



Bristol Fire Department

Policy Manual

Mission Statement

The mission of the Bristol Fire Department is to serve the citizens and guests of the Town of Bristol by utilizing education, training, and other resources available to safety protect Life, Property, and the Environment from incidents involving hazardous materials, fire, natural disasters, and other emergencies.

Core Values

Service ◇ Professionalism ◇ Integrity ◇ Respect ◇ Constant Improvement ◇ Trust ◇
Community Service & Involvement ◇ Health ◇ Safety ◇ Teamwork ◇ Leadership

*Adopted by the Town of Bristol Selectboard
January 2, 2017*

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POLICY 101

TITLE AND AUTHORITY

This policy manual shall be known as the Town of Bristol Fire Department Policy Manual and shall be administered by the Fire Chief. The Selectboard shall approve all new policies and amendments to existing policies.

POLICY 102

PERSONS COVERED

This policy manual applies to Town of Bristol Fire Department Paid on-call Firefighters herein referred to as “employees”. This policy also designates the requirements and specifications for fire cadets.

POLICY 103

RECRUITMENT / SELECTION / APPOINTMENT

Application and appointment of an active employee to the fire department shall be open to any adult resident of the Town of Bristol. Applications shall be submitted to the Fire Chief. Appointment to the fire department is subject to approval by the Town of Bristol Selectboard.

Minimum Experience and Training Requirements:

- Town of Bristol Resident
- A minimum of eighteen (18) years of age
- High School Diploma (or GED equivalent)
- Valid Vermont Driver’s License
- Able to meet the medical requirements of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments
- Able to meet OSHA Standard 1910.134 Respiratory Protection requirements.
- Successful completion of the fire department’s Physical Abilities Course.

Newly appointed employees of the fire department serve a one (1) year probationary period upon appointment. All new employees are required to complete the Firefighter-I certification program, meeting NFPA 1001: Standard for Firefighter Professional Qualifications, within two (2) years of appointment; active employment will not be assigned until Firefighter-I certification has been obtained.

Newly appointed employees of the fire department, with Firefighter-I certification or equivalent (as approved by the Fire Chief), are required to serve a one (1) year probationary period upon appointment.

Employees on probation are not eligible to vote on any fire department business.

POLICY 104

PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS

To maintain paid on-call firefighter active employee status with the department, the requirements outlined below in this policy shall be completed annually. The requirements will be evaluated in January for the prior 12-month calendar year (January – December).

Employees that do not meet the minimum requirements for active employee status shall be placed on probation for the next full evaluation period (January 1 – December 31), immediately following the evaluation period in which the requirement(s) was not met. If the employee does not meet the requirements listed in this section during that probation period, the Fire Chief may make a recommendation for termination of employment as a paid on-call firefighter. If the employee documents an extenuating circumstance that prevented the employee from meeting minimum requirements, a written request for an extension of the probation shall be submitted to the Fire Chief detailing the circumstance. Each request will be handled on a case-by-case basis and a maximum of an additional six (6) month probation may be granted in order to successfully meet the requirements.

Minimum Requirements:

- Shall attend all fire department monthly meetings unless excused by the Fire Chief or respective Company Officer (1st Assistant Fire Chief, 2nd Assistant Fire Chief, Captain, or Lieutenant).
- Shall respond to a minimum of 15% of emergency incidents annually.
- Shall attend 50% of the department's twenty-two (22) regularly scheduled annual drills/trainings. The dates/times of these trainings will be provided in January for the year.
- Shall attend a minimum of thirty (30) hours of training/drills annually.
- Shall maintain Hazardous Materials certification at the Operations Level in compliance with NFPA 472: Standard for Competence of Responders to Hazardous Materials.
- Shall maintain compliance with the fire department's occupational medical program NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments
- Shall maintain compliance with Vermont's Implementation Plan for the National Incident Management System (NIMS). All active employees are required to complete ICS-100 within six (6) months of hire and ICS-200 within twenty four (24) months of hire.
- Shall maintain a valid CPR/AED card.
- Shall maintain a valid Vermont Driver's License (suspension or loss of driver's license requires immediate notification of the Fire Chief).
- Shall maintain Town of Bristol residency.
- Active employees serving any type of probation shall not vote on department business or be eligible for an elected officer position.

