

Fire Corps

Guide

TO PROVIDING REHAB





Acknowledgements

Fire Corps would like to thank the Federal Emergency Management Agency's (FEMA) Individual and Community Preparedness Division for the funding and support to create this Guide to Providing Rehab. We are grateful for the cooperation and efforts of Fire Corps' partners, Advocates, and National Advisory Committee for their contributions. We are indebted to all of the departments and programs whose ideas, experience, and input have helped shape this resource. Finally, thank you to all of the volunteers working to support fire and emergency service personnel through rehab.

Disclaimer

Fire Corps' Guide to Providing Rehab has been developed to assist Fire Corps programs in providing rehabilitation or canteen services to their local fire/EMS personnel. Its creation is based on current, established rehab standards. This guide is not a directive, but was created to provide guidance, support, and resources to those wishing to start and/or enhance their rehabilitation or canteen program. Fire/EMS departments or sponsoring agency of any rehab program should verify that the program's policies, procedures, and activities are compliant and practice accepted standards or laws of the authority having jurisdiction – local, state, and federal.

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Introduction

Fire Corps increases the capacity of volunteer, career, and combination fire/EMS departments by utilizing community volunteers in non-emergency roles.

This allows first responders to devote more time to emergency response and training. In addition, non-emergency volunteers allow departments to expand their services, such as implementing or expanding a public education program or by operating a rehabilitation unit.

This intent of this guide is to provide guidance to departments who want to establish, implement, and/or enhance a basic emergency services rehabilitation program (herein after referred to as rehab). Information contained in this document is based on current research conducted by various organizations that are dedicated and committed to the health and safety of emergency service personnel and the safety of our communities.

Visit the appendices for supplemental resources, documents, and information.

What is Rehab and Why is it Important?

In the emergency services, rehab describes the process of providing rest, rehydration, nourishment, and medical evaluation to responders who are involved in incident scene operations.

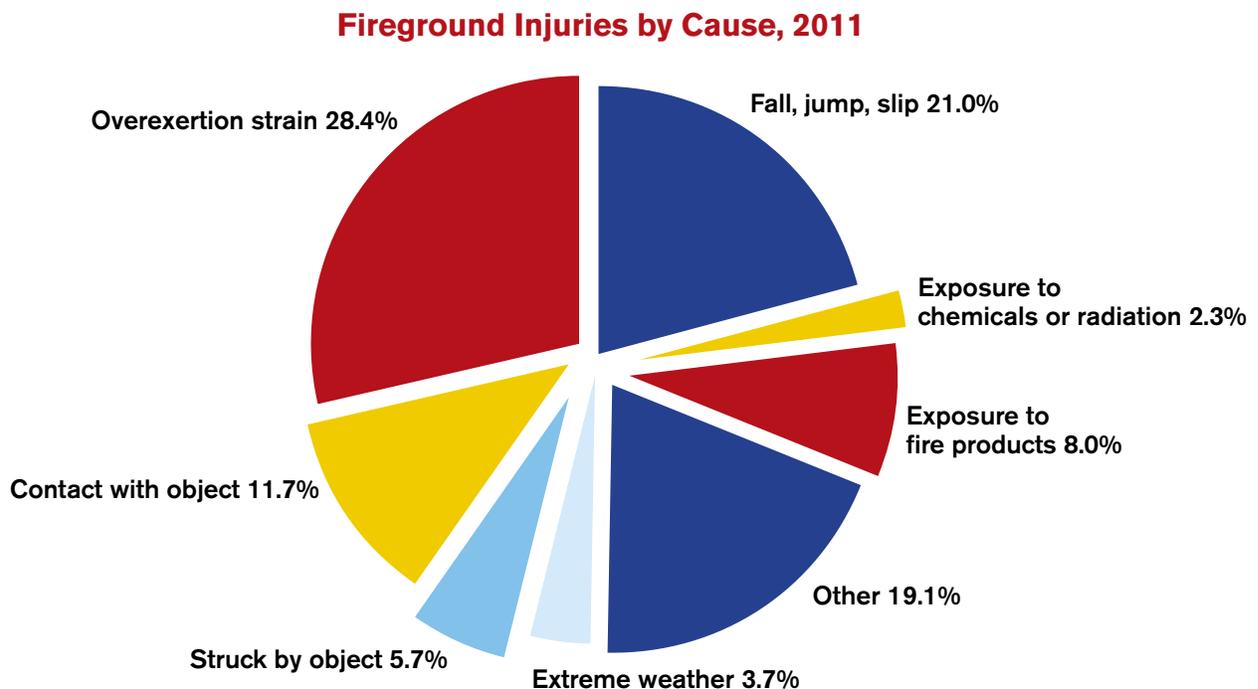
Consider the tasks and functions associated with the emergency services, whether it is firefighting, providing law enforcement, or serving as an emergency medical technician or paramedic. Emergencies can and will change in type, size, and required demands; therefore, all of them carry potential to be very taxing to first responders. Also keep in mind that rehab does not only pertain to emergencies. Rehab can be useful at training exercises or major events, such as parades, concerts, rodeos, athletic events, and more.

The National Fire Protection Association (NFPA) maintains statistical records detailing various data relating to firefighter injuries. The chart below illustrates firefighter injuries by the nature of the injury and the type of duty.¹ Rehab can minimize or prevent some of these effects by monitoring and providing revitalization of personnel through proven and accepted practices.

Almost 49 percent of Fire Corps teams provide rehab services to their department.² Utilizing community members in this role can have an enormous impact in reducing responder injuries and enhancing the safety of your department's personnel.

Rehab provides the following benefits to personnel:

- Reduces physical and emotional stress.
- Reduces the potential for injuries or other health-related problems resulting from long-term duties and/or functions.
- Ensures proper hydration and nutrition needs are met.
- Ensures physical capability to safely and functionally perform assignments.
- Establishes medical data on personnel. While the National Fire Incident Reporting System is great for documenting the incident and the personnel present, it does not provide medical data related to the health and safety of individuals operating at the incident. This could prove to be critical for an individual who may be entitled to benefits if they cannot return to duty.



Source: NFPA Annual Survey of Fire Departments for U.S. Fire Experience (2011)

¹NFPA Annual Survey of Fire Departments for U.S. Fire Experience (2011)

²Fire Corps Program Survey 2011 (2011), http://www.firecorps.org/files/2011_Survey_Results.pdf

The following are benefits of rehab programs to emergency service agencies:

- Increases department staffing – utilizing Fire Corps volunteers frees department personnel to be reassigned to other functions and/or operations.
- Can reduce the department and/or agency's insurance premiums by decreasing workers' compensation and medical expense claims as the result of injuries.
- Increases morale of operational personnel by allowing them to stay directly involved in the action.
- Operational personnel can play a significant role in the training of Fire Corps volunteers. This allows for enhanced teamwork and the development of a deeper appreciation for each other's roles.

In order to capitalize on these benefits, it is important to establish a rehab program that is structurally sound, safe, and effective.



First, make a plan. Creating a rehab program plan, which is another way of saying business plan, defines your purpose and goals. It describes how the program will operate and helps you to properly accumulate and allocate resources, deal with any unforeseen complications, and provide a defined way to make good, sound decisions relative to the program. This can also serve as the basis of a handbook for your rehab team. A well-prepared and well-written rehab program plan is an essential document to benchmark success and define future goals.

The following outline of a typical rehab program plan can serve as a guide. You can change it to meet the specific needs of your program and those of your department and/or agency.

I. Introduction

- Give a detailed description of the program and its goals.
- Identify the process necessary to ensure the program meets the approval of the department and/or agency.
- Determine if the program will operate on its own or be part of a medical sector or division within the department.
- Discuss the role department personnel will play in the development and operation of the program.
- Identify the benefits the program will provide to the department and/or agency, as well as to personnel.
- Identify challenges that the program may encounter. Addressing them now will help you plan accordingly, preventing these obstacles from becoming roadblocks later.

II. Operation of the Program

- Identify the application process, including how members will be approved.
- Define position descriptions for all volunteers and minimum training requirements needed for each.
- Discuss the rehab process the program will utilize.
- Develop Standard Operating Procedures (SOP) or Guidelines (SOG) for the program.

- Discuss how you will recruit and retain rehab volunteers.
- Address any liability and/or insurance issues which are pertinent to the program, the volunteers, department, and agency personnel and the strategy to properly deal with them.
- Identify the equipment essential to providing the level of service you desire.
- Determine and outline how the program will be evaluated.

III. Financial Management of the Program

- Address how you plan to fund the program (i.e., grants, donations, corporate sponsors, or as part of the department budget).
- Identify the estimated startup costs (purchase of uniforms, equipment, and supplies).
- Develop an estimated operating budget for at least the first year.
- Establish the procedures for making purchases for the program. Explain how the accounting of funds will be maintained and reported.

IV. Concluding Statement

- Summarize your program's goals and objectives and express your commitment to the success of your program.

V. Appendices

- SOPs and/or SOGs
- Volunteer application
- Training requirements and procedures
- Documents used to monitor progress, such as volunteer hours and productivity
- Equipment and supply lists
- Proposed budget

Once you have completed your program plan, review it with a friend, a member of the department and/or agency, or trusted colleague.

Your program plan will serve as a framework for developing your SOPs. The following sections can be beneficial to the process of developing this document.

Standard Operating Procedures

The process for developing Standard Operating Procedures or SOPs (sometimes referred to as Standard Operating Guidelines or SOGs) for your rehab program is most effective when it is well planned, standardized, and follows a comprehensive process.

The Federal Emergency Management Agency's *Developing Effective Standard Operating Procedures for Fire and EMS Guide* provides eight sequential steps to the process which addresses the most important organizational and management considerations for your program and its members.³ The steps can vary depending on many factors, such as the scope of your program, local needs and resources, department and/or agency policy, and other variables. The steps include:

- ① Create an SOP Committee or Development Team.
- ② Gain organizational support.
- ③ Establish committee or team procedures.
- ④ Compile research information and identify alternatives.
- ⑤ Analyze the research and select alternatives.
- ⑥ Draft an SOP and/or SOG outline.
- ⑦ Review and test the SOP and/or SOG outline.
- ⑧ Ratify and approve the SOP and/or SOG outline.

Whether you choose to create your own SOPs for your rehab team or include a rehab component into the department's SOPs, these steps are essential for the safety and security of your rehab members and the personnel they are serving.

See Appendix D for sample SOPs.



³Federal Emergency Management Agency and United States Fire Administration, *Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments* (1999), www.usfa.fema.gov/downloads/pdf/publications/fa-197.pdf

The Rehab Process

Having a process in place for conducting rehab will ensure that basic, minimum requirements are met when rehab is needed. When developing a rehab process, it is important to make sure that the following criteria are met when operating, regardless of whether it is an emergency incident, a special event, or department training:

- Minimum criteria are established for the location of rehab
- There is a means to conduct medical assessment and/or treatment
- Nutritional food and proper fluid replacement is available
- There is a place for adequate rest and recovery
- The site ensures protection from climatic conditions
- There is an established means of accountability of all emergency services personnel

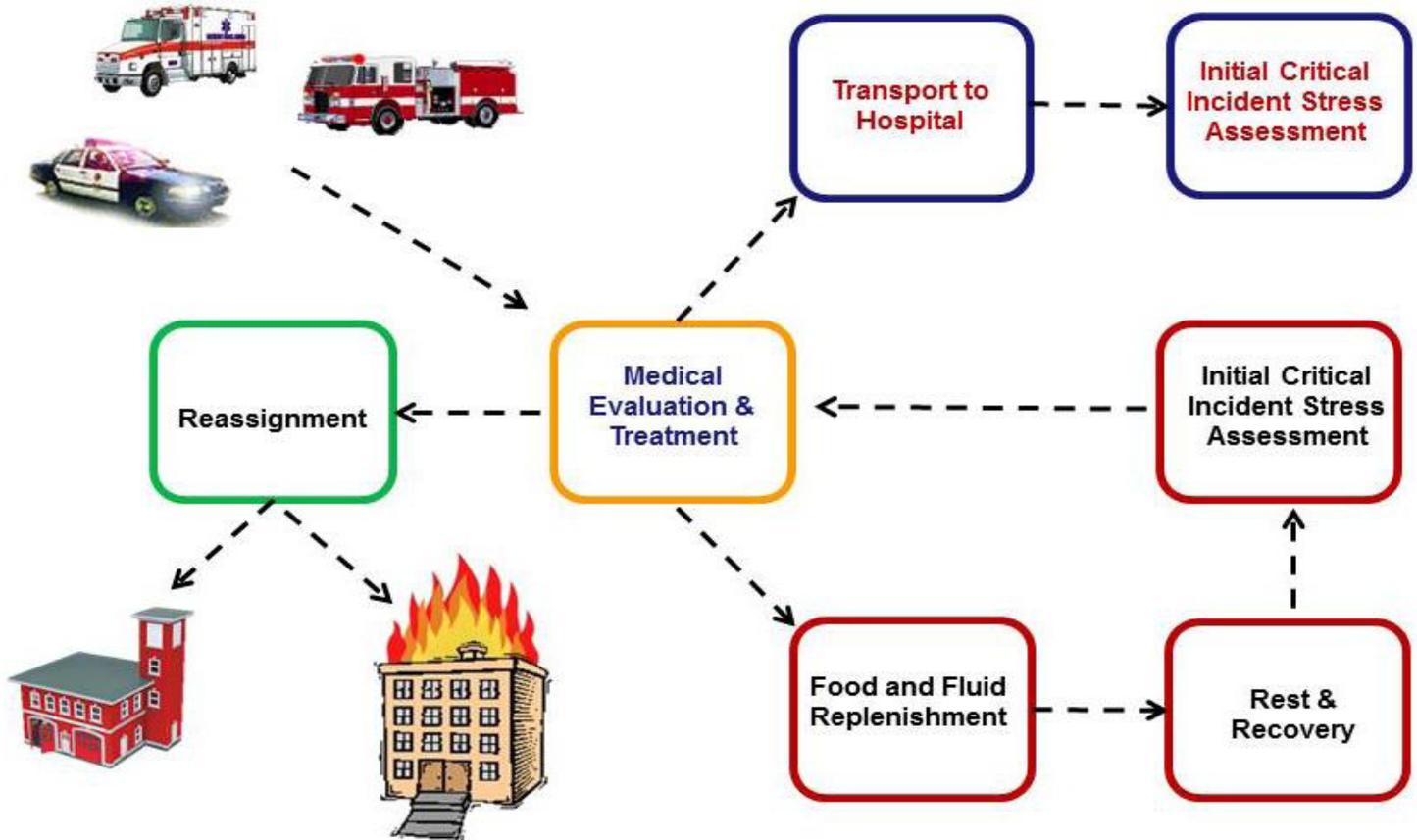
Rehab Process Personnel Flow

The diagram below shows how personnel traverse through the rehab process, starting at the medical evaluation/ treatment area. The individual's assessment based on the department or incident command's parameters in each station will determine his/her next step through the rehab process.

