

Buffalo Fire Department



Operations Manual

Part A: Constitution

Article I - Name

Section 1. This organization shall be known as the ***Buffalo Fire Department***.

Article II - Scope and Purpose

Section 1. The purpose of the ***Buffalo Fire Department*** shall be to preserve life and property in the Buffalo fire district in the event of fire, medical or other emergency; and to promote through education the prevention of such fires or other emergencies.

Section 2. The ***Buffalo Fire Department*** will assist neighboring fire and emergency jurisdictions, and county, state and federal agencies in accordance with all written agreements with the mitigation of fire, medical or other emergencies or disasters when requested.

Article III - Membership

Section 1. Membership shall be limited to 25 active or probationary firefighters, and a maximum of 25 honorary personnel.

Section 2. All members must reside in the Buffalo Fire District or work Full Time for the City Of Buffalo.

Section 3. All members will be elected to active membership by a vote at a regular business meeting. A majority vote of the members present is required to attain active membership. All new members will be on a probationary period for 1 calendar year. During this probationary period the new fire department member will have no voting rights. Probationary firefighters at any time during the 1 year probation may be removed from their duties with just cause by the appointed officers.

Section 4. Any member having served 20 years of active service consecutively or any member with 10 years of service and is 55 years of age or any active member having been disabled while in honorable discharge of their duties as a fireman shall be entitled as an honorary member of the ***Buffalo Fire Department*** or obtain the rank of 2nd Alarmer and must continue all necessary training for that rank. 2nd Alarmers will have no voting rights.

Section 5. Any member after having served 5,10,15 and 25 years of consecutive active service shall receive a certificate stating such. After 20 years of consecutive active service, a member shall receive a gold badge in recognition of their years of service. After 30 years of consecutive active service, a member shall receive a presentation axe in recognition of their years of service.

Section 6. Any member of the department may be placed on probation or dismissed from the department for just cause. The procedure for such disciplinary action is: the Chief will call a special meeting of the officers in order to review all evidence that applies to that case. All evidence plus suggested disciplinary action is to be presented at the next regular business meeting. A majority vote of

the members present at the meeting is required to invoke any disciplinary action. Disciplinary action will be administered as follows:

- **First Offense** - Verbal reprimand with appropriate training to correct the problem.
- **Second Offense** - Dismissal from the department.
In cases where severe, intentional, disregard for the safety and welfare of fellow firefighters and fire department equipment occurs the firefighter may be dismissed from the department regardless of previous record.

Article IV - Officers

Section 1. The elected officers of the department shall consist of a Fire Chief, Assistant Chief, and Administrative Captain.

Section 2. Election of officers shall occur annually. Nomination and election shall occur at the December business meeting. Ballots shall be cast when required, and a majority decision must be reached. Newly elected officers shall assume their responsibilities January 1 of the following year.

Section 3. The Chief shall appoint a Training Captain, Safety Captain, three (3) Lieutenants in charge of duty crews and an Inspector.

Article V - Chain of command

Section 1. The Incident Command System shall be used at all emergency calls.

Article VI - Duties of members

Section 1. Every available active firefighter, at the alarm of a fire or other emergency shall promptly report to the station. Upon arrival at the incident scene every member shall be under direction of the Incident Commander. Firefighters shall not leave the scene without the permission of the Incident Commander.

Section 2. On orders to pick up at incidents, all firefighters shall assist in breaking, draining and loading the lines and replacing all equipment on the apparatus in order to place the apparatus back in service as soon as practicable.

Section 3. All fire fighting and medical emergency operations shall be in accordance with the ***Buffalo Fire Department*** recommended guidelines. All firefighters shall be familiar with the recommended guidelines.

Section 4. All members shall conduct themselves in accordance with the standards specified in the Constitution and By - Laws.

Section 5. It shall be the duty of all members of the ***Buffalo Fire Department*** to attend training and educational sessions pertaining to the duties and skills of a firefighter.