POLICY 105

TRAINING

Minimum firefighter training requirements for paid on-call firefighters (active employees) are set by the local authority having jurisdiction, which in the Town of Bristol is the Fire Chief. The Department requires all employees to maintain a Firefighter-I certification meeting NFPA 1001: Standard for Firefighter Professional Qualifications. This certification shall be obtained during a firefighter's required twelve (12) month probationary period. The probationary period may be extended for an additional twelve (12) months with authorization from the Fire Chief and approval of the Selectboard to complete this requirement.

Employees with previous firefighting experience, who completed an approved State or County Firefighter Training Program prior to January 1, 2001, and have maintained department training requirements for active employees, are exempt from this requirement with approval from the Fire Chief.

105.1 Paid on-call Firefighter – Active – S.C.B.A. Certification

To maintain an active paid-on-call firefighter position qualified/certified to don a Self-Contained Breathing Apparatus during emergency situations, active employees shall successfully complete the requirements outlined in the department's Respiratory Protection Program Procedure Manual. Manual complies with NFPA 1404: Standard for Fire Service Respiratory Protection Training.

105.2 Paid on-call Firefighter – Active – Apparatus Driver/Operator

To maintain an active paid-on-call firefighter position qualified/certified to operate fire apparatus during emergency situations, active employees shall successfully complete the requirements outlined in the department's Apparatus Driver Training Program Procedure Manual. Manual complies with NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications.

105.3 Paid on-call Firefighter – Active – Heavy Rescue Technician

To maintain an active paid-on-call firefighter position qualified/certified to operate as a Vehicle Extrication Technician, active employees shall successfully complete the requirements outlined in the department's Heavy Rescue Training Program Procedure Manual. Manual complies with NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents.

POLICY 106

ACCOUNTABILITY

It shall be the policy of the fire department to maintain a Standard Operating Procedure on firefighter accountability that complies with: NFPA 1561: Standard on Emergency Services Incident Management System and Command Safety.

POLICY 107

PERSONNEL PROTECTIVE EQUIPMENT

It shall be the policy of the fire department to maintain a procedure for the selection, care, and maintenance of structural firefighting ensembles that complies with NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. It shall specify the minimum selection, care, and maintenance requirements for structural firefighting protective ensembles and the individual ensemble elements that include garments, helmets, gloves, footwear, and interface components that are compliant with NFPA 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

POLICY 108

SELF-CONTAINED BREATHING APPARATUS

It shall be the policy of the fire department to maintain a program specifying the minimum requirements for the design, performance, testing, and certification of open-circuit self-contained breathing apparatus (SCBA). This program shall comply with NFPA 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services.

POLICY 109

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

It shall be the policy of the fire department to maintain a program that specifies the minimum requirements for an occupational safety and health program. This program shall comply with NFPA 1500: Standard on Fire Department Occupational Safety and Health Program.

POLICY 110

LIVE FIRE TRAINING EVOLUTIONS

It shall be the policy of the fire department to maintain a Standard Operating Procedure on live fire training evolutions compliant with all rules and regulations established by the Vermont Department of Environmental Conservation, Air Quality and Climate Division. All live fire training shall comply with: NFPA 1403: Standard on Live Fire Training Evolutions.

POLICY 111

APPARATUS MAINTENANCE

It shall be the policy of the fire department to maintain a fire apparatus maintenance program that complies with NFPA 1915: Standard for Fire Apparatus Preventive Maintenance Program.

POLICY 112

FIRE HOSE

It shall be the policy of the fire department to maintain a fire hose maintenance program that complies with NFPA 1962: Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances.

POLICY 113

GROUND LADDERS

It shall be the policy of the fire department to maintain a ground ladder maintenance program that complies with NFPA 1932: Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders.

POLICY 114

PROPERTY DAMAGE REPORTING

All damage to fire department equipment and/or apparatus must be reported to the Fire Chief or his/her designee within twenty-four (24) hours of incident. A written report may be required.

Any crash involving fire department apparatus shall be investigated by a police agency and the Fire Chief. The Town Administrator will be notified immediately following notification of the Fire Chief or his/her designee.

