

Clinton Fire Department

Working together into the next millennium to be the best !

Organizational Statement



Ingenious solutions . . .

Clinton Fire Department

ORGANIZATIONAL STATEMENT

The following Organizational Statement, has been written especially for the Clinton Fire Department of the Village of Clinton, Township of Clinton, County of Lenawee, and the State of Michigan. This Organizational Statement has been designed to promote the safety and welfare of department members, residents, and any person who may require the services of the department in the event of an emergency within the confines of the boundaries set forth for this department. This Organizational Statement shall also be in effect on all incidents while providing mutual aid within the scope of the mutual aid contracts in effect in Lenawee and Washtenaw Counties.

PURPOSE

Article One

The purpose of the Clinton Fire Department shall be to protect lives and property from injurious effect from fire, hazardous materials, medical emergencies, and acts of nature, for residents of the Village of Clinton, Township of Clinton, and all incidents while providing mutual aid within the scope of the mutual aid agreements in effect in Lenawee and Washtenaw Counties.

SERVICES THE FIRE DEPARTMENT IS AUTHORIZED TO PERFORM:

The Clinton Fire Department shall be trained and equipped to perform the duties of the following with the authorization of the Clinton Village Council and the Clinton Township Board.

Structural Fire Fighting - The activities of rescue, fire suppression, and property conservation involving buildings, enclosed structures, vehicles, vessels, aircraft, or like properties that are involved in a fire or emergency situation.

Wildland Fire Fighting - Open wildland, grass fires, field fires, or like properties.

Emergency Medical Care - The provision of treatment to patients, including first aid, cardiopulmonary resuscitation, basic life support, advanced life support, and other medical procedures that occur prior to arrival at a hospital or other health care facility.

Hazardous Materials Response - First responders at the operational level at the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. The department shall comply with 29 CFR 1910.120 (OSHA).

COMMITMENT TO NFPA 1500

The Clinton Fire Department is committed to safety in all aspects of the fire service and medical service, current and continuous training, new and updated technology & procedures, this shall be accomplished by hard work, dedication, organization, and a commitment to the NATIONAL FIRE PROTECTION ASSOCIATION (N.F.P.A.) 1500 Handbook, Standard on Fire Department Occupational Safety and Health Program, the nations most authoritative and comprehensive document on fire fighter safety. The Clinton Fire Department maintains a copy in the station for the use and knowledge of all members of this department.

MISSION STATEMENT

“The Clinton Fire Department is committed to the delivery of effective, courteous, and professional services through hard work, training, and leadership, while treating our citizens and employees with fairness, dignity, and respect.”

Written January 1993

Adopted August 1993

Revised November 2005

RISK MODEL

“We will risk a lot to save a lot” (Lives).
In a highly calculated and controlled manner.

“We will risk a little to save a little” (Property).
Inside a command system.

“We will risk nothing to save” (nothing).
Working inside a crew.

“We will never risk a not-involved customer to deliver our service.”
Considerate of the people we meet on highways or incidents.

Borrowed from Chief Allen V. Brunacini, Phoenix, Arizona Fire Department

Adopted March 1996

Reviewed December 2009

VISION STATEMENT

Department Values

1. Take Enterprise View
2. Prioritize and Focus
3. Manage with Stretch Objectives
4. Be First to Implement

Leadership Behavior

1. Treat our people as the most important resource we have in our department
2. Be aligned and unified on department objectives and values
3. Role model desired team behaviors
4. Lead to our vision with clarity, focus and a bias for action

Team Behavior

1. Make our colleagues successful
2. Have open, honest, and candid dialogue
3. Trust and respect one another
4. Take time to develop relationships with one another
5. Learn from success and failure
6. Generate results – not activity
7. Be empowered – accountable and responsible

Written January 1997

Adopted April 1997

Reviewed December 2009

DEPARTMENT MEMBERSHIP

Article Two

- A. All Members shall reside within a reasonable distance of the fire station, at the discretion of the Fire Chief.
- B. Applicants for membership on the department shall contact the department directly for an application, each applicant shall fill out an application, take a Medical Approval Form to be filled out by a doctor and returned to the department. Applicant shall follow department Hiring Process developed by a team of Eastern Michigan Students and adopted by the Clinton Fire Department. Each Applicant shall have a (1) year probationary period.