Article VII - Duties of Officers

Section 1. The Fire Chief is responsible for all personnel and equipment of the Department. The Chief shall preside at all meetings of the Department and shall assume the role of incident Commander at all emergency incidents at which he is in attendance.

Section 2. The Assistant Chief shall be in charge of fleet maintenance and all equipment in the departments inventory as well as assuming duties of the chief in the chief's absence.

Section 3. The Administrative Captain shall be responsible for the department finances and minutes of all meetings. It shall be the duty of the Administrative Captain to furnish the city clerk of the City of Buffalo, Iowa with a certified list of all active members and to inform the clerk as soon as possible any new members and whom they replace on the active roster.

Section 4. The Training Captain shall set up monthly training exercises as well as other training programs for members of the department. The training captain shall keep records of training events and member training attendance.

Section 5. The Safety Captain shall act as safety officer at all incidents in which he is present and shall administer the ***Buffalo Fire Departments*** safety program.

Section 6. The three (3) Lieutenants shall be responsible for the weekly check out of the fleet and the department's equipment. The lieutenants will report any equipment that is deemed ***Out of Service*** to the Assistant Chief immediately.

Section 7. The Inspector shall provide required inspections for the department as well as administer and maintain a fire prevention and education program.

Part B: By - Laws

Article I - Meetings

Section 1. The regular business meeting of the ***Buffalo Fire Department*** shall be held on the third Tuesday of each month.

Section 2. The officers of the fire department will meet quarterly in executive session for the purpose of reviewing concerns, discussing issues of safety, and providing recommendations to the department.

Section 3. The Chief, Assistant Chief or the next highest-ranking officer present in the absence of the Chief may call special meetings of the department in the situation of a crisis or emergency concern.

Section 4. Order of business for meetings.

- A. Meeting called to order at 6:00 PM.
- B. Roll call of members
- C. Training and safety
- D. Minutes of last meeting
- E. Financial statement
- F. Fires for the month
- G. Old business
- H. New business
- I. Adjournment

Article II - Requirements of Members

Section 1. All members of the ***Buffalo Fire Department*** are required to adhere to an **activity credit** membership requirement. To be retained as an active member of the ***Buffalo Fire Department***, each member must obtain a minimum of **24 activity credits** per year. Any member with **23 activity credits** or less will be subject to disciplinary action by the department.

Events qualified as **activity credits** include:

- 1) Incidents (.25 credit per incident)
- 2) Monthly crew details (1 credit per crew detail)
- 3) Training events (.25 credit per event)
- 4) Regular monthly meeting (.25 credit per meeting)
- 5) Inspections and tours (.25 credit per inspection or tour)

Members not present at a meeting will **only** receive credit **if** working on their normal job **and** notify a member attending the meeting. **No member will receive activity credits for 10-22 calls.**

Section 2. All members of the ***Buffalo Fire Department*** will be assigned to a duty crew and will participate in equipment inspection when on duty. The department will maintain three duty crews that will each be on duty one (1) month per quarter.

Section 3. All civilians elected to membership shall be at least 18 years of age and no longer in high school.

Section 4. All Civilians elected to membership after October 17, 2006, shall within 12 months of their election become and maintain a medical certification at the First Responder level or higher, with the Iowa State Department of Public Health. The 12 month time limit may be adjusted upon approval of the Executive Board in cases of extenuating circumstances beyond the control of the department or the member.

Article III - Duty and Rules Conduct

Section 1. It shall be the first duty of all members to give strict obedience to the lawful orders of their elected and appointed officers.

Section 2. All work at fires and drills shall be done in a quick, and orderly manner with due regards to the safety of all firefighters and civilians present.

Section 3. All firefighting, training and equipment inspections shall be done in accordance with the recommended guidelines of the ***Buffalo Fire Department***.

Section 4. Each member of the department shall be responsible for all issued equipment. Upon resignation or dismissal from the department, the member shall return all fire department personal protective equipment, training materials, uniform shirt and pager to the department.

Section 5. No member of the department except an officer acting on orders of the department shall disclose to any person not a member, any business which takes place at any meeting or fire and emergency scene.

