

**VIKING VALLEY FIRE DEPARTMENT
PROCEDURES AND POLICIES**

ARTICLE I • NAME

- A. The name of this organization shall be Viking Valley Fire Department.

ARTICLE II • PURPOSE OF THIS ORGANIZATION

- A. To provide fire protection and first responder operations within the boundaries of Lake Viking.

ARTICLE III • MEMBERSHIP

- A. Each new member must pass a background check and a drivers license check prior to being accepted.
- B. Each new member shall attend every fire meeting for the first 6 months. If a member cannot make one of those meetings he/she needs to notify the Fire Chief.
- C. Each new member must attend required training programs before he/she is taken off probation.
- D. Each firefighter who fails to comply with any or all of the procedures and policies is subject to discharge or may be placed on probation at the discretion of the Fire Chief.

ARTICLE IV • MEETINGS

- A. Regular meetings shall be the first Tuesday of each month for the transaction of regular fire meeting, training, and maintenance.
- B. Special meetings may be called by the Fire Chief.

ARTICLE V • ATTENDANCE

- A. It is the policy that volunteers shall not report to any emergency situation under the influence of alcohol or drugs.
- B. Any member missing (6) consecutive meetings without notifying the Fire Chief or an Officer will be suspended.

ARTICLE VI • TRAINING

- A. All members are required to attend/complete a minimum of eight (8) hours of training per year. This training will be provided by Viking Valley Fire Dept. Hours may also be obtained from another district / department or through state courses.
- B. Additional training sessions may be required as assigned by the Fire Chief.

ARTICLE VII • FIRE DEPARTMENT APPARATUS

- A. Any member who drives a fire apparatus must be trained by an officer and approved by the Fire Chief.
- B. Misuse of fire apparatus will result in disciplinary action.

ARTICLE VIII • FIRE DEPARTMENT EQUIPMENT

- A. Terminated, resigned or retired persons shall return all fire fighting equipment and accessories provided to them by the fire department.
- B. Misuse of fire equipment will result in disciplinary action.

ARTICLE IX • PROTECTIVE CLOTHING

- A. Protective clothing shall be worn at all times at scenes and when required at training sessions, such as helmet, bunker pants, bunker coat, gloves, boots and SCBA's when required.

ARTICLE X • MUTUAL AIDE

- A. If the need arises (mutual aide), Viking Valley Fire Department may respond to any emergency situation outside of Lake Viking's boundaries or limits.

ARTICLE XI • CHANGES IN BY-LAWS

- A. By-laws may be amended, added, or deleted at any time by the Fire Chief.

I understand that violation of this policy is cause for disciplinary action up to and including dismissal.

Firefighter

Fire Chief

Date

VIKING VALLEY FIRE DEPARTMENT

Requirements to serve on the “Lake Viking Fire Department”

- You must be a member in good standing. A current member in good standing shall mean that all dues, assessments and other charges are paid in full at the time they are due.
- Minimum age to operate pumps and hoses shall be 18 years of age.
- Minimum age to drive fire trucks shall be 21 years of age or at the discretion of the Fire Chief.

FIRE OFFICERS

Summary of Duties

Chain Of Command

Ranking Of Officers and Personnel:

Fire Chief

Assistant Chief

Training Officer

Fire Officers

Shall address measures and initiate plans for the preservation and protection of life and property.

Upon resignation or demotion of any Fire Officer the Fire Chief will appoint personnel to fill the vacancy.

VIKING VALLEY FIRE DEPARTMENT

FIRE CHIEF

General Statement Of Duties

The Fire Chief is the Chief Executive Officer of the Fire Dept. Duties include long and short range planning, administrating the Fire Dept's business, managing the Fire Station facilities, equipment, and volunteer personnel, develops and plans financial missions and goals of the Fire Dept.

The Fire Chief reports to the Lake Manager and is responsible for supervision of all volunteer personnel and Fire Officers.

Functions as Incident Commander at all emergencies (unless transfers command per incident), responsible for all fire ground operations, strategies and incident related activities.

Conducts fire inspections for cause determination and origin, and notifies Fire Marshall if needed.

Responsible for Incident reporting including: personnel scene operations at incidents, reporting to Mo. Dept of Conservation (natural cover fires) and maintain Fire Dept. records.

Coordinates regular monthly meetings and/or special training sessions.

Coordinates with Assistant Chief and Training Officer regarding training needs and training schedules.

Assure compliance with all Fire Dept. policies, procedures and regulations for all volunteers.

Analyzes fire protection needs and problems within the Fire Dept.

Appoints Fire Officers, Asst. Chief, Training Officers etc.

Assigns duties to Officers and volunteer personnel including scene or station (in-house) operations.

VIKING VALLEY FIRE DEPARTMENT

ASSISTANT CHIEF

General Statement Of Duties

The Assistant Chief shall act as the Fire Chief in the Chiefs absence and shall assist and aid in all Fire Dept. operations as directed by the Fire Chief.