C. The probationary member shall be showing an interest by starting his/her required state mandated training, if training has been available during this year period. A probationary member can be voted on before his/her probationary year is up, if all required training has been accomplished and all three (3) Chief Officer's feel this member is competent for full membership.

D. Each member shall receive a copy of the Clinton Fire Department Operational & Training Manual that has been written especially for the Clinton Fire Department.

E. Each member will be issued a full set of personal protective equipment, to include N.F.P.A. approved helmet, coat, bunker pants, boots, gloves, flashlight, utility rope with hook, accountability tags, hood, goggles, helmet light, and leather gloves.

F. Each member will be issued a pager and amplified charger for alerting members of emergency calls. The member will sign for these items and be responsible for the care of said items. At which time a member leaves the department for any reason, all items assigned to that member shall be turned in to the department within 30 days of leaving. After the 30 days, if items have not been turned in, that person shall be billed for the amount of said equipment.

G. Each member will be assigned to a weekend crew and will be given assistance in learning the operations of the department and responsibilities of the membership.

H. Each member shall complete the following training and courses within the first two (2) years of membership if courses are available as such. This shall be up to the discretion of the Fire Chief and Training Officer.

TRAINING TO BE COMPLETED FOR FULL MEMBERSHIP :

1. Structural Fire Fighting, & shall at least meet the requirements of Fire Fighter I as specified in *NFPA 1001, Standard for Fire Fighter Professional Qualifications*. All member's shall be certified through a recognized accreditation system. Member's who have not completed the training requirements for Fire Fighter I should not participate in interior structural fire fighting but might perform other support functions at emergency incidents. Unsupervised on - the - job training is not permitted.

2. Apparatus Drivers / Operators shall meet the applicable requirements specified in *NFPA 1002, Standard for Fire Apparatus Driver / Operator Professional Qualifications*.

3. Incident Command System that meets the requirements of *NFPA 1561, Standard on Fire department Incident Command System*.

4. Care, use, inspection, maintenance, and limitations of the protective clothing assigned to them or available for their use that are certified and that also meet requirements of *NFPA 1971, Standard on Protective Clothing for Structural Fire Fighting*.
5. The use, maintenance, and cleaning of open-circuit Sill-Contained Breathing Apparatus (SCBA) that also meet the requirements of *NFPA 1981, Standard on Open-Circuit Breathing Apparatus for Fire Fighters*.
6. The use, care cleaning of Protective Cleaning for Emergency Medical Operations, *NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations*.
7. The knowledge of procedures and use of protection devices in accordance with *NFPA 1581, Standard on Fire Department Infection Control Program*.
8. The use, care, testing and maintenance of Personal Alert Safety System (PASS) for the purpose of rescue, fire suppression, or other hazardous duties that shall meet the requirements of *NFPA 1982, Standard on Personal Alert Safety Systems (PASS) for Fire Fighters*.
9. The use, care, and maintenance of Eye and Face Protection that shall meet the requirements of *ANSI Z87. 1, Practice for Occupational and Educational Eye and Face Protection*.
10. The use and knowledge of Hearing Protection when subject to noise in excess of 90 dBA. Standards for hearing conservation included in *29 CFR 1910.95* should be used as a basic minimum approach to this problem.
11. The operating procedures for department personnel accountability system in accordance with *Section 4-3 of NFPA 1561, Standard on Fire Department Incident Management System*, and that provides for the tracking and inventory of all members operating at an emergency incident.
12. The level of First Responder Operations Level as specified in *NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents*.
13. The Rehabilitation During Emergency Operations that shall be in accordance with *Section 4 - 4 of NFPA 1561, Standard on Fire Department Incident Management System*.
14. *Medical First Responder* level of training for assignment on Medical First Responder Rescue Unit, *Emergency Medical Law PA 179 of 1990*.

- I. During the probationary period, individuals shall not hold any office or officers position on the department.
- J. All members shall be expected to participate in department and association projects such as fund raisers, community services, medical coverage for high school and middle school football games, fall festival station coverage, Lenawee County Fair Duty, Michigan Speedway coverage and when other assignments given to our department.