Establish Minimum Criteria for a Rehab Area

The location of the rehab area is critical, and it must be in a location that will allow personnel to have adequate rest that will permit mental and physical recuperation from the demands, hazards, and stress of the emergency operation, event, or training situation. The area should be sufficiently away from the operation so that all personnel can safely remove any personal protective equipment (PPE) and/or self-contained breathing apparatus (SCBA).

The Rehab Process



During Extreme Heat – The ideal area would be shaded. If no shade is available, a means of shading such as a portable canopy will work, and the area should have a means to enhance cooling through the use of misting systems and/or fans, including an area for personnel to sit down.

During Extreme Cold and/or Wet Conditions – The ideal area would provide a dry protected area that is heated, and dry clothing should be available.

Establishment of Multiple Rehab Areas – There will be times when the size of the operation and/ or geographic barriers determine that more than one rehab area will need to be established. When multiple rehab operations exist, there needs to be an initial rehab area in each sector where all personnel enter and leave the rehab process, which also includes medical assessment and/or treatment.

The U.S. Fire Administration's *Emergency Incident Rehabilitation* guide provides a breakdown of criteria, such as the type of fire and climate conditions, that may prove helpful in developing your own minimum requirements or guidelines.⁴

Establish Requirements for Medical Assessment and Treatment

Rehab personnel should briefly question members arriving at rehabilitation to determine whether they have any symptoms of dehydration, heat stress, cold stress, physical exhaustion, cardiopulmonary abnormalities, emotional/mental stress, or exhaustion.

Upon entering rehab, all emergency service personnel should begin the rehab documentation and be evaluated for the following at a minimum:

- Heart rate
- Blood pressure
- Temperature
- CO monitoring if possible, especially where people are symptomatic

Parameters for extended rehabilitation should be established by the department and/or agency physician.

Personnel meeting established parameters should be evaluated after 20 minutes in the rehabilitation area. If a member remains within one or more of these parameters after 20 minutes, the member should be directed to the medical treatment area.⁵ Members assigned to work in the medical treatment area should be distinct from those assigned to the rehabilitation area.

Establish Requirements for Nutrition and Fluid Replacement

Nutrition – When providing food during rehab it is important to try and provide the most nutritional food available. Food rich in carbohydrates are a good rule of thumb. They can be broken down into two types:

- Simple carbohydrates: sugars such as glucose, sucrose, dextrose, lactose, and fructose, which are typically found in fruits, milk, processed sugar, and honey
- Complex carbohydrates: made up of three or more sugars, which are typically found in starchy foods, such as pasta, bread, and potatoes

Fluid Replacement – When providing something to drink to those in rehab, consider the following:

- ① It must be easy on the digestive system.
- ② Studies have shown that drinks such as coffee, tea, soda, dairy products, fruit juices, and high energy drinks (like Red Bull) are not good for the body.
- ③ Drinks utilized for rehydration must replace water, electrolytes, and simple carbohydrates which are typically found in most sport drinks, such as Gatorade or PowerAde, to name a few.
- ④ Bottled water is always good, but it does not replace carbohydrates and electrolytes.
- ⑤ Some studies have indicated that it is better to mix sport drinks with equal parts water.
- ⑥ Do not overlook the fact that dehydration also occurs in cold climates.

⁴Federal Emergency Management Agency and United States Fire Administration, *Emergency Incident Rehabilitation* (2008), www.usfa.fema.gov/downloads/pdf/publications/fa_314.pdf

⁵Rockland County Office of Fire & Emergency Services, *Rehabilitation of Fire Department Members, Operating at Fires, Emergencies and Drills* (2007), https://rocklandgov.com/files/1613/4255/5162/Rehabilitation_of_Fire_Department_Members.pdf

Establish Rest and Recovery Requirements

When establishing rest and recovery requirements, remember that not all personnel require the same amount. The National Fire Protection Association suggests the following minimum requirements:⁶

Firefighters – Depletion of two 30-minute SCBA cylinders or the depletion of one 45-minute or 60-minute SCBA cylinder requires a minimum of at least 30 minutes of rest (with hydration) in a rehabilitation area before being permitted to return.

EMS and Law Enforcement Personnel – Every 60 minutes of work requires a minimum of at least 30 minutes of rest (with hydration) in a rehabilitation area before being permitted to return.

See Appendix B-1 for sample Individual Record Form for Rehab Personnel.

Establish Critical Incident Stress Management Requirements

Rehab programs must recognize that the duties and activities emergency personnel routinely perform also come with a heavy burden on the psychological well-being of these individuals. They can be extremely emotional events involving serious injury and death to civilians and personnel alike.

Critical incident stress management (behavioral health) programs have been developed to assist in the psychological well-being of their members. Behavioral health has progressed from informal discussions of individual events to current understanding of the need for comprehensive programs of prevention, intervention, and follow-up care to prevent long-term effects.

Only the earliest portions of a behavioral health program can be carried out in a rehab setting. These typically include the following:

- Informal discussion among members
- Defusing sessions with behavioral health professionals or trained behavioral health team members

Only those properly trained in Critical Incident Stress Management should be allowed to provide this service.



⁶Section 5 - Caring for Firefighters During Rehab Operations: [https:// www.iaff.org](https://www.iaff.org)

Training

In order to ensure a rehab program meets the needs of the department or agency it is supporting, the program must have a training process in place. Because members may be driving a mobile canteen unit, providing food and other consumables, or even monitoring vitals, training is one of the most important aspects of your program to make sure everyone stays safe – both those administering the service and those receiving it.

Training Committee

The creation of a training committee should be considered, and should include the department and/or agency training officer, a minimum of one member from the regular operational staff, one department operational officer, and the Fire Corps program coordinator. If an existing Fire Corps program is expanding its operation to include rehab, then it is recommended a volunteer from the program should be added. This approach to the development of a training program creates a sense of ownership and harmony between the Fire Corps volunteers and the operational staff.

This committee shall be fully responsible for the following components that make up the training program. Be sure to get approval from department leadership before finalizing your training requirements.

- Establish the program's procedures for providing rehab.
- Identify the initial and the continual rehabilitation needs of the department and/or agency personnel.
- Establish a minimum training requirement for Fire Corps members who will be providing rehab.
- Draft a training curriculum that will ensure the procedures and other identified minimum training requirements can be met by Fire Corps members within a reasonable time frame.
- Identify the necessary and essential equipment needed to meet the minimum requirements.
- Continually monitor the training requirements so they meet both the current needs of the operational personnel and any adopted standards regarding rehab.
- Review the Fire Corps members' training records regularly to make sure everyone is in compliance with their responsibilities.

While the training committee is responsible for developing the training curriculum for a rehab program, it is the responsibility of the program coordinator to ensure all of the



committee's recommendations and procedures are followed in addition to keeping the committee active in all training aspects.

Keep in mind that volunteers typically have jobs, family, and other commitments that may or may not fit into a specific training schedule. Try to tailor your training schedule to allow for flexibility when possible, such as make-up dates or online, self-paced learning courses.

Suggested Training Topics

Consider the following topics when establishing your training requirements:

Introduction to Fire and Emergency Services – When working with citizens, it is important to educate them on how the fire and emergency services operate and provide them with specific information such as:

- An overview of the department and/or agency – its history, structure, services, and operations
- Standard Operating Procedures as they pertain to program members
- An overview of emergency operations
- Health and safety issues
- An overview of the Incident Command System
- The role rehab plays in the health and safety of emergency services personnel
- The tools and equipment utilized by emergency services personnel
- The role they will play in department operations

National Incident Management System (NIMS) – In many cases, in order to be eligible to receive federal grant funding, your department and/or program must be in compliance with NIMS.

NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

Rehab-Specific Training – This is the most critical component of your minimum training requirements. For a Fire Corps volunteer to be an effective member of the team, they should receive training and demonstrate understanding of each of the following topics as it pertains to rehab:

- Why rehab is important and the benefits it provides to personnel as well as to the department and/or agency
- The capabilities to provide basic rehab components, regardless of the type or size of the incident or event
- Medical evaluation and monitoring
- Rest and recovery

- Hydration and nutrition
- Documentation and accountability
- Protection and relief from exposure to climatic conditions
- Privacy and security
- Resources needed for rehab
- The procedures for release of personnel to return to the operation or, if necessary, removal from the operation completely
- The safe and proper use of all equipment utilized in a rehab operation
- How multiple rehab operations function and when to establish them

Department and/or Agency Required Training – This includes any additional training that the department requires for members.

Appendix C offers a variety of available trainings to help administer your program.



Necessary Resources

This section discusses the human, tangible, intangible, and fiscal resources needed to establish and maintain a successful rehab unit.

Human Resources

With proper training and established practices, Fire Corps volunteers play a variety of roles when serving on a rehab team. Consider the following roles when developing rehab position descriptions for your Fire Corps members:

- Rehab Officer
 - Responsible for the total operation of the rehab sector, from the time rehab is established until the time it is released from the operation.
- Rehab Equipment/Supply Officer
 - Responsible for setting up and ensuring all equipment deemed necessary by the Rehab Officer is fully operational and functioning to meet the demands of the operation.
 - Ensures the supplies needed are present and available and monitors the need for additional supplies.
- Rehab Accountability Officer
 - Responsible for ensuring everyone entering and everyone leaving has been checked into and out of rehab and has been medically evaluated. Accountability is a huge issue, especially where mutual aid is involved or when people are filing to get reimbursed for Fire Management Assistance Grants.
 - Fills out a rehab evaluation form on all operational personnel entering and exiting the rehab area.

See Appendix B-1 for a sample form.

- Rehab Members
 - Ensure all personnel who have been medically cleared for rehab receive the proper rest away from the operation.
 - Provide proper hydration and nutrition.
 - Monitor for signs of physical and/or emotional distress and immediately report same to personnel assigned to do medical assessment.

It is certainly not uncommon for individuals to perform multiple roles if they are rehabbing a manageable number of personnel at any given time. If the incident necessitates expanding rehab, these individuals may move to specific roles. The number of people needed depends on the size and complexity of the incident.

Rehab services must have extensive safety measures and adequate resources to run effectively, especially when you have volunteers performing medical evaluations or driving department vehicles. Therefore, it's important that your rehab team consist not only of enough people but also the right people. Fire Corps has a variety of resources to help recruit, retain, and manage volunteers. There are also tools available such as application procedures, sample and customizable documents, discounted background checks, promotional materials, and more at www.firecorps.org.

See Appendix B for sample documents specific to rehab, such as a rehab volunteer application and driver's record request form.

Tangible Resources

Supplies and Equipment

One of the most important aspects of a rehab unit is the station from which the rehab team operates. Rehab stations can be established free standing or from a mobile unit, such as a converted recreational vehicle (RV).

Once a station is established, supplying the rehab area and rehab team with proper equipment is critical. According to FEMA, supplies should include, but are not limited to:⁷

- Fluids: water, sport activity beverages, oral electrolyte solutions, glycogen replacement fluids, and ice
- Food: soup, broths, or stew in hot/cold cups and snack crackers
- Medical: blood pressure cuffs, stethoscopes, intravenous solutions, thermometers, cardiac monitors and rechargers, and extra oxygen bottles and non-rebreathers
- Other: awnings, tents, fans, cool misting machines, tarps, smoke ejectors, dry clothing, extra equipment, floodlights, blankets, towels, traffic cones, fireline tape, and folding tables

⁷Emergency Incident Rehabilitation (1992)<http://www.usfa.fema.gov/downloads/pdf/publications/fa-114.pdf>

In addition to these items, a rehab unit could have an onboard generator, kitchen facilities, refrigerator, hot/cold water dispenser, storage area, air conditioning, bench seats for medical evaluations, and adequate lighting.