POLICY 115

INJURY REPORTING - LINE OF DUTY

All employees shall immediately report to the Incident Commander (IC) or Officer-in-Charge (OIC) any accident, sickness or injury occurring while on active duty, no matter how trivial. Said officer shall ensure that the employee completes all appropriate forms pertaining to the injury and notifies the Fire Chief. Injury is to include any blood borne or airborne pathogen exposures.

POLICY 116

EMPLOYEE ASSISTANCE / CRITICAL INCIDENT STRESS

A critical incident stress debriefing group session facilitated by a team of specially trained mental health professionals and peer counselors shall be provided to fire department employees when needed after a stressful incident. The Fire Chief will consult with professionals and will determine the need for and authorize such a session.

POLICY 117

MEETINGS

Fire Department – Officers Meeting

The fire department operational and administrative chain of command officers shall meet monthly and as needed.

Fire Department – Monthly Meetings

The fire chief shall facilitate a department meeting each month and as needed. The transaction of any business pertaining to the interest of the department shall be presented and discussed.

Fire Department – Annual Meeting

The fire chief shall facilitate an annual meeting of the fire department each year. The transaction of any business pertaining to the interest of the department shall be presented and discussed.

POLICY 118

RESIGNATION

Any employee wishing to leave the Bristol Fire Department in good standing shall provide the Fire Chief a written resignation stating the last date of work. The last active day of employment will be observed as the termination date. All Town of Bristol Fire Department property, to include keys to the fire station, personal protective equipment, uniforms, pagers and radios, will be returned on the day of resignation. Any compensation owed by the Town of Bristol will be held until all property is returned.

POLICY 119

DONATIONS

The fire department may solicit or receive voluntary contributions of donations with approval from the Selectboard. This may include, but is not limited to, fund raising events, gifts and/or donations from businesses or organizations, sale of equipment, etc.

All donations to the fire department are public funds, entrusted for the betterment of the organization and the Town overall.

The Town of Bristol Treasurer will record all donations received and deposited into the Fire Department Capital Equipment Fund or Apparatus Replacement Fund.

POLICY 120

OFFICERS

The Town of Bristol shall recognize the following fire department officer positions: Fire Chief, 1st Assistant Fire Chief, 2nd Assistant Fire Chief, Captain, Lieutenant, Truck Captain, Truck Lieutenant and Clerk.

The department operational and administrative command officers shall consist of the Fire Chief, 1st Assistant Fire Chief, 2nd Assistant Fire Chief, Captain and Lieutenant. The department support officers shall consist of the Truck Captain, Truck Lieutenant, and Clerk.

Per 24 V.S.A., Section 1953, the Selectboard shall appoint the Fire Chief and 1st Assistant Fire Chief in accordance with the Town's appointment policy. The 2nd Assistant Fire Chief, Captain, Lieutenant, Truck Captain, Truck Lieutenant, and Clerk shall be elected annually.

Per 24 V.S.A., Section 1954, firefighters and other personnel shall be appointed by the Fire Chief, subject to approval by the Selectboard and applicable provisions of the Town Personnel Policy.

SECTION 120.1

RESPONSIBILITIES OF THE FIRE CHIEF

The Fire Chief will be in charge of the overall operation of the fire department, comply with the "Town of Bristol Policies and Rules" as they apply to the fire department, and all applicable Vermont statutes, OSHA Regulations and NFPA standards.

The Fire Chief will direct firefighting operations, oversee the training of department employees, conduct fire inspections, and see that the personnel and equipment of the department are ready to serve in the event of fire and/or emergencies.

The Fire Chief shall have the power to delegate any portion of his/her responsibilities to any other employee as deemed necessary.

The Fire Chief will assume control at fires and emergencies and be responsible for the request of mutual aid from outside department jurisdiction as required.

The Fire Chief will manage the overall operation of the department, preserving order and discipline.

The Fire Chief shall be deemed the "Department Head", within the meaning of the Town Personnel Policy.

The Fire Chief will be the representative of the department at all functions and in all matters requiring representation, except where such representation is determined to be under the jurisdiction of the Town of Bristol Selectboard.

The Fire Chief will submit timely and accurate invoices and wages for payment to the Town Treasurer.

If the Fire Chief is unavailable according to Policy 120, Section 120.1, the Fire Chief may designate authority to another fire officer if he/she is unavailable for an extended period of time (e.g., vacation).