DEPARTMENT STRUCTURE

Article Three

A. The Department shall not consist of more than (36) members, including probationary members, and full membership as such;

- | | | |
|------|-------------------------------------|---------------|
| (1) | Fire Chief | C-1 |
| (1) | 1 st Assistant Chief | C-2 |
| (1) | 2 nd Assistant Chief | C-3 |
| (3) | Crew Captains | C-4, C-5, C-6 |
| (1) | Captain (Department Safety Officer) | C-7 |
| (29) | Firefighters | 8 - 36 |

POSITION OF FIRE CHIEF

Fire Chief shall be voted to this position by a majority vote of all department members' with voting rights. There shall be a sign up sheet posted on the Chief's information board for ten (10) days prior to the vote. Any Applicant with five (5) or more years of fire service and who has attained the Level of Firefighter 2, Fire Officer 1 & 2, Incident Command System Certified Class, Emergency Medical Technician, and all other state and department training certification listed in department training requirements.

ELECTION OF FIRE CHIEF

The Clinton Fire Fighter's Association President, Vice President, Department 1st Assistant Chief, 2nd Assistant Chief shall collectively handle the voting procedure and submit results of the vote to the Village Council and Township Board who shall except or deny the results of the election.

This election shall be accomplished by a written closed ballot with no less than five (5) association member's and/or fire officer's present for the vote count. All Department Member's are encouraged to attend the vote count.

POSITION OF OFFICER'S

These Positions shall be appointed by the Fire Chief of the Department by whatever means he/she feels is best for the department and the Fire Chief can make changes at anytime he/she feels it is in the best interest of the department to do so. All appointments and/or changes; will be reported to the Fire Board under the direction of the Village Council and Township Board.

For Appointment to an Officer, a member shall have attained the following level of training; Firefighter 2, or senior member with Firefighter 1 and grandfathered by the Chief, Incident Command System Certified, MFR / EMT, and an Officer Level Certificate to meet the requirements of the Officer Position such as Safety Officer Certified.

POSITION OF ASSISTANT CHIEF

Shall be appointed by the Fire Chief and shall be for the duration that the Fire Chief feels he/she is handling their responsibility.

POSITION OF CREW CAPTAIN

Shall be appointed by the Fire Chief and shall be for the duration that the Fire Chief feels he/she is handling their responsibility.

POSITION OF CAPTAIN (Department Safety Officer)

Shall be appointed by the Fire Chief and shall be for the duration that the Fire Chief feels he/she is handling their responsibility.

DURATION OF APPOINTMENT

All position of Officer's from Assistant Chief, Crew Captain, and Captain (Department Safety Officer), shall be for one (1) year and shall be reevaluated by the Fire Chief and reinstated at each November Association Meeting, it be announced by the Chief who will be assigned these positions for the following year. These appointment shall be effective January 1 of each following year.

B. Department Chain of Command shall be determined by seniority being a consideration, training completed, ability to show leadership, knowledge of department operations, and ability to work with members in a TEAM effort.

1. The Clinton Fire Department shall adopt and maintain an Incident Command System to guide the department at all incidents involving the department including but not limited to fire suppression, medical emergencies, hazardous materials incidents, motor vehicle accidents, and / or rescue calls that we maybe requested upon to mitigate.
2. The Department Fire Chief shall appoint a Department Safety Officer to maintain the following Programs;
 - ✓ Department Health & Safety Program
 - ✓ Risk Management Program
 - ✓ Risk Analysis Program
 - ✓ Health & Safety Suggestion Program
3. The Department Fire Chief shall appoint a Department Training Officer to maintain, and keep department records of the following,
 - Schedule department trainings
 - Keep records of trainings
 - Conduct trainings
 - To oversee the training of new members
 - To oversee the continuous training of all members

Department training officer shall be assisted of Chief may maintain this position his/her self.

