

RESOLUTION NO. 334

RESOLUTION AMENDING ORDINANCE 300, "THE STANDARD OPERATING GUIDE FOR THE MOUNT CARMEL MUNICIPAL FIRE DEPARTMENT."

WHEREAS, the Board of Mayor and Aldermen adopted Ordinance 300, a "Standard Operating Guide for the Mount Carmel Municipal Fire Department" on June 28, 2005; and

WHEREAS, the Board of Mayor and Aldermen desires to amend the Standard Operating Guide for the Mount Carmel Municipal Fire Department by adding two new guidelines as recommended by the Mount Carmel Fire Board; and

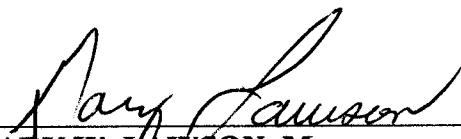
WHEREAS, to the extent that any other Resolution or Ordinance presently existing is conflicting in any way with the provisions of these Guidelines, this Resolution supersedes any previously adopted policy; and

WHEREAS, the public health and welfare require it;

NOW, THEREFORE, BE IT RESOLVED that the Standard Operating Guide for the Mount Carmel Municipal Fire Department be amended by adding **Guideline Number 05-028 "City Employees"**, attached as Exhibit A and incorporated herein by reference; and by adding **Guideline Number 05-029, "Yearly Required Tests"**, attached as Exhibit B and incorporated herein by reference.

THIS Resolution shall become effective immediately, the public welfare demanding it.

A D O P T E D this the 27 day of December, 2005.



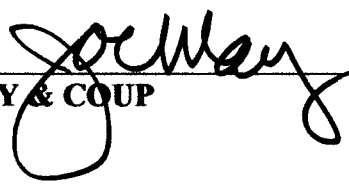
GARY W. LAWSON, Mayor

ATTEST:



NANCY CARTER, Recorder

APPROVED AS TO FORM:


LAW OFFICES OF MAY & COUP

FIRST READING	AYES	NAYS	OTHER
Alderman Henry Bailey	✓		
Vice-Mayor Eugene Christian	✓		
Mayor Gary Lawson	✓		
Alderman Tresa Mawk	✓		
Alderman Thomas Wheeler	✓		
Alderman Carl Wolfe	✓		
Alderman Wanda Worley	absent		
TOTALS			

PASSED FIRST READING 12-27-05

Operational Guidelines:**Town of Mount Carmel Municipal Fire Department****GUIDELINE NUMBER: 05-028 EFFECTIVE DATE: 01-01-06****CITY EMPLOYEE'S****Purpose:**

To establish a guideline that will insure that all City employees are aware of the expectations to being a member.

Objective:

To ensure that all members are treated fairly and are aware of there duties at the fire department.

Scope:

This guideline applies to all Fire Department personnel who work for the city.

Responsibility:

Primary responsibility for adherence to this guideline rests with each individual member who is a city employee.

Guideline:**Becoming a Member**

1. A City employee must complete an application for the fire department.
2. The application will receive a background check by the Mount Carmel Police Department.
3. The employee will complete an interview by the fire chief.
4. The Fire Committee will review all finding and make a recommendation to the Board of Mayor and Alderman.
5. No incentives will be recommended until after two months of participation with the fire department, completion of a safety orientation, and attending 8 meetings to get the member familiar with fire department equipment, a letter will be sent to the Mayor by the fire chief of the employee's participation.
6. Members will receive fifty cents on the hour after completing two successful months.
7. Members shall receive one dollar pay incentive after completing the basic fire academy and/or state firefighter one.
8. Members completing the fire academy may receive a five hundred dollar bonus.

Attendance

1. Each member is expected to attend no less than two meetings a month.
2. Each member is expected to attend specialized training class when it is required to meet state or NFPA requirements.
3. Each member is expected to respond to all emergency fire calls when they are at work, and their work permits them to leave to answer emergency calls.
4. Each member is expected to respond to emergency calls when they are off duty and are able to respond.

Participation

1. All members are expected to put fourth 100 % of there ability when they are participating with the fire department.
2. All members are expected to abide by the Mount Carmel Fire Department Standard Operating Procedures.

3. All members shall report to Fire Department Officers when on emergency scenes or participating with the fire department during normal off duty hours.
4. All Members shall within one year, be testing for fire fighter one state certification, and with in two and one half years the employee shall be testing for firefighter two state certification.
5. No member shall receive any incentive pay while inactive with the fire department or when taking a leave of absence from the department.

Equipment

1. All fire department issued equipment shall be kept in working order and readily available for emergencies or for inspection.
2. All fire equipment shall be turned in upon dismissal from Mount Carmel as a city employee.
3. Any equipment damaged or not properly functioning shall be reported immediately to the fire chief.

Failure to abide by these Rules

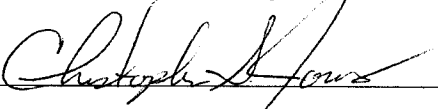
1. If a member fails to abide by these rules or expectations as set fourth by this policy, the member shall
 - a. First, the member will be given a verbal warning.
 - b. Second, the member will be given a written warning.
 - c. Third, after notifying the Mayor, the member will be given a letter advising the member he is no longer on the active member list and requesting for all equipment to be turned in. A letter will then be sent to the Mayor and Fire Committee advising them of the action taken.