SECTION 120.2

RESPONSIBILITIES OF THE 1ST ASSISTANT FIRE CHIEF

The 1st Assistant Fire Chief shall assist the Fire Chief in performing the duties described in Policy 120, Section 120.1. In the absence of the Fire Chief, shall perform the duties and exercise the authority of Fire Chief according to the rank as outlined in Section 120.1.

The 1st Assistant Fire Chief may be assigned to the role of Company Officer for the purposes of supervising employees and day-to-day business operations.

SECTION 120.3

RESPONSIBILITIES OF THE 2ND ASSISTANT FIRE CHIEF

The 2nd Assistant Fire Chief shall assist the Fire Chief in performing the duties described in Policy 120, Section 120.1. In the absence of the Fire Chief and 1st Assistant Fire Chief shall perform the duties and exercise the authority of Fire Chief according to the rank as outlined in Section 120.1.

The 2nd Assistant Fire Chief may be assigned to the role of Company Officer for the purposes of supervising employees and day-to-day business operations.

SECTION 120.4

RESPONSIBILITIES OF THE CAPTAIN

The Captain shall assist the Fire Chief in performing the duties described in Policy 120, Section 120.1. In the absence of the Fire Chief, 1st Assistant Fire Chief and 2nd Assistant Fire Chief shall perform the duties and exercise the authority of Fire Chief according to the rank as outlined in Section 120.1.

The Captain may be assigned to the role of Company Officer for the purposes of supervising employees and day-to-day business operations.

SECTION 120.5

RESPONSIBILITIES OF THE LIEUTENANT

The Lieutenant shall assist the Fire Chief in performing the duties described in Policy 120, Section 120.1. In the absence of the Fire Chief, 1st Assistant Fire Chief, 2nd Assistant Fire Chief and Captain, shall perform the duties and exercise the authority of Fire Chief according to the rank as outlined in Section 120.1.

The Lieutenant may be assigned to the role of Company Officer for the purposes of supervising employees and day-to-day business operations.

SECTION 120.6

RESPONSIBILITIES OF THE TRUCK CAPTAIN **(APPARATUS FLEET MECHANIC)**

The Truck Captain (or Apparatus Fleet Mechanic) oversees and maintains an effective fleet maintenance program that prolongs the life of fire department apparatus.

SECTION 120.7

RESPONSIBILITIES OF THE TRUCK LIEUTENANT **(APPARATUS FLEET ASSISTANT MECHANIC)**

The Truck Lieutenant (or Apparatus Fleet Assistant Mechanic), shall assist the Truck Captain in performing the duties described in Section 120.6. In the absence of the Truck Captain, shall perform his/her duties.

SECTION 120.8

RESPONSIBILITIES OF THE CLERK **(ADMINISTRATIVE ASSISTANT)**

The Clerk (or Administrative Assistant); shall record, keep and post accurate record of fire department meeting minutes. The Clerk shall track fire department meeting attendance and note all absentees.

SECTION 120.9

CHAIN OF COMMAND

The first active employee arriving at the scene of an emergency shall discharge the duties of the Incident Commander until the Fire Chief or higher ranking fire officer arrives and assumes the role of Incident Commander.

It is not mandatory that the fire officer relieve the subordinate of their duties if the fire officer deems that the situation is under control and the employee is efficiently discharging their duties. This will provide the opportunity for training without adversely affecting the present emergency.

POLCIY 121

FIRE CHIEF NOTIFICATION

The Fire Chief shall be notified for any of the following reasons: death of any department employee from any cause, on or off duty; injury of any department employee; any incident involving the notification of and call out of county or state resources, e.g. Mutual Aid beyond a routine "stand-by" situation; Addison County Fire Investigation Unit; Vermont State Police Fire Investigation Unit (Arson Unit); Vermont State Hazardous Materials (HAZMAT) Response Team; Vermont Task Force-1 Urban Search & Rescue (USAR); Vermont State Police Search & Rescue Team; Swift Water Rescue Team; etc. If there are doubts about whether to notify the Fire Chief, the default should always be to notify.