See Appendix B-7 for a suggested supply/equipment list.

Intangible Resources

Dispatching System

In addition to training, another intangible item to consider is your method of dispatching your rehab team. Dispatching rules and regulations should be covered in your SOPs or rehab handbook to avoid self-deployment.

A variety of processes are available such as phone trees, mass texts, and computer-aided dispatch. There are companies that offer low-cost dispatching systems or your department may already have a method in place that you can tailor specifically for your rehab program. The best fit for your department and rehab members depends on the size of your team, the area you cover, and the resources available to the department.

Fiscal Resources

While many departments are facing increased budget cuts, there are many things departments and programs can do to establish and maintain a cost-effective rehab program.

Business Partnerships

Consider developing relationships with businesses in your community, especially food source providers (restaurants, grocery stores, convenience stores, retailers, and gas stations). Many rehab programs have been extremely successful in securing donations from businesses who want to support their local fire and emergency services.

Equipment Acquisition

Fire Corps volunteers have proven to be very resourceful when it comes to either finding or acquiring basic equipment, such as at garage sales or from their own homes. Program volunteers also have the capability of building some of the equipment at a quarter of the cost than if the same item was to be purchased through a company selling rehab equipment.



The following are just a few examples of items that can be built:

- Misting Fan – Purchase a drum fan from a local home improvement center, a patio misting kit, 75 ft. commercial grade garden hose, and a garden hose to 1 ¾" adapter.
- Cooling Chair – Take small thin-walled tubing and shape an S around the back, bottom, and arms of a chair with the beginning of the tube connected to a small fountain pump mounted into the bottom of a cooler and the end of the tubing returning to the cooler.
- Portable Shower – These can be made out of 1" or 1½" pipe with slip couplings that can be tightened when on scene. Using the same principle as the misting fan, with a garden hose and the proper coupling, you can have a very manageable shower.

Funding Sources

The following provides some ideas for funding sources; however, please note these are merely suggestions and these opportunities are subject to change.

Assistance to Firefighters Grant (AFG) – The primary goal of the AFG program is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders to obtain equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards.

www.fema.gov/firegrants/

Community Development Block Grants (CDBG) – States (and cities with more than 50,000 people) apply for CDBG grants under the U.S. Department of Housing and Urban Development, but the fire department can often qualify for the money that will be passed on to local communities. Most of the money that goes to fire departments is to build or improve fire stations. In most states the Commerce Department or other similar office is the contact point for applying. In the larger cities, city governments run the CDBG programs.
www.hud.gov

Fire Management Assistance Grant (FMAG) – FMAG is a federal financial assistance available to states, local and tribal governments, for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands. FMAG is requested by a local or state fire agency through the California Emergency Management Agency (Cal EMA). Cal EMA will submit a request by telephone to FEMA while the fire is burning uncontrolled and threatens such destruction as would constitute a major disaster. The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours.
<http://rimsinland.oes.ca.gov/WebPage/oeswebsite.nsf/Content/F2AF00360D2236AA8825740A0062612C?OpenDocument>

Firefighters Charitable Foundation Grants – This grant is available for departments to purchase firefighting equipment and vehicles. It also provides assistance to acquire necessary tools, clothing, and other procurements.
www.ffcf.org

Firehouse Subs Foundation – Launched in 2005, the Firehouse Subs Public Safety Foundation is dedicated to better equip, educate, and fund public safety entities.
www.firehousesubs.com/Foundation-Overview.aspx

Georgia-Pacific Bucket Brigade™ Grants – This program supports firefighters in Georgia-Pacific communities with grants for needed gear, equipment, vehicle repairs, and more. In addition, the program provides continuing education materials that help spread the word about fire safety as well as product donations. Firefighters should contact their area Georgia-Pacific facility to determine how that facility is participating in the Georgia-Pacific Bucket Brigade program.
www.gpbucketbrigade.com

U.S. Department of Agriculture Rural Development Program – This program can pay up to 75 percent of costs for fire and rescue buildings and equipment under certain circumstances. The grants are designed to make essential community services available in rural areas with populations under 20,000. Grant amounts depend on median household income and population. Departments should apply to their USDA Rural Development field office or state office.
www.rurdev.usda.gov

Urban Areas Security Initiative (UASI) – The UASI Program provides funding to address the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism.
www.fema.gov/fy-2012-homeland-security-grant-program#2

Wal-Mart Foundation – Through the State Giving Program, the Wal-Mart Foundation supports organizations with programs that align with their mission to create opportunities so people can live better. The State Giving Program awards grants starting at \$25,000 to nonprofit organizations that serve a particular state or region.
<http://walmartstores.com/communitygiving/203.aspx>

Visit the Fire Corps web site at www.firecorps.org for additional grant opportunities.

Best Practices



- ① **Burbank Fire Corps, CA**
www.burbankfirecorps.org/Canteen/
- ② **Hernando County Fire Corps, FL**
www.firecorps.org/news/program-profiles/910
- ③ **Hanover Park Fire Corps, IL**
www.hanoverparkillinois.org/Services/Fire-Department/Fire-Corps.aspx
- ④ **Fishers Fire Department Fire Corps, IN**
www.fishers.in.us/department/division.php?fDD=8-221
- ⑤ **Multi-County Fire Corps, OK**
www.firecorps.org/news/program-profiles/1187
- ⑥ **Oklahoma City Fire Department, OK**
www.firecorps.org/news/program-profiles/1361-oklahoma-city-ok-fire-department
- ⑦ **Stayton Fire District Rehab Team, OR**
www.firecorps.org/files/Training/Care_and_Feeding_of_Firefighters.doc
- ⑧ **Seymour Support Services, TN**
www.firecorps.org/news/program-profiles/269
- ⑨ **Layton Fire Corps, UT**
www.firecorps.org/news/program-profiles/965

Conclusion

EMT Douglas Richardson summed up the need for rehabilitation services for the fire and emergency services in a few simple sentences. He said, "For many years the fire service has treated the element of job-related danger as a badge of courage, worn with pride. Firefighters would boast of this element of danger when discussing the merits of various occupations. In the last 20 years or so, however, the attitude of the fire service toward safety has changed dramatically. Firefighters and department officials began to realize that needless deaths and injuries of firefighters were not badges of courage but indicators of problems."

As members of the community, Fire Corps volunteers can step up to the 'front lines' and make an enormous impact on the health and safety of our first responders by providing rehab. The responsibility of formulating this team lies with the fire and emergency services.

We hope this Guide has provided insight and the tools needed to start, implement, and/or enhance a rehab program in your department or agency and provided an opportunity for community members to answer the call to serve so everyone goes home safely.

For additional information about utilizing non-emergency volunteers or starting a Fire Corps program visit www.firecorps.org.



Appendices

Appendix A **Reference Material**

- Appendix A-1 Documents to Assist in the Research and Development of a Rehab Program
- Appendix A-2 Helpful Web Sites

Appendix B **Sample Documents**

- Appendix B-1 Individual Record Form for Rehab Personnel
- Appendix B-2 Driver's License and Record Request Form
- Appendix B-3 Fire Corps Membership Application
- Appendix B-4 Fire Corps Rehab Application
- Appendix B-5 Fire Corps Member Activity Report
- Appendix B-6 Vehicle Log
- Appendix B-7 Suggested Supply List

Appendix C **Training Sources**

- Appendix C-1 Existing Training Courses
- Appendix C-2 PowerPoint Training Programs

Appendix D **Sample Standard Operating Procedures and/or Guidelines**

- Appendix D-1 Operating Guidelines
- Appendix D-2 Standard Operating Guidelines for Prevention and Treatment
- Appendix D-3 Response Guidelines
- Appendix D-4 Mutual Aid Policy
- Appendix D-5 Constitution and Bylaws

Appendix A

Reference Material

Appendix A-1 Documents to Assist in the Research and Development of a Rehab Program

The following are documents that can be helpful when researching and developing your rehab program:

- Analysis of Firefighter Rehab and Respiratory Protection during Fireground Operations – *Barry G. McLamb*
www.usfa.dhs.gov/pdf/efop/efo40504.pdf
- Community Emergency Response Team (CERT) Basic Training – *Citizen Corps*
www.citizencorps.gov/cert/training_mat.shtm#CERTVis
- Developing an Emergency Incident Rehabilitation Program – *U.S. Fire Administration and the International Association of Fire Fighters*
www.usfa.dhs.gov/pdf/efop/efo41119.pdf
- Developing Effective Standard Operating Procedures For Fire and EMS Departments – *Federal Emergency Management Agency (FEMA)*
www.usfa.dhs.gov/downloads/pdf/publications/fa-197-508.pdf
- Dietary Guidelines for Americans – *U.S. Department of Agriculture and U.S. Department of Health and Human Services*
www.dietaryguidelines.gov
- The Effects of Sleep Deprivation on Firefighters & EMS – *International Association of Fire Chiefs*
www.iafc.org/displaycommon.cfm?an=1&subarticlenbr=559
- Emergency Incident Rehabilitation (2008 Edition) – *United States Fire Administration*
www.usfa.dhs.gov/downloads/pdf/publications/fa_314.pdf
- Excessive Heat Events Guidebook – *U.S. Environmental Protection Agency*
www.epa.gov/heatisland/about/heatguidebook.html
- Firefighter Hydration Evaluation – *U.S. Department of Agriculture Forest Service National Technology & Development Program*
www.fs.fed.us/t-d/pubs/pdf/08511814.pdf
- Fireground Rehab Procedures – *University of Pittsburgh*
www.iaff.org/hs/EIRP/files/Rehab%20SOP%20Examples/Univ%20of%20Pittsburgh%20Model%20SOP/Univ%20of%20Pittsburgh%20Model%20SOP.pdf
- Funding Alternatives for Emergency Medical and Fire Services – *United States Fire Administration*
www.usfa.fema.gov/downloads/pdf/publications/fa_331.pdf
- Heart-Healthy Firefighter Resource Guide – *National Volunteer Fire Council*
http://healthy-firefighter.org/files/documents/HH_Resource_Guide_2011_web.pdf
- How to Write a Business Plan – *U.S. Small Business Administration*
www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/how-write-business-plan
- Implementing the Incident Management System, Standard Operating Procedures – *Sam Hassen, Battalion Chief, Vestavia Hills Fire Department*
www.usfa.dhs.gov/pdf/efop/efo32913.pdf
- Improve Incident Rehabilitation Outcomes – *Mark Bouchard*
www.fieldsoft.com/pdf/fieldsoft_rehab_white_paper.pdf
- Incident Rehab Operations: Student Manual – *Robert G. Gerlach, EMT-P, FF-I, FSI-I*
www.rggerlach.com/files/Rehab%20Operations-%20Student%20Manual.pdf
- Orange County, Fire Authority Hydration Study – *Nancy Espinoza, OCFA Exercise Physiologist, Michael Contreras, OCFA WEFIT Program Coordinator*
www.iaff.org/hs/EIRP/files/Rehab%20SOP%20Examples/Orange%20County%20OCA/Orange%20County%20Hydration%20Study.pdf
- Rehab! – *Volunteer Firemen's Insurance Services*
www.vfis.com/documents/VFISNewsvol08no04web.pdf
- Twenty Minutes to a Healthy Heart – *Dr. Charles K. Bens*
<http://everyonegoeshome.org/resources/20minutes.pdf>

Appendix A-2 Helpful Web Sites

Citizen Corps

www.citizencorps.gov

Emergency Responder Safety Institute

www.respondersafety.com

Everyone Goes Home

www.everyonegoeshome.com

Federal Emergency Management Agency

www.fema.gov

Fire Corps

www.firecorps.org

Fire Department Training Network

www.firescue.com

Firefighters Bookstore

www.firebooks.com

Firefighter Close Calls

www.firefighterclosecalls.com

First Responder

www.firstresponder.gov

International Association of Fire Chiefs

www.iafc.org

International Association of Fire Fighters

www.iaff.org

International Society of Fire Service Instructors

www.isfsi.org

National Fire Academy

www.usfa.fema.gov/nfa

National Fire Protection Association

www.nfpa.org

National Institute of Occupational Safety and Health

www.cdc.gov/niosh/firehome.html

National Volunteer Fire Council

www.nvfc.org

Public Safety Education Network

www.publicsafetyedu.com

Responder Safety

www.respondersafety.com

United States Fire Administration

www.usfa.fema.gov

U.S. Fire

<http://usfire.org>

Volunteer Firemen's Insurance Services

www.vfis.com

Appendix B

Sample Documents

Appendix B-1 Individual Record Form for Rehab Personnel

Last Name _____	First Name _____
DATE ____/____/____	

TIME IN REHAB	TIME OUT OF REHAB	UNIT _____
		AGENCY: _____

YES TO ANY OF THE FOLLOWING WILL TRIGGER A NOTIFICATION OF THE UNIT OFFICER, COMMAND OR REHAB LEADER TO REQUEST AN AMBULANCE TO REHAB FOR FURTHER EVALUATION AND POSSIBLE TRANSPORT.