General Duties

Assistant Chief reports to the Fire Chief and is also responsible for the supervision of the Training Officer(s) and all other volunteer personnel.

Schedule and maintain records for drivers qualifying on all apparatus and equipment (train or assign training officer)

Participates with investigation of fires for cause determination and origin.

Assists with volunteer's compliance with all Fire Dept. policies, procedures and regulations.

Participates in making recommendations regarding training needs and training schedules.

Additional duties may be prescribed by the Fire Chief.

VIKING VALLEY FIRE DEPARTMENT

TRAINING OFFICER

General Duties

Responsible for the training of volunteer personnel and maintaining records for current certifications.

Training Officer(s) can also hold a Fire Officer position.

Participates with investigation of fires for cause determination and origin.

Assists volunteer's compliance with all Fire Dept. policies, procedures and regulations.

Participates in making recommendations regarding training needs and training schedules.

Additional duties may be prescribed by the Fire Chief.

VIKING VALLEY FIRE DEPARTMENT

FIRST RESPONDERS

All Firefighter procedures and policies are in effect.

First Responder/EMS is governed and controlled by the Fire Dept.

A First Responder shall not respond to a call alone. The second individual can be another First Responder (preferred) or a firefighter, security etc.

If an emergency call comes into Security, they shall call 911 Dispatch to send out a page for Viking Valley First Responders and Daviess County Ambulance.

BSI precautions must be taken at all times.

Whichever First Responder is closest to the scene may go directly to the scene if there is a second person to bring the ambulance. The ambulance MUST GO to the scene.

No one is to radio dispatch that you are "enroute" until the ambulance leaves the Firehouse.

VIKING VALLEY FIRE DEPARTMENT

INCIDENT COMMAND

The following procedures will be initiated to avoid confusion en-route or at scenes.

Incident Command

To be determined at station. Incident Commander is normally the ranking Officer. If a ranking Officer is not present then it needs to be determined among present firefighters. It doesn't have to be a senior firefighter. The IC will be on the first unit out and will be in control until relieved at the scene.

Incident Command Radio Traffic

In our area, use our unit numbers. If we are receiving mutual aid or at a mutual aid incident tune your radio to mutual aid channel if available.

Radio Traffic

Radio commands (use 10 codes only if you know them)

"Received Page"

"We're En-route"

"10-23" or "on-scene"

"10-8" and then "back and available if needed" when back at station

OR

"10-24 10-8" when all units clear from the scene and are available for calls

Burn Ban

Only the Fire Chief or whoever the Fire Chief appoints may put the burn ban in effect or lift the burn ban. The burn ban includes all areas of the lake including the campgrounds. The burn ban means absolutely no burning of any kind.

When Paged For A Call

After page wait a few seconds so nobody gets walked on

One or two firefighters need to call in "received page" so Dispatch knows we are responding.

Listen for address or location of incident (if unsure IC can ask Dispatch when enroute)

The driver or at least one person in each truck needs to know where we are responding

En-route

Only the IC or first due out unit needs to radio "We're En-route" to Dispatch
We can let dispatch know how many are en-route if known... "We are en-route with 3 Trucks"

While en-route we will go to our private channel to communicate with each other.

We will remain on this channel at scenes, IC needs to monitor 911 Dispatch or assign this duty.

If we request Mutual Aid in our area ... we will go to Fire Mutual Aid channel.
When responding out of our area to a Mutual Aid call we will go to Fire Mutual Aid channel at the scene.

On-Scene

Only IC or first due unit or apparatus on -scene needs to radio in "10-23" or "on-scene" to Dispatch.

While on-scene only the IC needs to communicate with Dispatch and Mutual Aid Depts.

On a Structure or large grass/brush fire, when fire is under control the IC needs to let Dispatch know by calling in " The fire is under control at this time".

The same applies to returning to the station. Only the IC needs to call in "10-24 10-8" to dispatch.

VIKING VALLEY FIRE DEPARTMENT STORM SPOTTING

All available Volunteers will respond directly to the station as with any incident.

At the station the IC will discuss duties. Then responders will be dispersed to specific locations for coverage.

Severe Weather Watch Operations

Security will be responsible for activating storm sirens.

Radio communications will be directed to our private frequency. If there are problems communicating on our channel we will resort to cell phones.

Incident Commander will communicate and relay Severe Weather findings to Dispatch.

IC will also document all Severe Weather findings at the time of occurrence.

Report needs to include Firefighters name & unit #, time, date, and description of activity found.

Severe Weather Locations

Clubhouse and/or Fire Station

Lake Viking Marine

Nickel & 69 Hwy.

Lake Viking Church (parking lot)

Other locations can be utilized if needed

At least two or three locations need to be utilized depending on available personnel.

Alternate locations can be added as needed

We would like as many Volunteers as possible to receive Storm Spotter Training

**ALWAYS REMEMBER FIRST PRIORITY IS TO MAKE SURE YOUR FAMILIES
ARE PROTECTED AND HAVE SUFFICIENT COVER**