POLICY 122

QUALIFICATIONS FOR OFFICERS

SECTION 122.1

POSITION OF FIRE CHIEF

Minimum Experience and Training Requirements:

Eligible candidates for the position of Fire Chief shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of eight (8) years of previous firefighting experience, at least five (5) of which were as an operational and administrative chain of command officer (including but not limited to chief, deputy chief, assistant chief, or captain) in a fire/rescue department. Associate degree with three (3) years demonstrated supervisory experience, or higher or high school diploma (or GED equivalent) with four (4) years demonstrated supervisory experience. Additionally, the Fire Chief must have the following qualifications:

- Firefighter-II certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Vehicle Extrication certification at the Operations Level compliant with NFPA 1670: Standard on Operations and Training for Technical Rescue Incidents
- Fire Service Instructor certification compliant with NFPA 1041: Standard for Fire Service Instructor Professional Qualifications within three (3) years of appointment.
- Fire Apparatus Driver/Operator qualifications compliant with NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications within three (3) years of appointment.
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-300 required for the position of Fire Chief. (Successful completion ICS-400 must be completed within two (2) years of appointment).

SECTION 122.2

POSITION OF 1ST ASSISTANT FIRE CHIEF

Minimum Experience and Training Requirements:

Eligible candidates for the position of 1st Assistant Fire Chief shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of eight (8) years of previous firefighting experience, at least four (4) of which were as an operational and administrative command officer (deputy chief, assistant chief, captain, or lieutenant) in a fire/rescue department. Associate degree with two (2) years demonstrated supervisory experience, or higher or high school diploma (or GED equivalent) with three (3) years demonstrated supervisory experience equivalent to Lieutenant or higher. Additionally, the 1st Assistant Fire Chief must have the following qualifications:

- Firefighter-II certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Vehicle Extrication certification at the Operations Level compliant with NFPA 1670: Standard on Operations and Training for Technical Rescue Incidents
- Fire Service Instructor certification compliant with NFPA 1041: Standard for Fire Service Instructor Professional Qualifications within three (3) years of appointment.
- Fire Apparatus Driver/Operator qualifications compliant with NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications within three (3) years of appointment.
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-300 required for the position of 1st Assistant Fire Chief.

SECTION 122.3

POSITION OF 2ND ASSISTANT FIRE CHIEF

Minimum Experience and Training Requirements:

Eligible candidates for the position of 2nd Assistant Fire Chief shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of five (5) years of previous firefighting experience and a minimum of two (2) of which were as an operational and administrative command officer (deputy chief, assistant chief, captain, or lieutenant) in a fire/rescue department. Additionally, the 2nd Assistant Fire Chief must have the following qualifications:

- Firefighter-I certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications.
- Firefighter-II certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications within three (3) years of appointment.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Vehicle Extrication certification at the Operations Level compliant with NFPA 1670: Standard on Operations and Training for Technical Rescue Incidents
- Fire Apparatus Driver/Operator qualifications compliant with NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications within three (3) years of appointment.
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-300 required for the position of 2nd Assistant Fire Chief.

SECTION 122.4

POSITION OF CAPTAIN

Minimum Experience and Training Requirements:

Eligible candidates for the position of Captain shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of four (4) years of previous firefighting experience, including supervisory experience equivalent to Lieutenant or higher in a fire/rescue department. Additionally, the Captain must have the following qualifications:

- Firefighter-I certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications.
- Firefighter-II certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications within three (3) years of appointment.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Vehicle Extrication certification at the Operations Level compliant with NFPA 1670: Standard on Operations and Training for Technical Rescue Incidents
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-200 required for the position of Captain. Successful completion ICS-300 must be completed within three (3) years of appointment.

SECTION 122.5

POSITION OF LIEUTENANT

Minimum Experience and Training Requirements:

Eligible candidates for the position of Lieutenant shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of three (3) years of previous firefighting experience in a fire/rescue department. Additionally, the Lieutenant must have the following qualifications:

- Firefighter-I certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Vehicle Extrication certification at the Operations Level compliant with NFPA 1670: Standard on Operations and Training for Technical Rescue Incidents
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-200 required for the position of Lieutenant.