	NO	YES	
CHEST PAIN	<input type="checkbox"/>	<input type="checkbox"/>	RECORD TIME OF NOTIFICATION OF UNIT COMMAND OR COMMAND POST. CONTINUE CHECKING VITALS AND MONITOR CLOSELY. : _____ : WHO WAS NOTIFIED? _____
DIFFICULTY BREATHING	<input type="checkbox"/>	<input type="checkbox"/>	
DIZZINESS	<input type="checkbox"/>	<input type="checkbox"/>	
RAPID PULSE/DRY SKIN	<input type="checkbox"/>	<input type="checkbox"/>	

	TIME	SYSTOLIC Less then 160	OK	DIASTOLIC Less then 110	OK	PULSE Less the 140	OK	SPO2 Greater 92	OK	TEMP If needed ***	OK	HYDRATED
Pre-Vital												Yes No
1st												Yes No
2nd												Yes No
3rd												Yes No

NORMAL RANGES _____ INITIAL VITALS AND FOLLOW UP IN TEN MINUTES
OUT OF RANGE _____ EXTEND REHAB TIME 10 MINUTES
IF STILL OUT OR RANGE _____ EXTEND ADDITIONAL 10 MIN COMPLETE 3RD VITAL CHECK
IF STILL OUT OF RANGE REQUEST MEDIC FOR EVALUATION
DIASTOLIC B/P > 120 OR SYSTOLIC B/P > 220 INFORM COMMAND
PULSE OVER 140 CHECK TEMPERATURE ***

Firefighter released from Rehab

Signature of Fire Corps Member _____



City of Glendale Drivers License Information Request Form

Please print:

Employee ID: _____

Name (As it appears on your driver's license): _____
Last First MI

Drivers License Number: _____

State: _____

Issue Date: _____ Expiration Date: _____

Class:

Graduated (Class G):

Operator (Class D):

Motorcycle (Class M) :

Commercial (CDL): A B C

Endorsements: _____

I hereby certify that the information provided above is correct.

Employee Signature

Date

Department Name



Fire Corps Program Membership Application

APPLICANT INFORMATION			
Last:	First:	MI:	Date:
Street:		Apt/Unit #:	
City:		State:	Zip:
Phone:		Email:	
Last 4 of Social Security #:	Driver's License #:		State Issued:
Has your driver's license ever been suspended or revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:
Are you a United States Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:
Have you ever worked for this department?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:
Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:

EMERGENCY CONTACT		
Name:		Relationship:
Address:		Phone:
City:	State:	Zip:

EDUCATION			
High school:		Address:	
From:	Did you Graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To:			Degree:
College:		Address:	
From:	Did you Graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To:			Degree:
Other:		Address:	
From:	Did you Graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To:			Degree:

REFERENCES (list three professional references)	
Name:	Relation:
Organization:	Phone:
Address:	
Name:	Relation:
Organization:	Phone:
Address:	
Name:	Relation:
Organization:	Phone:
Address:	

AVAILABILITY		
Sunday	From:	To:
Monday	From:	To:
Tuesday	From:	To:
Wednesday	From:	To:
Thursday	From:	To:
Friday	From:	To:
Saturday	From:	To:

INTERESTS (check all that apply)					
Administrative/Clerical	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prevention/Preparedness Education	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accounting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Public Relations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Building Maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rehab	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fundraising	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Social Events	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Grant Writing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vehicle Maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Photography	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Web Development/Social Media	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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SUMMARIZE WHY YOU ARE APPLYING FOR MEMBERSHIP

EMERGENCY SERVICES EXPERIENCE		
Do you have any experience in the fire or emergency services?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please complete below.
Department/Agency:	Job Title:	
Supervisor:	Phone:	
Address:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Responsibilities:		
Training: <i>(please attach copies of certificates of completion/certification)</i>		

MILITARY EXPERIENCE		
Do you have any experience in the military?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please complete below.
Branch:	Rank at Discharge:	
From:	To:	
Reason for discharge if other than honorable:		

GENERAL QUESTIONS		
1. Do you desire to become a firefighter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you understand that completing this application is no guarantee of membership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do we have your permission to do a background check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. If your application for membership is accepted, do you understand we may require a drug test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Do you understand this program can be terminated at any time by the administration?		
6. Do you understand and agree to comply with the minimum training requirements as needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do you agree to comply with all of the rules and regulations of the department/agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do you agree to keep any and all information you may have obtained as a result of your membership in this department/agency confidential?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Are you comfortable with working at the scenes of emergencies should it be needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Do you have any current or past medical conditions that would prevent you from performing certain tasks and or functions, which may be assigned you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered yes to question 10, please explain:		

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
Signature:	Date:

On behalf of the [Department Name], we would like to thank you for supporting your local fire and emergency services.

Department Name



Fire Corps Rehab Application

APPLICANT INFORMATION			
Last:	First:	MI:	Date:
Street:		Apt/Unit #:	
City:		State:	Zip:
Phone:		Email:	

SUMMARIZE WHY YOU ARE APPLYING TO BE PART OF THE REHAB PROGRAM

GENERAL QUESTIONS		
1. Do you understand rehab and the role it plays in the health and safety of emergency service personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever been an active member of a rehab program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain:		
3. Do you have any Physical Conditions or Impairments that may restrict you in the performance of certain duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain:		

TRAINING		
National Incident Management Training <i>(attach copy of certificate)</i>		
ICS-100	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ICS-200	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ICS-700	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ICS-800	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Medical Training <i>(attach copy of certificate or license)</i>		
Cardio Pulmonary Resuscitation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency Medical Technician	Yes <input type="checkbox"/>	No <input type="checkbox"/>
First Responder	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Paramedic		
List Any Additional Training or Certifications <i>(attach copy of certificate or license)</i>		

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
Signature:	Date:

On behalf of the [Department Name], we would like to thank you for supporting your local fire and emergency services.

Seymour Volunteer Fire Department Support Services Division Activity Report Form

General Information

Date: Activity #:
 Start Time: End Time: Total Activity Time: Total Man Hours:
 Location:
 City: County: State: Zip Code:

Activity Type

Residential Fire Commercial Fire Vehicle Fire Brush Fire
 Motor Vehicle Accident Haz-Mat Incident Wildland Task Force Medical Response
 Mutual Aid Requesting Department/Agency Name:
 Department Meeting Department Training Department Function
 Division Meeting Division Training Division Function
 Other:

Activities or Tasks Performed

Firefighter Rehab Firefighter Accountability Equipment Staging
 Canteen Traffic Management Landing Zone Control
 Administrative Public Relations Public Safety Education
 Incident Commander Scribe Incident Data Collection Crowd Control
 Fund Raising Event Staffing Standby Coverage
 Firefighter Family Assistance Photography Building Maintenance
 Equipment Maintenance Vehicle Maintenance
 Other Function:

Member Information

5701 5702 5703 5704 5705 5706 5707 5708 5709 5710 5711
 5712 5713 5714 5715 5716 5717 5718 5319 5362 5158

Vehicle Usage

Support 501 Support 502 Support 508
 Support 514 Support 516 Support 517
 Support Trailer Personal Vehicle Number:

Official Essential Information

Official Division Activation Division Activated By:
 Incident Commander: Department:
 SSD Member In Charge: Date Form Completed:
 Additional Comments/Problems:

Seymour Volunteer Fire Department Support Services Division Support 508 Log Form

Date: Activity #:
In-Service Time: In-Quarters Time: Total Time:
Location:
City: County: State: Zip Code:

Vehicle Information

Beginning Ending Mileage: Total Mileage:
Generator Start Hours: Generator End Hours: Total Hours:
 Vehicle Canopy Roof Top A/C Units Roof Top A/C Usage Hours Vehicle Fuel Full

Equipment Information

<input type="checkbox"/> Portable Generator	Portable Generator Usage Hours: <input type="text"/>	<input type="checkbox"/> Generator Fuel Full
<input type="checkbox"/> Gasoline Exhaust Fan	Exhaust Fan Usage Hours: <input type="text"/>	<input type="checkbox"/> Exhaust Fan Fuel Full
<input type="checkbox"/> Cool Vests	<input type="checkbox"/> Portable Lights	<input type="checkbox"/> Extension Cords
<input type="checkbox"/> Portable Canopy	<input type="checkbox"/> Traffic Cones	<input type="checkbox"/> Toilet
<input type="checkbox"/> Printer/Copier/Fax	<input type="checkbox"/> Coffee Maker	<input type="checkbox"/> Microwave
<input type="checkbox"/> 75 Ft Hose	<input type="checkbox"/> Hose Adapter	<input type="checkbox"/> Incident Command Vests
<input type="checkbox"/> Towels	<input type="checkbox"/> Blankets	<input type="checkbox"/> 2 Wheel Dolly
		<input type="checkbox"/> Portable Canopy
		<input type="checkbox"/> Computer
		<input type="checkbox"/> Fan Mister
		<input type="checkbox"/> Portable Shower

Incident Information

<input type="checkbox"/> Residential Fire	<input type="checkbox"/> Commercial Fire	<input type="checkbox"/> Brush Fire
<input type="checkbox"/> Vehicle Fire	<input type="checkbox"/> Motor Vehicle Accident	<input type="checkbox"/> Haz-Mat Incident
<input type="checkbox"/> Wildland Task Force	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Division Training
<input type="checkbox"/> Department Training		
<input type="checkbox"/> Mutual Aid	Requesting Department/Agency Name: <input type="text"/>	
Other:	<input type="text"/>	

Division Information

Automatic Response Requested Requested By:
Vehicle Operator: I.D. Number:
Any Problems or Comments:

Appendix B-7 Suggested Supply List

- Blankets
- Canopies
- Clothing: for any weather condition (i.e. cooling or warming vests, hand warmers, winter caps, t-shirts, rain gear, etc.)
- Coffee maker
- Collapsible waste container and trash bags
- Communication devices: radios, pagers, cell phones, etc.
- Cooling and heating systems (i.e., misting fans, heaters)
- Extension cords
- Folding chairs
- Folding cots
- Folding tables
- Food/drinks
- Forearm Emerging Buckets
- Garden hose
- Helmets
- High Visibility Jackets – ANSI Compliant
- High Visibility Safety Vests – ANSI Compliant
- Hot plates
- Ice chests
- Lighting equipment
- Carbon monoxide level detector
- CO-Oximeter
- Medical bag containing Basic Life Support Equipment
- Portable power generator
- Portable toilet with enclosure
- Portable turnout hanger system
- Rolling containers to transport and store perishable food items
- Sandbags
- Shovels
- Sandals or shoes that can easily be slipped on and off
- Eating supplies such as utensils, cups, and plates
- Tarps
- Tents
- Towels
- Traffic cones
- Trailers or vehicles

Appendix C

Training Sources

Appendix C-1 Existing Training Courses

The following are online training programs that are offered free-of-charge by various organizations and agencies.

Fire Corps Academy www.firecorps.org/academy

The Fire Corps Academy is a series of free training sessions and resources designed for Fire Corps program managers, department leaders, and local Fire Corps volunteers who wish to start and/or participate in a Fire Corps program. Trainings focus on different aspects of implementing, managing, and expanding a local program, including a course on Providing Rehab.

IS-317: Introduction to Community Emergency Response Teams (CERT)

www.citizencorps.gov/cert/training_mat.shtm#IS317
IS-317 is an independent study course that serves as an introduction to CERT for those wanting to complete training or as a refresher for current team members. It has six modules with topics that include an Introduction to CERT, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue.

Federal Emergency Management Agency (FEMA): Emergency Management Institute <http://training.fema.gov/IS/crslist.asp>

The Emergency Management Institute (EMI) offers self-paced courses designed for people who have emergency management responsibilities and the general public. FEMA's Independent Study Program offers courses that support the nine mission areas identified by the National Preparedness Goal:

- ① Continuity Programs
- ② Disaster Logistics
- ③ Emergency Communications
- ④ Hazard Mitigation
- ⑤ Incident Management
- ⑥ Integrated Preparedness
- ⑦ Operational Planning
- ⑧ Public Disaster Communications
- ⑨ Service to Disaster Victims

IS-100.b Introduction to Incident Command System (ICS) – Introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS and explains the relationship between ICS and NIMS.

IS-200.b ICS for Single Resources and Initial Action Incidents – Designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

IS-700.a NIMS An Introduction – Introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent, nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

IS-800.b National Response Framework, An Introduction – Introduces participants to the concepts and principles of the National Response Framework (NRF).

IS-7 A Citizen's Guide to Disaster Assistance – Provides a basic understanding of the roles and responsibilities of the local community, state, and the federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management who need a general introduction to disaster assistance.

IS-240.a Leadership & Influence – Designed to improve your leadership and influence skills. It addresses: leadership from within, how to facilitate change, how to build and rebuild trust, using personal influence and political savvy, and fostering an environment for leadership development.

IS-244.a Developing and Managing Volunteers –

Designed for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. The course provides procedures and tools for building and working with voluntary organizations.

Topics include:

- Benefits and challenges of using volunteers
- Building a volunteer program
- Writing job descriptions
- Developing volunteers through recruitment, placement, training, supervision and evaluation
- Coordinating with voluntary agencies and community-based organizations
- Special issues including spontaneous volunteers, liability, and stress

United States Fire Administration: National Fire Academy (NFA)

www.usfa.dhs.gov/nfa/nfaonline

The NFA offers the fire and emergency services community a more convenient way to receive training with NFA Online.