Section 6. Any member appearing at an incident or meeting while intoxicated shall be subject to disciplinary action.

Section 7. Any member being disorderly toward an officer while on duty at a fire or emergency operation will be subject to disciplinary action.

Section 8. All members of the department, while at all activities engaged in by the department, and when in or around the premises and equipment of the fire department, shall utilize mannerisms of personal conduct which exemplify the high degree of professionalism and responsibility expected of firefighters. Astute violations of this requirement will result in disciplinary action.

Article IV - Disciplinary Action

Section 1. Disciplinary action in accordance with the constitution and by – laws against any member of the department can be carried out only at the consensus of the officers of the department after having met to discuss the issue at hand. On issues of suspension or dismissal from the department, such action is subject to the approval of the department by a majority vote at a regular business meeting.

Section 2. Any member of the department receiving disciplinary action has full rights to express himself or herself at a regular business meeting.

Section 3. Any member of the department receiving disciplinary action shall be provided with a written notice of the disciplinary action. The notice shall contain a written notice of the reason for such action. The individual shall have 30 days to respond to either the Chief of the department, an officers meeting, or a regular business meeting. If no response is received, the disciplinary action shall be accepted as conferred.

Article V – Accident / Injury Reporting and Investigation

Section 1. All accidents and injuries resulting from the use of any firefighting equipment in any situation in which Buffalo firefighters are committed shall be reported immediately to the Fire Chief.

Section 2. Procedures for accidents / injuries involving apparatus.

- A. The driver of the vehicle involved, within 24 hours of the accident or injury is to complete an accident / injury report form and a fleet vehicular accident report form.
- B. For any accident / injury involving an in fraction of the law, a copy of the police report will be obtained by the Fire Chief.
- C. For any accident / injury involving an in fraction of departmental guidelines and policies, a detailed report of the incident and the circumstances is to be completed by the Fire Chief.
- D. The Fire Chief shall convene the fire department safety committee for the purpose of reviewing all evidence as presented from the documents completed concerning the incident. Interviews may be conducted if necessary.
- E. When necessary the safety committee will recommend:
 - 1. Disciplinary action in accordance with the **Buffalo Fire Department** constitution and by - laws.
 - 2. Changes in policies and guidelines, and training for the purpose of reducing the potential of future accidents / injuries of a similar nature.

Section 3. For all accidents / injuries that do not involve fire department vehicles the procedures are the same as those described in **Section 2** with the exception that a fleet vehicular accident report does not have to be completed

Section 4. Any piece of equipment or apparatus damaged to the extent that the safety of firefighters using the equipment is jeopardized, is to be removed from service and the assistant chief notified immediately. It shall not be returned to service until repaired or replaced.

Article VI - Altering or Amending By-Laws

Section 1. These by-laws may be altered or amended by a resolution in writing at any regular business meeting of the **Buffalo Fire Department**. Such resolution shall be referred to a committee of three active members for study. It shall be presented for vote at the next regular business meeting. If 2/3 of the active members present vote in favor it shall be adopted and become part of the by-laws subject to approval of the Buffalo City Council.

These Constitution and By - Laws shall become effective upon the approval of the Buffalo Fire Department and the Buffalo City Council. They shall remain in effect until changed or altered pursuant to Article VI, Section 1. All previous versions of the aforesaid document shall become null and void upon the effective date of this document.

Approved by the Buffalo Fire Department:

Approved by the Buffalo City Council:

Doug Anderson, Fire Chief Date

Sally Rodriguez , Mayor Date

Part C: General Operations

Article I: Apparatus Driving

Section 1: Drivers- Fire apparatus responding to incidents will be driven by Buffalo firefighters who:

- A. Possess a valid Iowa drivers license.
- B. Are competent truck drivers.
- C. Are experienced at driving the apparatus.
- D. Have driven and operated the apparatus in training to the satisfaction of the **Buffalo Fire Department** training requirements.