SECTION 122.6

POSITION OF TRUCK CAPTAIN **(APPARATUS FLEET MECHANIC)**

Minimum Experience and Training Requirements:

Eligible candidates for the position of Truck Captain shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of three (3) years of previous firefighting experience in a fire/rescue department. Additionally, the Truck Captain must have the following qualifications:

- Firefighter-I certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications or equivalent.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Fire Apparatus Driver/Operator-Pumping and Mobile Water Supply Apparatus qualified. Fire Apparatus Driver/Operator qualifications compliant with NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications preferred.
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-200 required for the position of Truck Captain.
- Successfully complete the Emergency Vehicle Driver Training Competency Course annually.

SECTION 122.7

POSITION OF TRUCK LIEUTENANT **(APPARATUS FLEET ASSISTANT MECHANIC)**

Minimum Experience and Training Requirements:

Eligible candidates for the position of Truck Lieutenant shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of three (3) years of previous firefighting experience in a fire/rescue department. Additionally, the Truck Lieutenant must have the following qualifications:

- Firefighter-I certification compliant with NFPA 1001: Standard for Professional Firefighter qualifications or equivalent.
- Hazardous Materials certification at the Operations Level compliant with NFPA 472: Standard for Competence of Responders to Hazardous Materials
- Fire Apparatus Driver/Operator-Pumping and Mobile Water Supply Apparatus qualified. Fire Apparatus Driver/Operator qualifications compliant with NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications preferred.
- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-200 required for the position of Truck Lieutenant.
- Successfully complete the Emergency Vehicle Driver Training Competency Course annually.

SECTION 122.8

POSITION OF CLERK **(ADMINISTRATIVE ASSISTANT)**

Minimum Experience and Training Requirements:

Eligible candidates for the position of Clerk shall be in full compliance with Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS.

A minimum of two (2) years of previous experience in a fire/rescue department. Additionally, the Clerk must have the following qualifications:

- Maintain compliance with the Vermont's Implementation Plan for the National Incident Management System (NIMS). ICS-200 required for the position of Clerk.

POLICY 123

GENERAL RULES AND REGULATIONS

Fire Department employees will keep the fire station, and all apparatus/equipment belonging to the Department, clean and neat, and will see that it is always ready for immediate use.

All employees will return to the station after any incident/training of the department to re-service all apparatus/equipment, unless approved otherwise by the officer in charge.

All fire apparatus shall be inspected and checked for operational readiness following each incident, training and during the monthly fire apparatus and equipment inspection work detail.

All fire equipment shall be inspected and checked for operational readiness following each incident and training (e.g. portable fire extinguishers, hose, ladders, appliances, pumps, hydraulic tools, self-contained breathing apparatus, etc.) and during the monthly fire apparatus and equipment inspection work detail.

The Fire Chief, or his/her designee, shall be notified if any piece of fire apparatus or equipment is removed from service for repairs and will authorize the repair/replacement of any defective unit without delay following Town of Bristol purchasing policies.

If apparatus/equipment maintenance work is either not being done or is needed due to equipment failures, the Fire Chief may call an apparatus/equipment work detail.

Each active employee is required to take one (1) Regional Fire School training course or other course approved by the Fire Chief at the Department's expense every three (3) years. It is recommended that every active employee complete at least one (1) fire training course at the Department's expense each year.

Employees on the scene of emergencies shall be properly attired in their complete turnout gear as provided by the department, unless other personal protective equipment (PPE) is approved by the officer in charge. Fire Service coveralls are permitted for use by department Driver/Operators, Vehicle Extrication Technicians, or personnel operating at a brush/wildland fire. Also considered acceptable attire for brush/wildland fires are a shirt, trousers/jeans, and boots. Helmets, gloves, eye protection, and hearing protection (when needed) shall be worn at all times for any of the above combination of Turnout Gear or PPE. Exception to this policy is when using communication headsets.

All Town of Bristol Fire Department Apparatus shall be equipped with a Vermont Department of Motor Vehicle Individual Light Permit.

Bristol Fire Department employees wanting to utilize a privately owned vehicle, or vehicle owned by an employer with employers written approval, as an emergency vehicle shall be required to complete their probationary period, complete a DMV application for Individual Light Permit for each vehicle that will be utilized as an emergency vehicle, acquire the signature of the Fire Chief and submit application to the DMV for approval.