Community Safety Educators (Q118) – Designed for all public fire and life safety educators. The course focuses on how to do a better job of planning, implementing, and

evaluating safety programs in your community. It teaches you how to network effectively with various people in your organization and within your community to accomplish community life safety goals.

Fire Service Supervision (Q318) – Aims to give supervisors in the fire service some fundamental notions and attitudes on stress management, time management, interpersonal communications, motivation, counseling, conflict resolution, and group dynamics.

ICS-100, Introduction to ICS for Operational First Responders (Q-462) – An interactive program, equivalent to the NIMS ICS-100 course. It provides training and resources for personnel who require a basic understanding of the ICS. The course integrates the NIMS guidelines and meets the NIMS baseline ICS training requirements.

ICS-200, Basic NIMS ICS for Operational First Responders (Q463) – This intermediate level course is a web-based, self-study, interactive equivalent to NWCG I-200. The course integrates the NIMS guidelines and meets the NIMS Baseline Training Requirements using an all-hazard, all-agency approach. It is the second in a series of courses designed to meet all-hazard, all-agency NIMS ICS requirements for operational personnel.

Appendix C-2 PowerPoint Training Programs

The following are PowerPoint presentations that can be used as training material. You may also consider formatting your own presentation utilizing the information included in these slides.

- Emergency Incident Rehabilitation – *Douglas Richardson, EMT-P*
www.alaskaems.usanethosting.com/EMSER/rehab_drichardson.ppt
- Emergency Incident Rehabilitation – *Firefighters Support Foundation*
www.fireengineering.com/index/training/ffsupport.html
- Firefighter Rehabilitation – *Sandra Stoeckel RN, CEN, AEMT-P, Firefighter*
www.srems.com/site/remac/FirefighterRehabilitation1.pdf
- Firefighter Rehabilitation at Emergency Scenes and Training Exercises – *International Association of Fire Fighters Occupational Health & Safety Department*
www.iaff.org/hs/EIRP/materials.html
- Firefighter Life Safety Initiatives – *Everyone Goes Home*
www.everyonegoeshome.com/initiatives.html
- Hot & Cold Weather Injuries & Emergencies – *Civil Air Patrol*
www.nesa.cap.gov/curriculum_material/GSAR/HEAT&COLD.ppt
- North Zone Rehab Incorporating NFPA 1584 – *CSA-17 EMS Coordinator, Mary Murphy North County Fire Protection District Battalion Chief, Gary Lane, North County Fire Protection District Captain Rick Rees, Carlsbad Fire Department EMS Manager, Linda Allington*
www.sdnorthzone.net/Training/NFPA%201584.ppt.final.ppt

Appendix D-1 Operating Guidelines

West Licking Firefighters Association Support Services Unit Operating Guidelines

Purpose

The Support Services Unit (SSU) is a mobile Rehabilitation/Canteen Unit for use at long term emergency scenes for the rehabilitation and or refreshment of the Emergency Personnel on the scene. The vehicle itself is owned by the West Licking Joint Fire District and falls under their control.

Description of Unit

The SSU is utilizing a former Medic vehicle that has been reconfigured for use as a Rehab/Canteen Unit. There is seating for up to 4 personnel in the vehicle equipped with safety belts. A RV type awning is installed on the right side of the vehicle.

Description of Unit

The SSU is utilizing a former Medic vehicle that has been reconfigured for use as a Rehab/Canteen Unit. There is seating for up to 4 personnel in the vehicle equipped with safety belts. A RV type awning is installed on the right side of the vehicle.

The following equipment is carried on the SSU:

- 10' x 10' Pop Up Shelters
- Folding Chairs
- 10 x 20 Inflatable Shelter
- Ramfan Propane Blower/Heater for Shelter/ 1 20lb propane cylinder
- 5000 psi scba cylinders and hoses for inflating shelter
- Misting Fan (for cooling personnel)
- Coffee Brewer
- Air Pots for use with brewer.
- Towels
- Coolers
- Core Cooling Towels
- Blankets
- Hand warmer pouches
- Trash can (collapsible)

- Generator
- Tripod Light
- 50' Electric Cord
- 2.5" to Garden Hose Adaptor
- Garden Hose
- Nozzle
- Folding table

The vehicle is stocked with the following supplies:

- Bottled Water (20 oz.) in coolers and at least 4 cases in cabinets
- Sport Drinks (20 OZ) in coolers and at least 4 cases in cabinets
- Coffee and supplies for same
- Hot Chocolate Packets
- Snacks (Granola and energy bars, snack crackers, cakes, chips)

Operation

3 Duty Crews have been assigned which are on a 1 week duty rotation. Duty is from 7 pm on Monday until 7 pm the next Monday. It is encouraged that at least some of the assigned crew check the vehicle on the Monday evening starting their duty.

All members have been issued pagers and the district has made arrangements for the unit to have its own tone. It will now be dispatched on any working fire. Also at the request of the County EMA we are now available county wide and will be dispatched by County Fire Dispatch at any county department's request.

The SSU is requested by the Senior Fire Officer (SFO) on the scene. The SSU is operated by members of the Association and Auxiliary. The SSU should respond with at least two people; one person may take it if no one else is available at the time. Safety First at All Times.

Prior to Leaving Station:

- ① Ice in water and beverage coolers.
- ② Extra Ice in third cooler.
- ③ Know where you are going.

Vehicle Operation

The vehicle is only to be driven by members who have been instructed in its operation, have demonstrated the operation of the vehicle and have been approved by the Fire Districts insurance. See attachment 1.

At no time will the lights and siren be utilized while responding to a scene unless directed by the SFO. The lights maybe operated at the scene for the protection of personnel and equipment.

The SSU will be positioned by the SFO upon its arrival to be visible and available to the personnel on the scene.

At no time will the crew of the SSU be away from the vehicle or interfere in any of the ongoing operations. Safety first at all times.

Personnel responding with the SSU will wear vests, jackets and or shirts identifying them as members of the Association and the SSU.

The radio will only be used to mark that you are in route, when you are approaching the scene and when you are in service.

Radio Examples:

- “904 Support 401 is enroute to 000 Broad”
- “Support 401 to Command, we are approaching the scene, where would you like us to set up?”
- “904 Support 401 is on the scene”
- “904 Support 401 is in service”

Arrival at Scene:

- ① Chock the wheels.
- ② Start and hook up the generator.
- ③ Weather will determine the need for the shelters. It takes at least 2 people to set up the shelters.
- ④ Weather will also determine the need for the heaters or the misting fan.
- ⑤ Place chairs in a shady area or in the shelters, away from vehicle exhausts.
- ⑥ Place table and coolers with drinks on passenger side of vehicle.
- ⑦ Heat water and brew coffee it needed.
- ⑧ Set up trash can with liner.
- ⑨ Make towels available.

Prior to Leaving Scene

- ① Account for all equipment.
- ② Ensure all equipment is in place and secured on vehicle.
- ③ Make sure to pick up any trash in area at SSU.

Return to Station

- ① Drain and restock coolers with water and beverages.
- ② If equipment got wet at scene, set up or hang up in station to dry.
- ③ If towels were used, wash and dry.
- ④ Make note of any damaged or missing equipment.
- ⑤ Make note of any supplies that are needed.
- ⑥ Complete response report.

Appendix D-2 Standard Operating Guidelines for Prevention and Treatment

International Association of Fire Fighters Standard Operating Guidelines for Prevention and Treatment of Environmental Emergencies in Firefighters

Purpose

The purpose of this procedure is to provide information on actions that will reduce the incidence of heat and cold related injuries to firefighters.

Overview

Physical fitness is a bona fide occupational qualification for firefighters. They must have the strength, stamina, and conditioning necessary to provide services regardless of weather or other adverse environmental factors. That said, fire officers have a practical and ethical imperative to ensure that they do not endanger the health and well-being of their subordinates in any activity, emergency or not. To prevent harm, firefighters and officers must know and recognize the symptoms of heat and cold injuries and take appropriate action to keep themselves and their subordinates safe. Before they are allowed to participate in training or respond to emergencies, firefighters must have a medical evaluation to ensure that they are physically fit to perform strenuous tasks as needed.

Under no circumstances whatsoever shall firefighters be threatened or intimidated into performing activities that may pose a danger to their health, nor shall they be subject to ridicule, retribution, or discipline for asking for relief or for refusing to perform unsafe activities.

Heat-Related Injuries

Hyperthermia, defined as abnormally elevated body temperature, takes three forms, in increasing severity: heat cramps, heat exhaustion, and heat stroke. Firefighters are at high risk to develop hyperthermia because they work in high-heat environments wearing personal protective equipment when they fight fire.

a) Heat cramps are muscle pains or spasms caused by low salt levels in the body. They generally occur in the abdomen, legs, or arms. When firefighters experience heat cramps, they should rest in a cool place, drink plenty of liquids, and not resume strenuous activities for several hours.

- b) Heat exhaustion is more serious than heat cramps and may produce the following symptoms: heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, headache, nausea/vomiting, fainting.
- c) Heat stroke is a true emergency that requires immediate medical treatment to forestall death. Symptoms include high body temperature, lack of sweating, with hot red or flushed skin, rapid pulse, difficulty breathing, strange behavior, hallucinations, confusion, agitation, disorientation, seizure, and coma.
- d) Firefighters who develop heat cramps or symptoms of heat exhaustion should not be allowed to return to emergency operations until the symptoms have been gone for at least an hour and they have rested for several hours. Their vital signs should be monitored during this time and for several following days to ensure that symptoms do not recur.
- e) A firefighter who exhibits symptoms of heat stroke should be transported to a hospital immediately for appropriate medical care. This condition cannot be adequately treated outside a hospital.

Cold-Related injuries

Hypothermia is defined as an abnormally low body temperature, below 95 degrees Fahrenheit. The differences among mild, moderate, and severe hypothermia are not always clear, but there is a constant sequence of events as core body temperature continues to decrease.

- a) At body temperatures below 95 degrees F, a victim will shiver. Symptoms include rapid heart rate and breathing rate. Blood pressure increases.
- b) As core body temperature continues to decline, pulse and breathing rates and blood pressure decrease. Symptoms may include clumsiness, apathy, confusion, and slurred speech.
- c) When core body temperature falls below 89.9 degrees F, shivering stops and oxygen consumption decreases. Symptoms include stupor and irregular heartbeat.

- d) At core body temperatures below 82.4 degrees F, reflexes are lost and cardiac output continues to decrease. The risk of dangerously irregular heartbeat increases, and brain activity significantly declines. The pupils are dilated and the victim appears to be comatose or dead.
- e) Frostbite is defined as the freezing of tissue. Most commonly affected are the nose, cheeks, ears, fingers, and toes.
 - ① The symptoms of superficial frostbite include burning, numbness, tingling, itching, or cold sensations of the affected areas. They look white and frozen but retain some resistance to pressure.
 - ② The symptoms of deep frostbite include decreased sensation until all sensation is lost. Skin appears to be white or yellowish and looks waxy. Swelling occurs and blood-filled blisters form.
 - ③ Significant pain occurs as frostbitten areas are rewarmed.
- f) Neither hypothermia nor frostbite can be adequately treated in the field. Victims must be dried and covered and quickly transported for medical treatment in a hospital.

Rehabilitation

Prevention of heat and cold injuries is the best strategy. Firefighting teams should be rotated to rehabilitate when members have exhausted 1 cylinder of air. At no point should a firefighter who has exhausted 2 cylinders be allowed to continue to work without resting. Rehab must include the following:

- A. Rest and relief from extreme weather conditions in a place away from emergency operations and apart from decision-making about operations. For hot conditions, the place should be shaded and cooling provided. In cold conditions, the place should be shielded from wind and heating provided. Seating should always be available.
- B. Hydration with water and/or appropriate sports beverages and juices to replenish electrolytes lost through sweating. In hot conditions, the beverages should be lukewarm or cool. In cold conditions, they should be lukewarm or warm. Beverages containing alcohol or caffeine should not be provided.
- C. In hot conditions, active cooling by submersion of hands and forearms in cool water. This technique has been shown to be the quickest way to cool the body. In cold conditions, clothing should be warmed and dried.
- D. Medical monitoring of vital signs and body conditions to ensure that symptoms of heat and injury are quickly identified and appropriately treated.
- E. Food to enable firefighters to replenish the calories expended in the emergency response. In hot conditions, energy bars are appropriate; in cold, soups and stews.

Seymour Volunteer Fire Department Support Services Division Response Guidelines

Section 1

Purpose

The establishment of Response Guidelines is essential for the Support Services Division to insure that any and all response requests are managed and handled in a manner that meets or exceeds the goals of the division and/or the Seymour Volunteer Fire Department. In addition, the potential for requested assistance or response by an agency other than the Seymour Volunteer Fire Department does exist, having response guidelines in place insures that any response meets the need of the requesting agency, but also insures that the Seymour Volunteer Fire Department; its members; and the Support Services Division; do not incur any undue expense or liability as the result of a request for service.

