serving under the direction of the Captains (**career**) are the:

- Firefighter/Paramedics and Firefighter/EMTs

2.0.8 Serving under the direction of the Volunteer Captains (**volunteer**) are the:

Volunteer Lieutenants

2.0.9 Serving under the direction of the Lieutenants are the:

Volunteer Firefighters
Volunteer ETTs
Volunteer EMTs
Volunteer Paramedics

2.0.10 Serving under the direction of the Administrative Assistant is the:

Office Assistant

2.1.1 Three of the five stations, Auke Bay, Douglas and Lynn Canal, are not staffed with career personnel, but are volunteer response stations that provide fire suppression and EMS response.

2.1.2 Two staffed stations, Glacier and Juneau, provide emergency medical services and firefighting service to the bulk of the population of the City and Borough. Airport rescue firefighting service is provided by the Glacier District. Each of these stations operates two ambulances and several pieces of fire apparatus. The career staff are all Firefighter-EMTs and the Glacier and Juneau staffs work a 24-hour on, 48-hour off schedule.

2.1.3 Establishing Ordinance

03.10.065 Fire department.

(a) The fire department shall be responsible for the prevention and extinguishment of fires, the protection of life and property against fire, the removal of fire hazards, the provision of field emergency medical services and other services as assigned by the manager. The fire department shall be known as "capital city fire/rescue" and the fire chief shall be the head of capital city fire/rescue. All firefighters and officers, both volunteer and fire department employees shall be members of capital city fire/rescue.

(b) The department head shall be the fire chief who shall be appointed by the manager and whose duties shall include command of all firefighting, fire training, fire inspections, and prevention programs, rescue, medical services, and other duties required under the Code of Ordinances or by the manager.

(c) Separate districts shall be established by the fire chief for the purpose of firefighting administration. Each of these districts shall be under the supervision of the fire chief, shall cooperate with other districts and may provide services outside of its boundaries. All firefighters and district officers, whether fire department employees or volunteers, shall report to the fire chief through the chain of command established for each district.

(d) The fire chief may designate both career and/or volunteer firefighters to serve as the fire chief's authorized representative for purposes of providing emergency services. The fire chief or officer in charge at the scene of a fire or other emergency involving the protection of life or property shall have the authority to direct such operations as may be reasonably necessary. The fire chief or other individuals authorized by the fire chief to perform duties on behalf of the department shall be immune from liability in accordance with state law, and may be entitled to defense and indemnification in accordance with subsection 11.20.030(b)(1).

(Serial No. 79-22, § 4, 1979; Serial No. 85-83, § 8, 1985; Serial No. 93-03, § 9, 1993; Serial No. 93-48, § 2, 1994; Serial No. 2003-46, § 2, 11-24-2003; Serial No. 2006-06, § 2, 4-3-2006)

Cross references: Fire code, CBJ Code ch. 19.09.

2.2.1 Career Staff

Administrative career staff, including the Fire Chief, Division Chief of Career Staff, Fire Marshal, Fire Training Officer and EMS Training Officer are salaried, at-will employees.

The Administrative Assistant, Deputy Fire Marshal are hourly, at-will employees.

The Office Assistant is an hourly employee represented by MEBA

Fire Captains (career), Firefighter-Paramedics (career), Firefighter EMTs (career), and Fire Mechanic are hourly employees represented by International Association of Fire Fighters Local 4303.

Issues concerning wages, hours, and working conditions will be addressed by the applicable Working Agreements and/or CBJ Personnel Rules.

2.2.2 Volunteer Staff

2.2.2.1 Official membership rosters for firefighters and EMTs are the State Fire Marshal's Fire Department Registry and the EMS Physician Sponsor Listing of EMTs. As a practical matter, if a person is listed on a district's training report, that person is considered an active member of CCF/R.

CCF/R provides each volunteer with a pager, protective clothing, and other equipment necessary to perform those functions for which a volunteer is qualified. This equipment remains the property of CCF/R and will be returned when a volunteer is no longer a member or is no longer actively participating. Volunteers will be held responsible for the replacement cost of all equipment issued but not returned.

In accordance with the Fair Labor Standards Act, CCF/R reimburses volunteers for out-of-pocket expenses associated with volunteer activity. This fee is based upon the qualifications and number of attendances to each emergency response or training session. Responses and training are recorded on a sign-up roster, and entered into the High Plains electronic data system. These rosters are submitted to the Fire Chief's

Office for recording attendance and disbursing out-of-pocket expenses. Training rosters are also to be sent to the Training Officer.

The CBJ provides financial protection for volunteers, which includes worker's compensation coverage, emergency response coverage, and defense and indemnification. Worker's compensation applies to all emergency response and training activities. Emergency response coverage for accident expenses when responding to an emergency in your private vehicle is the volunteer's responsibility. Reasonable insurance deductible expenses may be reimbursed provided the volunteer emergency response rules in this manual are followed.

Finally, any volunteer properly performing duties on behalf of CCF/R, including operation of CBJ emergency apparatus, may be entitled to defense and indemnification by the CBJ in the event of legal actions arising from performance of those duties. This does not include or excuse gross negligence on the part of the volunteer.

2.2.2.2 The CBJ and CCF/R expect each volunteer to actively participate in district training activities, respond safely to emergency calls, and follow the rules and procedures of the CCF/R SOGs.

To acquire proficiency, each volunteer will complete the CCF/R Recruit Training Program. Within two years, each volunteer will complete at a minimum either a Firefighter I or ETT Certification program. Further, each volunteer, when not actively participating in recruit, Firefighter I, ETT or EMT (I-III) training will be required to attend a minimum of 50 hours annually of scheduled district training drills for firefighters, 24 hours of scheduled district EMS training sessions for ETT and/or EMTs, 60 hours of scheduled EMS training for MICPs and the required minimum training for special programs. Failure to meet these attendance requirements will cause a member to be removed from the active member list, loss of recertification training opportunities or removal from the EMS Physician Sponsor Listing of EMTs and/or State Fire Marshal Firefighter list.

If a member's name is removed, the member is no longer considered an active member of CCF/R and will not be covered by the CBJ for any CCF/R activities. The member may remain an associate member of a district association in accordance with the district's by-laws, but may not participate in any emergency response activities. The member is expected to return all CCF/R equipment which has been issued. The Division Chief for Volunteers and/or Volunteer Captain may modify or reduce these requirements to suit special circumstances. The Division Chief and/or Captains may grant leaves of absence to members for seasonal employment or other reasons as long as those members meet the attendance requirements when present in the City and Borough. The safety of all those involved in emergency response activities requires a continuously well trained volunteer force.

2.3.1 During emergency situations, the Department utilizes the Incident Command System, and National Incident Management System (NIMS) Training is provided to officers in the use of this system for managing emergencies. See SOG 4