Per 23 V.S.A., Section 1015, Authorized Emergency Vehicle, the driver of an authorized emergency vehicle, when responding to an emergency call or when responding to, but not returning from, a fire alarm, may exceed the maximum speed limits. The exemptions granted to an authorized motor vehicle apply only when the vehicle has an approved Vermont Department of Motor Vehicles Light Permit and is making use of audible or visual signals.

The operator of an authorized emergency vehicle shall drive with due regard for the safety of all persons using the highway at all times.

Other emergency services personnel may ride on Town of Bristol Fire Department apparatus in an official capacity (e.g. emergency incident, training, mutual aid, fire watch assignment, etc.)

Fire Department equipment and/or employees may be requested to assist other departments through the use of "mutual aid". This request shall be honored provided that adequate fire protection is maintained in the Town of Bristol.

No fire department employee shall be allowed to participate in any fire department activities until approved by the Fire Chief, and all paperwork has been completed and received by the Town Clerk/Treasurer or Town Administrator, including executing a Town Personnel Policy Receipt form. Cadets shall require a note from their parents or legal guardian and physician authorizing fire department activities prior to any activity other than classroom training.

If an employee is unable to attend a meeting, a satisfactory reason shall be given at the earliest convenience to the Fire Chief or respective Company Officer, who shall cause it to be placed into the record, and therefore not affect the number of meetings attended.

All employees must conform to the policies, procedures, guidelines and any other rules and regulations of the Town of Bristol and their Fire Department including following all directions of the Incident Command System unless reasonable safety concerns are brought forth properly.

While at the scene of an emergency, no employee of the department shall criticize another employee, officer or the operation. This shall also include the other departments or functions at the scene.

Only qualified fire apparatus driver/operators, or fire apparatus driver/operators in training who are under the direct supervision of a qualified driver/operator, are permitted to drive fire apparatus.

Employees are not permitted to ride on either the tailboard or the running boards of any emergency vehicle (with the exception of extraordinary events such as funerals). It is the drivers and officers responsibility to see that this is enforced.

Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's) will be developed by the Officers, made available to the employees, and will be reviewed annually or as needed. Input from employees is welcome and encouraged.

POLICY 124

PROCEDURES FOR ELECTION OF CERTAIN OFFICERS

SECTION 124.1

WHEN ELECTIONS WILL TAKE PLACE

The election of officers will be held at the annual fire department meeting in the month of January. It is the responsibility of the active employee seeking nomination to insure they are eligible for the position by meeting all eligibility and training requirements outlined in Policy 122; QUALIFICATIONS FOR OFFICERS. The employee shall also be responsible for reviewing the job description for the position in which they seek to ensure they are able to fulfill the fundamental duties and ancillary responsibilities of the position. Job descriptions are available in the fire department SOG manual.

SECTION 124.2

REQUIREMENTS OF EMPLOYEES

To be eligible to participate in the election of officers, an employee shall be in compliance with the requirements of Policy 104; PAID ON-CALL FIREFIGHTER – ACTIVE EMPLOYEE – MINIMUM REQUIREMENTS

Two-thirds (2/3) of the active employees present at a meeting shall constitute a quorum for the purpose of elections.

Cadets shall not have voting privileges.

Individuals on probation shall not have voting privileges or be eligible for an elected officer position.

POLICY 125

EMPLOYMENT RECOGNITION PROGRAM

SECTION 125.1

RECOGNITION AND AWARDS PROGRAM

A Recognition & Awards Program will be established and made up of five (5) Town of Bristol Fire Department employees, and shall be appointed annually by the Chief and 1st Assistant Chief. It will be the duty of this program to thoroughly investigate the qualifications, character and desirability of all employees for years of service recognition, awards recognition and special classification. Each program participant must have a minimum of five (5) years in the fire service.

SECTION 125.2

LIFE MEMBERSHIP

Employees' who have completed twenty five (25) years of active employment with the Town of Bristol Fire Department and rendered exceptionally meritorious and outstanding service, shall be eligible to become a Life Member by a vote of two-thirds of the employees present at the annual meeting of the department. Life members shall retain the right to vote provided they retain their active employment status. Life membership is based on significant contributions and service to the department. Life Membership shall be further recognized by the name of the Life Member being added to a Plaque on the wall at the fire station as well as the individual being presented a plaque stating the same.