The Response Guidelines shall cover the following areas:

- Inter-Department Request
- Outside Agency Request
- Support Services Notification of Request
- Notification and Activation of Support Service Members
- Response of Support Service Members
- Purchasing of Items, and Tracking of Items and Personnel
- Deactivation of Division

Section 2

Inter-Department Request

The following Officers of the Seymour Volunteer Fire Department can request the response of the Support Services Division at any time, to any given situation that they feel the need for the division:

- Any Chief Officer
- Any Captain
- The Support Services Coordinator

Section 3

Outside Agency Request

Any Outside agency that desires to have the Support Services Division respond to a particular situation, must contact either the Fire Chief, and if not available, a Chief Officer of the Department, or the Support Services Division Coordinator. Should the request be made directly to the

Support Services Coordinator he/she shall contact the Fire Chief, and if not available, a Chief Officer of the Department regarding the requested response.

It is the responsibility of the identified Officer to verify the following information, if at all possible, with the Incident Commander and/or the agency requesting assistance:

- Contact Information for the Incident Commander
- Location where they desire division personnel to set up
- Type of Assistance requested: (i.e. Fire Fighter Rehab; Staging Control)
- Estimated length of the incident
- In a given situation that might require the purchasing of items needed, such as food, who shall be responsible for reimbursement or what arrangements have been for the particular items to be purchased.

Section 4

Support Services Notification of Request

The Support Services Coordinator, or in his/her absence, the Member in Charge (MIC) shall be notified of the request by telephone if at all possible. He/she shall upon receiving the request and the information collected by the officer requesting a response, notify the requesting officer of an estimated time of arrival to the scene of the request.

Section 5

Support Service Member Notification and Activation

The Support Services Coordinator, or in his/her absence, the Member in Charge (MIC) shall contact a minimum of two (2) members starting at the top of the call out list moving towards the bottom by telephone. This shall be considered a minimum response of the division; however it must be kept in mind that there are going to be times when the situation may require only one (1) member, which is determined by the Officer who initiates the telephone call requesting activation based on the request they received from the requesting agency.

ONLY the Support Services Coordinator or in his/her absence, the Member in Charge (MIC) can activate the response of the Division and/or members.

It is imperative during the call out procedure for members to respond, that it be understood that not all members are going to be available at all times, and in fact, there may be times when only be one (1) member can respond to the request. When and if this should occur, the Chief Officer requesting the activation of the division must be notified immediately, unless the request was for one (1) member specifically, so as to insure everyone is aware of the response level.

Section 6 Response of Support Service Members

As mention in Section 5 of this document, upon the activation of the division, members will be requested to respond to the request by the Support Services Coordinator, or in his/her absence, the Member in Charge (MIC). The Support Services Coordinator, or in his/her absence, the Member in Charge (MIC) will advise the member of where they need to go or where they need to meet.

As stated in Section 5 of this document, it is fully understood that you may or may not be available to respond for whatever reason, however, it is important that you advise the officer calling of that and advise them if you might possibly be available later. Under no circumstances will any member be pressured to respond to any request, or questioned as to why they cannot respond.

No member is permitted to respond to any call; or act and/or identify themselves in any manner as a member of the Support Services Division, unless he or she has been notified to do so by the Support Services Coordinator, or in his/her absence, the Member in Charge (MIC). It is the responsibility of the member should they find themselves at a scene where they were not contacted, and are so advised that a request has been made for Support Services, they must advise the Support Services Coordinator, or in his/her absence, the Member in Charge (MIC) that they are on the scene and available to assist.

All members requested to assist shall respond to the location they were told to meet at in a routine manner obeying all of the Traffic Laws for the State of Tennessee. Support Service Members responding to any requests for assistance, ARE NOT under any circumstances permitted to respond in Emergency Mode in either their personnel vehicle or on a department vehicle at any time. Any member found responding in Emergency Mode in either their personnel vehicle or in/on a department vehicle will be subject to immediate dismissal from the Division.

Section 7 Purchasing and Tracking of Items and Personnel

To insure that the Support Services Division; its Members; and the Seymour Volunteer Fire Department to not encounter any undo cost or expense, it is imperative that items used by the division on any response be properly tracked and documented as follows:

- The name and quantity of any given item used from inventory
- The Station where the item was in inventory
- The quantity of the item still in inventory at that Station

This insures that items that are used from Division or Department Inventory are properly restocked when the item reaches a specific level identified by the Departments Administration.

The same is true for items purchased, except the documentation must indicate the following:

- The quantity of any given item purchased
- The total cost of the Items Purchased
- The location where the item was purchased
- Officer authorizing the purchase of items needed
- How the items were purchased (Credit Card; Cash or Outside Agency Purchase)

In situations where items were used from inventory and/or purchases were made for an Outside Agency, the above must be reported to the person who authorized the person immediately following the event. Any and all receipts must have the Members Signature and I.D. Number on them, the Name or Location of the incident; and if at all possible the Signature of who authorized the purchase.

It is also imperative that Support Service Member Names; I.D Numbers; Arrival Time; and Released Time be tracked and reported.

As soon as possible following a response, the Support Services Coordinator, or in his/her absence, the Member in Charge (MIC), shall complete a written report and forward a copy to either the Fire Chief or his/her designated representative showing all of the above information.

Section 8**Deactivation of Division and Members**

Upon being released by the Incident Commander of a given response, no member of the division, unless it has been determined that a member is not needed prior to deactivation, shall be released until which time as the Seymour Volunteer Fire Department vehicles are restocked and back in service. Should at the discretion of a Chief Officer be that members of the Support Services Division are not needed to get the vehicles back in service, then the Support Services Coordinator, or in his/her absence, the Member in Charge (MIC) shall release all members.

Seymour Volunteer Fire Department Support Services Division Mutual Aid Policy

Section I

Purpose

To insure the Seymour Volunteer Fire Department's Support Services Division provides the highest possible level of service to other fire departments and/or agencies who request a Mutual Aid Response from the division, this policy has been adopted for such purpose.

While not every incident or response can be planned for, the Seymour Volunteer Fire Department, its administration; membership and Support Services Division are fully committed to providing whatever assistance possible, in a fully committed professional manner, which will minimize the effects of any given incident to any given fire department and/or agency requesting such services.

This policy will insure that all members of the Support Services Division understand the role and or task they may be requested for, and cover in general the procedures for insuring the division maintains its capabilities available at all times to the Seymour Volunteer Fire Department, its members and community served, first and foremost, but also insures a proper, professional response to requests for aid.

The following items shall be outlined and addressed within this policy:

- The proper procedure for requesting Seymour Volunteer Fire Departments, Support Services Division response to any given Mutual Aid Incident.
- Insuring the understanding, at no time will the Support Services Division commit more than fifty (50) percent of its man power and/or equipment, unless directed to do so by the Fire Chief or his designated representative, at either the time of the mutual aid request, or upon the request of the Incident Commander.
- Support Services Division assignment recall, as deemed necessary by the Fire Chief, or other Chief Officer, as so designated, to insure proper and effective coverage of the department's response area.
- The services and capabilities available from the division.
- Command responsibilities for division personnel operating at any given incident.

- Reimbursement of expenses or replacement, for items such as bottled water, coffee, or food, as determined by the Support Services Commander on the scene of any given incident.
- Basic understanding of the rules in which Support Service Members operate under at all times, regardless of the given situation.
- Liability for damages to equipment and/or injuries sustained by division members as a direct result of operating at any given Mutual Aid Incident.

Section II

Requesting Support Services Division Mutual Aid Response

Because every incident or event is unique, and it is understood an Incident Commander may not have the time to place a phone call to a Seymour Volunteer Fire Department Fire Chief, other designated Chief Officer, or the Support Services Coordinator the following policy has been established:

- ① The Incident Commander can contact the Seymour Volunteer Fire Department's Fire Chief, or in his absence another Chief Officer, or the Support Services Coordinator directly and request the division to respond.
- ② Have the departments Dispatch Center do a Page for a Mutual Aid Response from Support Services to respond to the Incident, and upon receipt of that Page, either the Fire Chief, or his/her designee, will notify the Support Services Coordinator, or the Division Officer in Charge of the request for Support Services Mutual Aid.

Section III

Receipt of Mutual Aid Request

The following shall occur upon either notification from the Fire Chief, other Chief Officer or Support Services Coordinator, to insure the division responds in a timely manner to the request.

- ① The Support Services officer In Charge shall immediately see how many members are available, and have a minimum of two (2) members respond to a specific location, keeping in mind not to commit more than fifty

(50) percent of the Support Service Members available. No Support Services Division Member is allowed to respond to any Mutual Aid Incident without the approval of the Support Services Coordinator/Officer in Charge's approval under any circumstances.

- 2 The Support Services Coordinator or Officer in Charge, will as quickly as possible, advise the Seymour Fire Chief or other Chief Officer, of the number of members which will be responding to a given incident, and provide the best estimate on a time frame as to when the division will be in route to the event.
- 3 The Support Services Coordinator or Officer in Charge of the division shall insure the Fire Chief or other designated Chief Officer is notified and fully approves of the response, prior to going in route to any incident and/or event.
- 4 Upon the division's response, the appropriate Dispatch Center shall be advised of the response, estimated time until on scene, and request the location of level two (2) staging, unless this information was provided by the requesting agency prior to response.

Section IV Responsibilities of Support Services Officer in Charge

The Support Services Division Officer in Charge during any and all requests for mutual aid shall be responsible for all portions of the Support Services Division response to a request for Mutual Aid, as outlined in this policy, unless told otherwise by the Fire Chief or designated Chief Officer of the Seymour Volunteer Fire Department.

Depending on the size of the incident, and to insure efficient and professional services are provided to the requesting agency and/or Fire Department, the Support Services Officer in Charge may delegate a member who is capable of overseeing a specific function and or operation to serve as the Operations Officer for that task, and/or function. This however, does not release the Support Services Officer in Charge from the responsibility of the operation of the assignment.

Section V Division Capabilities or Services

Equipment Available:

- 1 Mobile Rehab/Command Vehicle which has the following:
 - a. On board Power Generator
 - b. Two (2) - Roof Air Conditioners
 - c. Rest Room Facilities
 - d. Twenty (20) foot Vehicle Mounted Awning
 - e. Two (2) - refrigerators, each with two cases of cold water
 - f. Inventory of ten (10) cases of bottled water
 - g. Microwave and Coffee Maker
 - h. Capability to sit ten (10) people out of view
 - i. Computer System with Printer/Scanner/Copier
 - j. VHF and UHF Trunked Radio Systems
 - k. Two (2) Portable VHF Radios
 - l. One (1) Portable UHF Trunked Radio (Carried by Support Services Member in Charge)
 - m. Large Rear Lift Gate
- 2 It is desired, provided a Seymour Volunteer Fire Department Small Support Vehicle is available, and its use approved by the Fire Chief or other designated Chief Officer, to have this vehicle respond to support the potential restocking of Mobile Rehab/Command Vehicle, in addition to providing capability of moving personnel to and from areas where the larger vehicle will not fit or if necessary to change out Support Service Members.
- 3 Portable Cool Vests, Portable Shower, Portable Gasoline Powered Misting Fan, Portable Power Generator, Portable Lighting, Portable Canopy and Chairs and Portable Coolers.
- 4 The Computer System has the software Wisier, for Haz-Mat Incidents, as well as easy to complete ICS Forms.
- 5 Incident Command Vests
- 6 Firefighter Accountability Board

Services Available:

- ① Firefighter Accountability
- ② Firefighter Rehab
- ③ Canteen Service
- ④ Incident Commander Scribe
- ⑤ Equipment Staging
- ⑥ Traffic Management
- ⑦ Helicopter Landing Zone Control
- ⑧ ICS Form Documentation
- ⑨ Scene Security

Section VI Support Services Member Rules and Guidelines

To insure there is no confusion between the agencies and/or fire department requesting a Mutual Aid Response from the Support Services Division, the following are the rules and guidelines, which shall apply to all Support Service Members responding at all times.

- ① Only those Support Service Members who have successfully completed the following National Incident Management System (NIMS) Courses shall be requested or permitted to respond to any Mutual Aid or event request:
 - a. ICS-100 Introduction to Incident Command System
 - b. ICS-200 ICS for Single Resources and Initial Action Incidents
 - c. ICS-700 National Incident Management System (NIMS) an Introduction
 - d. ICS-800 National Response Plan (NRP), an Introduction
- ② The Support Services Division Officer in Charge shall immediately upon his/her arrival, contact the Incident Commander regarding the assignment of Division Members.
- ③ Any responding or on scene division member, must remember and adhere to two (2) very important things and which are as follows:
 - a. We are professionals at what we do, so we shall continue the Support Services Division tradition of commitment, dedication and professionalism, in whatever task or assignment we are given.
 - b. We all represent not only the Support Services Division, of the Seymour Volunteer Fire Department, but we also represent the department, its administration, the membership, and our community.
- ④ All Support Members shall insure their accountability tags are presented to the Support Services Officer in Charge, who shall insure immediately upon arrival at an incident or event they are provided to appropriate individual charged with accountability.
- ⑤ All Support Services Members shall display their Seymour Volunteer Fire Department issued Photo I.D. Cards at all times.
- ⑥ All members will have on proper approved footwear, long pants, shirts and an Orange SVFD Support Safety Vest to insure easy identification by everyone. Division issued safety gloves shall be worn when needed or directed to be put on by the Support Services Officer in Charge.
- ⑦ No Support Services Member shall be permitted at any time, for any reason, to operate outside the COLD ZONE!
- ⑧ All members will follow the commands of the Support Services Officer in Charge at all times. If any member is requested to do anything, by anyone, other than the Support Services Officer in Charge, be polite and say, "I need to authorize this first with the Support Services Officer in Charge and unless they disapprove, I will take care of it, or I will advise you immediately otherwise."
- ⑨ Any member who is assigned by the Support Services Officer in Charge, to perform a function and/or task in which they may not be capable or comfortable doing for whatever reason, shall immediately notify the Officer in Charge, to insure no function and/or task is not compromised in any manner, shape or form.
- ⑩ No Support Service Member will make any statement or comment regarding the incident under any circumstances. When questioned by someone regarding anything dealing with the incident and/or event, refer them immediately to the Incident Commander or the Support Services Officer in Charge.
- ⑪ In the instances where the Mobile Command/Rehab Vehicle is used or another area is established for Rehab of Firefighters, and operated by the Support Services Division, no one shall be permitted access to this area without the approval of the Support Services Officer in Charge of the area.