Returning to the Fire Department Active Roster

1. The member must first meet with the fire chief and explain his intentions.
2. The member will then appear in front of the Fire Chief and the Department Head which the employee is assigned to. He will explain his lack of participation in the past and why it will not repeat itself in the future.
3. One the Fire Chief and Department Head approve the reappointment, a recommendation will be sent to the Mayor for final approval.
4. Once the Mayor approves of the employees return, the member will not receive any incentives until after successfully completing two months of participation and 8 meetings.

Authentication:

Fire Committee Chairman:  Date: 12-21-05

Fire Chief:  Date: 12-21-05

Operational Guidelines:**Town of Mount Carmel Municipal Fire Department****GUIDELINE NUMBER: 05-029 EFFECTIVE DATE: 01-01-06****YEARLY REQUIRED TESTS****Purpose:**

To establish a guideline that will insure that all yearly required tests are performed.

Objective:

To ensure that all tests are performed yearly and in the same manner.

Scope:

This guideline applies to all Fire Department personnel.

Responsibility:

Primary responsibility for adherence to this guideline rests with each individual member of the Fire Department.

Guideline:**Fire Hydrant Testing**

1. Fire Hydrant Testing will be performed during the Months of April and May unless otherwise approved by the Fire Chief.
2. Fire Hydrant Testing will be performed Monday through Friday from 8:00 am to 3:00 pm.
3. Fire Hydrant Testing will be scheduled in advance with the First Utility District by letter notifying the water utility of the date, time, and testing location and over the telephone, prior to beginning the test.
4. A member of the First Utility District will be asked to participate with the fire department in case of any unforeseen water line problems.
5. Fire Hydrants shall be tested to NFPA specifications and all tests shall be recorded on department hydrant testing forms.
6. No Hydrants shall be tested in areas that water line repairs are being made.
7. Any Hydrants that are in need of repair shall be reported to the chief in writing and the chief shall send a letter to the First Utility District advising them of needed repairs.

Hose Testing

1. All fire fighting hose will be tested during the month of June unless otherwise approved by the fire chief.
2. All fire hose will be tested to NFPA specifications.
3. All tests shall be documented in the department hose testing book.
4. Any hose that fails during the testing process or after visual inspection determined that repairs are needed shall be tagged and taken out of service immediately and a work order turned into the Assistant Chief.
5. Hose testing will be performed using a portable hose tester when available.
6. All new hose shall be visually inspected upon arrival and hydrostatically tested prior to being placed in service.
7. After using any fire hose, hose will be inspected for rips, separation or any visible hose malfunction.
8. Any hose found to be damaged after a fire or after any visual inspection, will be marked damaged and taken out of service immediately and a work order turned into the Assistant Chief.

Pumper Testing

1. All Fire Engines will be pumper tested yearly during the month of July unless other wise approved by the fire chief.
2. All Fire Engines will be completely inspected and fluid levels checked prior to any testing.
3. Any problems found with the fire engine on the initial inspection will be repaired prior to pump testing.
4. All tests shall be performed to NFPA standards.
5. All test results shall be recorded in the department engine pumper test book after completing the test.
6. Any found problems will be reported immediately by completing a work order and turning into the Assistant Chief for repair.

Ladder Truck

1. Ladder truck shall be structurally tested in the fall and scheduled with the surrounding agencies during the time that all departments are testing ladder trucks for the structural integrity.
2. Upon receiving notification of needed repairs, the ladder truck will be scheduled as soon as possible to have repairs made.
3. Repairs shall be documented and placed into the ladder testing book.
4. Ladder truck will be inspected by persons trained and certified to inspect ladders for structural integrity.

Air Bottles

1. Air bottles shall be tested as follows.
 - a. Steel Bottles-every 5 years
 - b. Aluminum and Composite-every 3 years
2. Any bottles failing test shall be taken out of service immediately.
3. Bottles that are un-repairable shall be destroyed and not sold or given away.
4. All Composite bottles shall be replaced after 15 years of service.

Air Packs

1. Air packs shall be inspected and documented monthly by department members
2. During the Month of October, unless other wise approved by the fire chief.
3. All Air Packs shall be inspected by a certified technician.
4. Any Air Packs in need of repair shall be taken out of service immediately and a work order shall be filled out and turned into the Assistant Chief.
5. Repairs shall be made only by certified technician except where the replacement of o-rings can be made.

Air Compressor

1. The air quality shall be tested yearly during the month of July unless otherwise approved by the fire chief.
2. All air compressor tests shall be conducted by a certified technician.
3. Air quality shall be tested to NFPA standards.
4. The Air Compressor shall be serviced yearly during the month of July.
5. Any repairs shall be made only by a certified technician.
6. Storage bottles shall be hydrostatically tested every five years.

Authentication:

Fire Committee Chairman: Frank C. Cull Date: 12-21-05

Fire Chief: Christopher M. Jones Date: 12-21-05