SECTION 125.3

PAST MEMBERSHIP

Upon resignation from the department, any person who has served as an active employee for a minimum of five (5) years, rendered dedicated service, shall be considered for Past Membership. Resignation letter shall be read at the next regular meeting of the department and a two-thirds majority paper ballot vote of all employees present shall be required to accept letter. Should resignation letter be accepted and employee meets requirements for Past Membership, their name shall be given to the Recognition and Awards Committee who will evaluate eligibility of the employee and make recommendation for Past Membership at the next regular meeting of the department. Following recommendation from committee and upon who the department cares to bestow this privilege, the employee shall be voted as a Past Member following a two-thirds vote of employees present at said meeting.

SECTION 125.4

HONORARY OFFICER

Any officer in good standing who has served for no less than ten (10) years in the position as an officer, has served Honorably and made significant contributions to the success of the Department will be eligible to become an Honorary Officer in their highest position held for five (5) or more years after leaving said position. A recommendation by the Recognition & Awards Committee and a vote of two thirds majority of employees present at the Annual Meeting of the Department is required. Honorary Officers shall be further recognized by the name of the Honorary Officer being added to a plaque on the wall at the fire station as well as that person being presented a plaque stating the same.

SECTION 125.5

HONORARY CHIEF OFFICER

Any Chief Officer in good standing who has served for no less than ten (10) years in the position of Chief Officer, has served Honorably and made significant contributions to the success of the Department will be eligible to become Honorary Chief in their highest position held for five (5) or more years after leaving position of Chief Officer. A recommendation by the Recognition & Awards Committee and a vote of two-thirds majority of employees present at the Annual Meeting of the Department is required. Honorary Chief Officer shall be further recognized by the name of the Honorary Chief Officer being added to a plaque on the wall at the fire station as well as that person being presented a plaque stating the same.

SECTION 125.6

YEARS OF SERVICE RECOGNITION

Service pins shall be presented to Town of Bristol Fire Department employees. Service pins will be based on their total years of service to the profession of firefighting. Service pins will be presented in five (5) year increments. A Town of Bristol Fire Department employee, who eclipses twenty-five (25) years of active service to the firefighting profession while actively serving the town, shall be presented a fire department watch for their dedicated service.

SECTION 125.7

RETIREMENT OF NUMBER

Any employee, upon completion of forty (40) years of active service with the Bristol Fire Department may have their fire service number retired when the employee either retires from the department, becomes deceased while still active with department, or continues to be an active employee with the department and has earned the honor of having this privilege bestowed upon them. Consideration shall be made to active employees who become deceased prior to reaching forty (40) years of active service provided they have a minimum of twenty five (25) years of active service and have made significant contributions to the department. Special consideration shall be based on recommendation from Recognition & Awards Committee and vote of two-thirds majority of employees present at the Annual Meeting of the Department. Upon a recommendation from the Recognition and Awards Committee and a two-thirds vote of the employees present at the annual meeting an active employee may have their number retired. In the case of a Line of Duty Death (LODD), the Awards & Recognition Committee, may, at their discretion, retire a fire service number at any time.

POLICY 126

DEATH / FUNERAL

The fire department shall assist with funeral arrangements for active employees, past employees, honorary officers, honorary chief officers, upon the request of the firefighter's family.

POLICY 127

CADET PROGRAM

Candidate Entrance Requirements

- A) The minimum age for any involvement shall be 16.
- B) All candidates shall demonstrate high character.
- C) All candidates must have written parental or legal guardian approval to apply for the cadet program. Parents or legal guardians will be provided with a copy of department cadet program standard operating procedures prior to granting permission.
- D) The candidate's physician shall provide written permission before they are exposed to any physical testing referred to in NFPA 1582, OSHA 1910.134 (Respiratory Standard) or other standards. Physicians should be provided with a copy of cadet program standard operating procedures prior to signing off.
- E) Candidates shall meet the medical requirements of NFPA 1582 (the Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians) as well as the OSHA 1910.134 Respiratory Standard.
- F) Candidate shall successfully complete certain modules (identified by the Fire Chief) of NFPA 1001: Standard for Firefighter Professional Qualifications.
- G) The Town of Bristol Fire Department shall follow all current Vermont Child Labor Laws.
- H) The Town of Bristol Fire Department Cadet Program shall allow a maximum of five (5) cadets in the program.