- ⑫ Only Support Services Personnel are permitted to remove and/or operate any equipment assigned or owned by the division, unless directed to do otherwise by the Seymour Volunteer Fire Chief or other Chief Officer as may be designated. The use of any and all equipment must be documented and reported to the Support Services Officer in Charge.

Section VII Reimbursement or Replacement of Items Used

While the Support Services Division is a body that operates under the Seymour Volunteer Fire Department, this division takes great pride in not having to use department funds, to achieve a majority of its goals, especially in dealing with responses to incidents or events, and the provision of its services. To date, most of the expendable items, such as bottled water, coffee, and coffee cups, have been obtained through grants or through private donations.

Unfortunately though, when considering the division is responding to areas outside of its normal response area, it is hard to expect organizations and individuals to provide funding to restock items which were used outside of the Seymour Response Area. To insure the division will not lose the trust of those who provide us with much needed supplies, the following shall be the reimbursement or replacement procedure under this policy for Mutual Aid Incidents.

- ① The Support Services Officer in Charge is responsible for a given incident, and therefore he/she shall and must insure a true and accurate record is kept on the following items:
- a. Cases of Bottled Water
 - b. Ice Purchased
 - c. Food Purchased
 - d. Coffee
 - e. Drink Cups
 - f. Paper Towels
 - g. Paper Plates
 - h. Trash Bags
 - i. Printer Supplies (Only if Used Excessively)
- ② The Support Services Division shall create a book or file on the Mobile Rehab/Command Vehicle that will deal with the handling of these items, and how we will

approach the replacement or reimbursement of them based on the Mutual Aid Agreement reached with the department requesting the response.

- ③ The Support Services Division Coordinator is responsible for insuring all costs associated with the above items are documented. This will insure that no agency and/or department are ever charged more than the actual replacement costs for the above items.
- ④ Some agencies and or departments may, at their option, want to provide Support Services with a small inventory of the listed items, so they do not have to worry about these items. This will be so indicated in the book, or file, under the requesting agency and/or department name as indicated in Section VII # 2 above, but it is still imperative to provide the Incident Commander with a list as stated in # 5 below.
- ⑤ Prior to leaving the scene of any Mutual Aid Incident or event, it shall be the duty of the Support Services Officer in Charge to provide a list of the items used to the Incident Commander.
- ⑥ The list of all items used shall be provided to the Support Services Coordinator as soon as possible, who will discuss any item that is not mentioned in the Mutual Aid Agreement between the Seymour Volunteer Fire Department and the requesting agency, with the Seymour Volunteer Fire Department's Fire Chief regarding the disposition of replacement. The Fire Chief's regarding replacement of non-listed items is final.

Section VIII Liability for Damages and/or Injuries to Personnel

- ① The Seymour Volunteer Fire Department shall continue to provide the same salaries, compensation for death or disability, and retirement and furlough payments to their Support Service personnel assigned to render assistance as requested in performance of their duties while responding to, returning from, or operating at a Mutual Aid Incident and/or Event.
- ② In the event of an injury to a Support Services Member during the performance of their duty the following procedure shall be followed:
- a. The Support Services Officer in Charge shall immediately notify the Incident Commander, the Support Services Coordinator, and the Fire Chief of the Seymour Volunteer Fire Department, or designated Chief Officer of the injury.

- b. The Support Services Officer in Charge shall insure the injured member receives prompt medical attention for the injury. In the event the member declines medical care for any reason, the procedures outlined under Section VIII # 2 shall still be followed at all times.
 - c. The Support Services Member shall complete a Seymour Volunteer Fire Department, Notice of Injury as soon as possible, or when their condition permits based on the severity of the injury.
 - d. The location where the injury occurred shall be photographed and statements from any witnesses of the accident shall be taken by the Support Services Officer in Charge, to insure proper documentation of what happened. This information shall be provided to the Support Services Coordinator, the Seymour Volunteer Fire Department Chief, or other designated Chief Officer, as soon as possible.
- ③ The cost of repairs and maintenance of normal functioning equipment used or expended while rendering assistance under this policy, will be borne by the Seymour Volunteer Fire Department and/or the Support Service Division, which owns the equipment, unless damage occurs as the direct result of improper placement of said equipment by the Incident Commander of the requesting department and/or agency.
- ④ In the event of damage as the direct result of improper placement of equipment, the requesting department and/or agency shall be responsible for the cost of said repairs or replacement of any and all equipment damaged.
- ⑤ In the event of damage to Department and/or Division Equipment the following procedure shall be followed:
- a. The Support Services Officer in Charge shall immediately notify the Incident Commander of such happening, and the Seymour Volunteer Fire Chief, or other designated Chief Officer either immediately, or upon the return from the Mutual Aid Incident or Event, provided damage is determined to be minor.
 - b. The location where the damage occurred shall be photographed and documented by the Support Services Officer in Charge. Included in the documentation should be who requested the piece of damaged equipment to be placed in the location where damage occurred and if available any witness statements. This information shall be provided to the Incident Commander, The Support Services Coordinator, and the Seymour Volunteer Fire Department Chief, or other designated Chief Officer, as soon as reasonably possible.
 - c. A copy of all documentation for damaged equipment shall be attached to the Support Services Division Activity Log Form for this incident and/or event.

Section IX Events not Covered in Policy

It is almost impossible to cover every event that may or may not result at any given time for any given reason. In the event something occurs which is not covered by this written policy, the Support Services Officer in Charge at the incident or event, shall make the determination based solely, on the best and safest course of action to be taken by the division and its members. In the event the Support Services Officer in Charge needs additional guidance, or is unsure of their decision, prior to proceeding, they should immediately contact the Support Services Coordinator, or the Seymour Volunteer Fire Chief, or designated Chief Officer, for possible guidance in the matter at hand.

Approved this _____ Day of July 2010.

Signatures: _____

Hernando County Fire Corps September 19, 2011

Mission

To render support services to Hernando County Fire Rescue and other emergency organizations in Hernando County and to assist our community in the capacity for which we are trained.

Vision

In five years, Hernando County Fire Corps will become a self funded volunteer group capable of providing assistance in the area of firefighter safety, school safety, smoke detector distribution in an attempt to reduce the chance of deaths or injuries from fire or accidents or help mitigate loss when it occurs. To accomplish these goals, we will also need to attract additional members and to be able to provide them with uniforms, training and motivational supports to make Hernando County Fire Corps an organization they want to join so that we can effectively provide the services listed above.

Values

Such worthy and laudable goals may come about only through the cooperative efforts of all our members working as one, and by solemnly pledging ourselves to support our Officers in the discharge of their responsibilities and to hold ourselves bound in honor to conform to and abide by the Constitution and Bylaws, Rules and Regulations of Hernando County Fire Corps, Hernando Fire Rescue and the Code of Conduct to be adopted by Hernando County Citizens' Corps.

ARTICLE 1

Name and Purpose

Section 1. The organization shall be known as Hernando County Fire Corps.

Section 2. The object shall be aiding in the delivery of support services such as but not limited to providing rehab for emergency workers at fire and events at the request of emergency organizations in Hernando County, rendering first aid services at community events, life safety presentations to enhance fire, home, school and wildfire safety awareness for the expressed purpose of reducing injuries and limiting property loss by increasing community awareness. We will also provide ancillary administrative and logistic services. These services will be as adjunct services as long as these duties do not cause loss of existing jobs.

Section 3. Hernando County Fire Corps shall pursue becoming and maintain 501 (C) (3) status with the purpose of securing grants and donations in order to carry out our objectives of providing services as outlined in this document and providing member uniforms and award presentations providing that this is in the best interest of the organization. Members will not be paid but may be reimbursed for expenses incurred in carrying out the goals of the organization. Hernando County Fire Corps may make distributions to other qualified 501 (C) (3) organizations with approval of the membership. No substantial part of Hernando County Fire Corps activities shall be carrying on of propaganda, or otherwise attempting to influence legislation or participate in any political campaigns.

Section 4. All members are volunteers.

Section 5. The Commanders, Line Officers an appointee of Hernando County Fire Rescue and the immediate outgoing Commander shall be the governing body of Hernando County Fire Corps. The immediate outgoing Commander shall serve on this body until replaced by the next outgoing Commander and as long as they are a member of Hernando County Fire Corps. They may serve as an Honorary member. This governing body shall act as an advisory group to Fire Corps. Only Hernando County Fire Corps members shall

have voting rights. This group will consult on use of grant funding and monitor any issues that may come up that appear conflicts of interest.

ARTICLE 2

Membership

Section 1. There shall be two classes of membership, active and honorary.

Section 2. No person shall be eligible for active membership in the Corps unless that person is qualified under the Hernando County Fire Corps Constitution and Bylaws. The applicant must be at least 18 and have a valid driver's license. The applicant must be able to serve in the desired position in Fire Corps. A person, for example, that has asthma should not serve on a fire rehab callout but certainly could participate in administrative, educational or logistic functions. These limitations should be made known to an officer by the member.

Section 3. Members shall be a United States citizen or legal alien regardless of race, color, religion, creed or gender. Before becoming a member, a background check will be completed and fingerprints taken by the Hernando County Sheriff's Office and meet the criteria of Homeland Security, Hernando County and Florida State requirements which at the present time is a Level II background check.

Section 4. Any person applying for active membership in the Corps shall obtain the regular application form of the Hernando County Fire Corps from an Officer of the Corps or from the web site. The application shall be properly completed and reviewed. Fire Corps shall submit the application to a Hernando County Fire Rescue designee who shall submit the application to the Sheriff's Office for completion of a background check and fingerprinting. Should the background check come back with any felony convictions, the application will be rejected. Truthful information must be disclosed on the application. Falsifications or omissions on the application of any nature will render the applicant unfit to serve in the Corps.

Section 5. Applicant will become a member upon a acceptable outcome of the background check and receive an identification card with picture provided by the member. During the application process, applicants may attend meetings and training as observers only.

Section 6. Any nonmember who renders an exceptional service to the Corps may be elected into the Corps as an Honorary member. Such proposal for Honorary membership shall be made in writing and presented at a regular Corps meeting. The proposal shall be referred to the officers for review. Upon report of the officers at a regular meeting, the candidate may be confirmed as an Honorary member by a two-thirds affirmative vote of the active members present. An Honorary member shall have no physical responsibilities as active members. Such member shall not ride the apparatus. The Honorary member may be assigned to Corps committees by the Commander. Such member shall have a voice when recognized by the Presiding Officer but shall not have a vote in Corps activities and shall not pay dues or assessments. The Commander shall have the right to exclude an Honorary member should there be a potential for a conflict of interest.

Section 7. Any member may be removed from the Corps for not fulfilling their obligations to Fire Corps as stated in the Constitution and Bylaws of Hernando County Fire Corps. Charges may be brought be any member to the Commander or by the Commander. These charges shall be in writing and investigated by the Officers and acted upon as required by the Bylaws.

Section 8. Dues. Members shall pay \$12 (twelve dollars) per year due April of each year. Failure to pay dues will make a member not in good standing and be subject to dismissal after being three(3) months in arrears.

Section 9. Members must attend at least 50% of all meetings and put in a minimum of 24 hours of service each year to remain a member. A meeting can be made up by volunteering an additional 2 hours per missed meeting. No member shall be able to make up more than two (2) meetings with volunteer hours and those hours shall be in addition to the 24 required. The Officers will review the membership requirements at the end of each year and deal with those members who have not fulfilled the membership obligations.

Section 10. Members will receive a copy of these Constitution and By Laws and sign for it. It is the responsibility of the member to be familiar with the rules and regulations they are to be governed by.

Section 11. Members may be granted a leave of absence for up to six (6) months for all reasons other than military. Military will be for the duration of orders. At the end of the six month period, the member may reapply for additional time. Grants

will be reviewed by the Officers. Grants may be requested for health issues, military leave, work related issues or personal reasons. If a leave is requested for personal reasons, only one 6 month leave will be granted. During this time regardless of the leave reason, members are not to wear Fire Corps equipment or represent Fire Corps at events. Membership requirements will stop during leaves except for dues. Dues must be current for leave to be granted. All leaves must be made in writing to the Corps Secretary. Specifics need not be listed and just a broad category need be listed. A member can request to be reactivated at anytime, and Corps requirements will again be in effect.