4. The department shall organize and maintain the following committee's to direct the department in it's day to day operations,
 - Safety Committee
 - Medical Committee
 - Fire Prevention
 - Accident or Near Miss Committee
 - EMS Quality Control Auditors
 - Training Committee
 - Medical Control Representatives from CFD
 - Chaplain Committee

POSITION RESPONSIBILITIES:

Article Four

- A. **Chief Fire Officer:** shall be expected to perform the following duties while holding this level of responsibility.
- Planning and budgeting
 - Communications
 - Decision – making
 - Directing and coordinating
 - Controlling department matters
 - Monitoring department actions
 - Overseeing department
 - Organization of department
 - Social and personal interface
 - Professional development
 - Attend county chief's meeting
 - Command department incidents
 - Oversee all department committees
 - Oversee the safety of all department members
 - Appoint assistant chiefs & fire captain
 - Oversee all department officers and members
- B. **First Assistant Chief:** shall perform the following duties while holding this level of responsibility.
- Assist Chief in department matters
 - In command when Chief is not available
 - Oversee the safety of all department members
 - Appoint Captains when required by Chief
 - Attend meetings when Chief is unavailable
 - Attend Department Officer meetings and other required meetings when asked
- C. **Second Assistant Chief:** shall perform the following duties while holding this level of responsibility.
- Assist Chief in department matters
 - In Command when Chief and 1st Assistant Chief not available
 - Orientation of new members through Captains
 - Oversee Medical / Rescue responsibilities
 - Appoint Captains when required by Chief
 - Attend Department Officer meetings and other required meetings when asked

D. **Crew Captain:** shall perform the following duties while holding this level of responsibility.

- ✓ Assist Chief Officers in department matters
- ✓ Oversee weekend duty crews
- ✓ Instruct crew members in learning of all department equipment
- ✓ Shall be assigned individual responsibilities as needed
- ✓ Attend department trainings, Officers meetings, and Officers trainings
- ✓ Respond to all department calls when available (35% per year)

E. **Captain (Department Safety Officer)**

- ✓ Assist Chief Officers in department matters
- ✓ Oversee weekend duty crews for the purpose of Safety matters
- ✓ Instruct crews in learning of all department equipment
- ✓ Shall be assigned individual responsibilities as needed
- ✓ Attend department trainings, Officers meetings, and Officers trainings
- ✓ Respond to all department calls when available (35% per year)

F. **Firefighter (s):** shall be expected to perform the following duties while holding this level of responsibility,

- ✓ Attend association meetings and take part in activities
- ✓ Attend department monthly trainings
- ✓ Respond to all department calls when available (25% per year)
- ✓ Participate in department required trainings
- ✓ Attend monthly crew truck checks

Member Organization: The Clinton Fire Department shall form and maintain a members organization that shall be called the Clinton Fire Fighters Association.

Member: A person involved in performing the duties and responsibilities of the fire department

G. Probationary Member:

A person involved in performing only the duties in which he/she is trained in and shall not be involved in interior structural fire fighting, hazardous materials incidents, or direct extrication involvement. A probationary member will be involved in medical duties if said person has a medical certification of at least medical first responder and has been educated in the department infectious disease exposure plan.

1. A probationary member shall receive new member orientation
2. Shall be assigned to a Field Training Officer, with both persons approval
3. Shall be assigned to one of three crew duties
4. Shall only board apparatus on calls if there is an open seat, and all full members have boarded
5. Shall report to all calls on a non-emergency status
6. Shall attend department trainings meetings, and truck checks
7. Cannot vote while on probationary status
8. Shall be issued a pager, and all personal protective equipment for training and approved call purposes
9. All questions, will be directed to assigned F.T.O. or Crew Captain

DEPARTMENT TRAINING

Article Five

Members shall be provided with training and education appropriate for their duties and responsibilities before being permitted to engage in emergency operations. Members who have not met the specific qualifications listed in our department training requirements should not perform listed duties in actual emergency incidents. These members might, however, be utilized under structured supervision to perform functions for which they have been trained.

- 1) Two (2) monthly trainings of (3) hours in duration will be held on the second Tuesday of each month at 19:00 hours and the last Sunday of each month at 08:00 hours at the Clinton Fire Department.
- 2) A yearly training schedule shall be posted in the fire station by December 1, of each year for the following year training, and each member shall receive a schedule.
- 3) One (1) monthly Officer training/meeting of at least (1) hour duration shall be held on the first Saturday of each month at 9:00 am.
- 4) Each fire fighter shall attend a minimum of 50% of all yearly trainings to stay active on the department; Officers shall attend a minimum of 75% of all yearly trainings to maintain an Officers position.
- 5) Yearly update training for hazardous material response, infectious disease exposure control plan, emergency vehicle driving, vehicle extrication, and fire pump operations is mandatory for all members.