ARTICLE 3

Elected Officers and Delegates

Section 1. The Officers of the Corps shall consist of a Commander, Deputy Commander for Operations and a Deputy Commander for Administration. Line officer positions will be Public Relations Officer, Training Officer, Logistics Officer. In addition there will be a Secretary, Financial Secretary and Treasurer. The Secretary, Treasurer, Financial Secretary are not line Officers.

Section 2. The terms of office shall be for one year. Should a vacancy occur during the tenure period of any elected officer, a successor shall be elected as soon as possible as numerated in the By Laws.

Section 3. Officers shall be elected at the annual meeting each year. There are no term limits.

Section 4. Additional positions may be added to accommodate growth or goals of the organization by a two thirds vote of members present.

Section 5. Duties of the Officers

① The Commander will

- Preside at all meetings.
- Plan with county officials regarding Fire Corps responsibilities
- Determine goals and objectives of Fire Corps
- Guide the officers of the organization
- With the Treasurer develop a budget or spending guidelines for money obtained through fundraising or grant submissions.

- Have the authority to spend \$200 maximum per month for Corps emergencies without approval from the membership but shall be read into the minutes.
- Appoint committees as needed and be a member ex officio.
- Carryout the constitution and By Laws in a fair and efficient manner.
- Suspend members for violation of Constitution and By Laws and provide hearings as defined in the bylaws.

② The Deputy Commander for Administration will

- Assume the duties of The Commander in his/her absence.
- Manage personnel issues such as volunteer hours, records of training, certifications, emergency contacts issued equipment.
- Submit all reports as required for Citizens' Corps or Hernando County Fire Rescue.
- Schedule manpower request received from authorized Fire Department personnel.
- Schedule events

③ Deputy Commander for Operations will

- Assume the duties of The Commander in his/her absence
- Work directly with the Training Officer and Logistic Officer to carry out the goals of Fire
- Corps in regards to training and maintenance of equipment and vehicles.
- Develop Standard Operating Procedures (SOP) and Standard Operating Guidelines(SOG) regarding operational issues and responses.
- Determine equipment purchases that Fire Corps needs to carry out its functions.
- Develop safe scene operations to employ at call outs.
- Develop an accountability system at operational scenes.

④ The Public Relations Officer will

- In the absence of the Commander, will be the Public Information Officer for Fire Corps and communicate policies, functions, and general interests of Fire Corps to the public.
- To develop and improve the reputation of Fire Corps to the public via various media such as press releases, speakers bureau, radio or TV appearances.

- Work with the Deputy Commander for Admin to promote recruiting activities.
- Plan with the Hernando County Fire Rescue ,Fire Prevention Office, school and public education events.
- Act as a line officer should other officers not be present at events and be familiar with all aspects of Fire Corps.
- Manage the web site.
- Assume the duties of the Deputy Commander for Administration in their absence.
- All other duties assigned by the Commander.

④ The Training Officer will

- Develop and coordinate ongoing training to new and veteran members to align skill requirements with Fire Corps needs.
- Work with Commanders, Officers and Hernando County Fire Rescue advisor to identify training needs.
- Develop a training calendar, course materials and instructors to accomplish the scheduled training.
- Evaluate operations to make sure training is effective and if not develop remedial training to bring members up to adequate levels.
- Develop and maintain a library of training materials and make them available in headquarters or online.
- This position is a line officer and should be familiar with all aspects of Fire Corps.
- Hold CPR/AED certification, Emergency Vehicle Operations Course(EVOC) and is familiar with operation of all equipment.
- Work with the Logistic Officer to develop training related to proper operation and maintenance of all equipment.
- Assume the duties of the Deputy Commander for Operations in their absence.
- All other duties assigned by the Commander.

⑤ The Logistic Officer will

- Inventory all operational equipment ,supplies and maintain a working level of same.
- Develop a maintenance checklist for inspection of equipment.
- Assist the Training Officer in developing training for safe operation of vehicles and equipment.

- Develop a maintenance and supply checklist for medical supplies and equipment.
- Assist Hernando County Fire Rescue with projects they might request and develop a cadre of members suitable for these assignments.
- This position is a line officer and should be familiar with all aspects of Fire Corps.
- Assume the duties of the Deputy Commander for Operations in their absence.
- All other duties assigned by the Commander.

⑥ The Secretary will

- Take minutes and maintain proper records of such meetings.
- Record attendance at meetings and report same to Deputy Commander.
- Generate correspondences as requested by the Commanders or results of item agendas requiring correspondence.
- Make voting ballots for elections.
- Be familiar with web site operation so to notify members of meetings or events.
- This position is not that of a line officer and should not assume command of a scene unless they are the first arriving member.

⑦ The Treasurer will

- Keep the Corps finances in order and maintain a proper record of all transactions including receipts and disbursements in ledger format.
- Give a monthly report of expenses and receipts at each meeting so they are recorded in the monthly meeting minutes.
- Co sign any checks of those listed on the checking account.
- The Treasurer and the Commander may not cosign a check if they are related unless authorization is requested and voted on by the membership.
- Work with the Financial Secretary so that a second journal is kept of all transactions.
- This position is not that of a line officer and should not assume command of a scene unless they are the first arriving member.

8 The Financial Secretary will

- Keep a separate set of books or journal to keep duplicate transactions recorded at meetings so that an audit can be conducted once a year.
- Collect dues from members and send delinquency notices or contact by phone or email to facilitate collection.
- Publish a report of those delinquent or arrears in their dues.
- Fulfill the duties of the Treasurer at meetings in the absence of the Treasurer.

ARTICLE 4

Meetings

Section 1. The regular monthly meeting shall be held in the Corps's quarters on the third Monday of each month at 18:30 hours. Since we serve other organizations, we might on occasion hold meetings in the quarters or designated areas of those organizations. In the event that the third Monday of a month shall fall on a legal holiday, religious holy day or on a Corps sanctioned activity, such meeting for that month shall be changed at the direction of the Officers or with the approval of the membership present at a prior meeting. Should an emergency arise and a meeting has to be canceled, a new meeting may be called by the Officers.

Section 2. The Annual meeting shall be held on the first Monday in April at 1800 hours, of each year for the purpose of electing officers. The process will be described in the By law section.

Section 3. Special meetings may be held at any time by order of the Commander or upon written request of (7) seven active members. Calls for special meetings shall specify the time, object or objects thereof and no other business than that stated in the call may be considered at any such meetings.

Section 4. A notice of all meetings stating the time and place shall be prepared and delivered by not less than four days prior to the meeting. Notice may be written, email, One Call or website.

Section 5. Seven active members shall constitute a quorum for the transaction of business.

Section 6. At the Annual Corps meeting and election, the Commander shall appoint the presiding officer, or in the Commander's absence, by the next highest ranking elected Corps Officer.

Section 7. The Commander or presiding officer, with the concurrence of the members present, at any Corps meeting shall have the power to exclude Honorary member where it shall appear to his satisfaction that the continued presence of said member would create a situation resulting in a conflict of interest.

Section 8. Email or website calendar shall be the accepted method of notification. One Call Now will be used for meeting reminders if available. Members who do not have email will have to make other arrangements for notifications.

ARTICLE 5

Dissolution

Section 1. By a vote of a majority of members at a meeting to dissolve, remaining monies will be donated to a qualified 501(c)(3) organization(s) in Hernando County or to the Hernando County Government if it can be for the expressed purpose of providing funds to the Hernando County Fire Rescue Department.

Bylaws

ARTICLE 1

Nomination and Election of Officers

Section 1. Any active member whose name has appeared on the Corps roll for a period of one year and who meets the requirements of the Corps Constitution & Bylaws shall be eligible for nomination to office. A member desiring to be nominated for Corps office shall make such request, in writing, to the Nominating Committee by the February meeting. Nominations shall be closed at the March meeting. Write in voting or absentee ballots shall not be permitted.

Section 2. The election must be by written ballot.

Section 3. The Presiding Officer shall appoint at every election two tellers and one inspector, who shall collect all ballots cast, ascertain the correct number and report the number of votes cast for each candidate, immediately upon canvass of same. Tellers will count the votes and the inspector shall observe and confirm the count. Tellers and inspector shall not be a candidate for any office set forth in Article 3, Section 1 of the Constitution.

Section 4. A list of qualified and eligible candidates shall be provided to the inspector and tellers prior to the balloting. Names shall be placed on the ballot in order of the dated nomination request is received. The ballot shall be written or printed and shall contain the offices to be balloted upon, names of candidates for said offices and sufficient space for write-ins for said officers. Ballot shall contain a provision for marking the appropriate box with an "X" or a "v" (check marks). Where there is an ambiguity or uncertainty as to the individual intended to receive the vote, the tellers and inspectors shall make the determination whether to allow or disallow said vote. This determination will not invalidate the entire ballot per se. In the event of a tie vote, a run-off election shall take place immediately following the determination of those candidates who have received a tie vote on the first or prior ballot; the succeeding ballot shall be in writing and secret. This procedure shall be repeated until a winner has been determined. Only members present shall vote in the event of a tie vote and runoff elections. If two candidates remain tied after two successive ballots, the winner shall be determined by coin flip. The individual with seniority will call the flip.

Section 5. No Nomination of Officers shall be accepted unless the member is present or has signified his/her consent in writing and be in good standing according to Corps' Constitution and Bylaws.

Section 6. All nominations for all Officers shall be made no later than at the regular meeting in March.

Section 7. If during the term of an elected office it shall become vacant that office shall be filled for the balance of the unexpired term by appointment of the Commander.

Bylaws

ARTICLE 2

Suspensions and Expulsions

Section 1. Any member of the Corps who has not performed duty as prescribed in the Corps Constitution & Bylaws shall be liable to expulsion from the Corps.

Section 2. The Commander shall be empowered to suspend from Corps activities for a period of up to thirty days a member for any violation of the following : Neglect of duty: direct disobedience of a lawful order; violation of the Constitution or Bylaws of the Hernando County Fire Corps; violation of the General Orders or Rules and Regulations of the Hernando County Fire Department; violation of the Vehicle and Traffic laws while responding to an alarm, and conduct unbecoming a member that would promote discord and/or decrease efficiency in the Corps or create a poor public image or any violation of the Citizens Corps code of Conduct. The Commander will deliver the charge in writing whether U.S. Mail or email if there is an email address on file within the 30 days to the member. The member has the right to appeal and can request to have the charges reviewed by the officers. If the officers vote in a simple majority to sustain the appeal, all records will be expunged from the file and the member will be allowed to return to duty. Should the appeal be denied the member will not attend any functions or use any equipment at Fire Corps disposal. Such action will result in immediate dismissal by order of the Commander. If the infraction is of such an egregious nature, the member will be asked to resign or be voted out of the Corps by a majority vote of the active, present membership.

Section 3. In the event that the above parties choose not to proceed as described in Section 2. the member will serve out their suspension and return after the notice date.

Section 4. A second offense will result in dismissal.

Section 5. The Commander can be disciplined or suspended by the Hernando County Chief or representative.

ARTICLE 3 Resignations

Section 1. Any member desiring to withdraw from this Corps shall tender his or her resignation in writing to an Officer of the Corps.

Section 2. Resignations shall be accepted conditionally until all Corps and Department property has been returned or accounted for including equipment issued by Hernando County Fire Rescue, ID card and Hernando County Fire Corps vehicle ID plate.

ARTICLE 4 Committees

Section 1. The Commander may appoint committees as necessary.

Section 2. There shall be two standing committees, Nominating and Audit.

- Audit Committee Shall be appointed by the Commander in January of each Year. The records of the Treasurer and Financial Secretaries will be compared with receipts and disbursement and make sure equipment purchased is in inventory. Discrepancies will be noted and resolved before the Annual meeting. The Audit Committee will make recommendations as to improving the process so that all financial transactions are transparent. If all items are accounted for the Audit Committee will report that the books are in order. Fiscal year shall be from January 1st through December 31 of each year.
- Nominating Committee will be responsible for gathering interested parties to be on the ballot. They shall be appointed in January of each year. They will recommend the ballot and assist the corps Secretary in producing the ballot. These recommendation must be made at the March meeting.

ARTICLE 5 Amendments

Section 1. This Constitution may be amended by an assenting two-thirds vote of the active members of the Corps in attendance at any regular or special meeting

provided that notice of such proposed amendment has been given at the prior meeting and has been posted for twenty-five days.

REGULAR MEETING AGENDA FORMAT

- ① Meeting called to order and Pledge of Allegiance
- ② Reading of the previous minutes
- ③ Treasurer's Report
- ④ Report of the Chief
- ⑤ Report of Commander
- ⑥ Report of Deputy Commander for Administration
- ⑦ Report of Deputy Commander for Operations
- ⑧ Report of Officers
 - Public Education and relations
 - Training
 - Logistics
- ⑨ Unfinished Business
- ⑩ New Business
- ⑪ Receipts and Disbursements
- ⑫ Adjournment
 - Open Forum
 - Training

ANNUAL MEETING AGENDA FORMAT

- ① Meeting called to order and Pledge of Allegiance
- ② Reading of the previous ANNUAL minutes
- ③ Treasurer's Report
- ④ Audit report
- ⑤ Commander appoints a designated Presiding Officer not on ballot)
- ⑥ Appointed Presiding Officer appoints two tellers and inspectors.
- ⑦ Nominating Committee chair reads the ballot.
- ⑧ Meeting is adjourned for voting
- ⑨ Meeting called to order for announcement of winners.
- ⑩ Adjournment.