Section 2: Prudent Care- When responding to an incident, drivers of fire apparatus will drive with due regard for safe operation of the vehicle. Apparatus drivers exceeding the speed limit or running stop signs can do so at their discretion. The driver will, however understand that such actions can jeopardize the safety of citizens, Buffalo firefighters and equipment, and the driver will be held personally liable for any accidents happening due to negligent regard for safe driving.

Section 3: Lights and Sirens- Emergency lights will be used from the moment the fire apparatus is dispatched to the incident until it's arrival at the incident scene. Sirens shall be used in town, at all intersections, in the face of oncoming traffic, or any other circumstance at the discretion of the incident commander.

Section 4: Safety Belts- Fire apparatus drivers will wear their safety belts. All personnel riding the apparatus shall wear safety belts.

Article II: Protective Clothing

Section 1: Usage- All firefighters are required to don and wear all protective clothing before engaging in incident operations and throughout the duration of the incident.

Section 2: Protective Clothing Issued- Each Buffalo firefighter will be issued and will wear and maintain the following protective equipment:

- A. Helmet with liner
- B. Nomex hood
- C. Firefighting boots
- D. Bunker coat
- E. Bunker pants
- F. Firefighting leather gloves

All protective clothing worn will be NFPA and OSHA approved.

Section 3: Care of Protective Equipment- Each firefighter will be responsible for routine care and maintenance of their own personal protective equipment. Such care will include:

- A. Return of PPE to the station promptly after use at incidents, training and other fire department related activities.
- B. Cleaning of the PPE to remove dirt, soot and any other contaminants.
- C. Hanging wet clothing so as to allow sufficient air drying of the clothing and prevention of rot and mildew.

Article III: Fire Investigation

Scope and Purpose: To assure that all fires are investigated to determine both the cause and origin for purposes of state reporting and legal investigative purposes.

Section 1: Officer Responsibility- It shall be the responsibility of the officer in charge to establish cause and origin of said fire under the officers command. If the commanding officer cannot do so, or the cause of the fire is of suspicious nature the officer will enlist the assistance of the **Scott County Sheriff's Department** and or the **State Fire Marshal** to assist in the investigation.

Section 2: Preserving Evidence- The fire scene must be left as undisturbed as possible until cause and origin are established. Photos will be taken of all evidence, especially if evidence may be disturbed.

Section 3: Scene Security- The incident commander and firefighters on scene will take all necessary precautions to limit pedestrian intrusion and firefighter traffic into all areas of an incident scene that may contain evidence pertinent to the investigation. Buffalo firefighters shall assist law enforcement personnel and investigators in maintaining such security until the incident commander releases them from such duty.

Section 4: Fire Deaths- In all occurrences of a fire death, the victim's body is to be left undisturbed if at all possible, and the **Scott County Coroner, Scott County Sheriff's office,** and **State Fire Marshal** shall be notified immediately.

Section 5: Record Keeping- Written information shall be documented of all incident related activities and observations by all members involved in fires of suspicious nature, with a fire death or an incident with the possibility of litigation. It shall be the duty of the officer in charge and or chief of the department to guarantee such information is secured.

Section 6: Barrier Tape- At all incident of any type where an investigation is being conducted, barrier tape shall be strung around the perimeter of the area to prevent unnecessary intrusion.

Part D: Incident Response Guidelines

Article I: General

Section 1: Apparatus Designation - Incident responses of the *Buffalo Fire Department* will involve the following pieces of apparatus and referred to as such.

Engine 1
Engine 2
Engine 3
Truck 3
Tanker 1
Squad 1
Squad 2
Rescue Boat

Section 2: Apparatus Responses - Engine 2 will be the only apparatus responding to all incidents. In most situations Engine 2 will be the designated location for command. Engine 2 **must** roll on all calls. Apparatus will respond to incidents as follows:

- A. Hydrant protected structure fire: Engine 2, Engine 1, Engine 3, Squad 1
- B. Non-Hydrant protected structure fire: Engine 2, Tanker 1, Engine 1, Squad 1
- C. Vehicle fire: Engine 2, Engine 1
- D. Vehicle accidents: Engine 2, Engine 1, Squad 1
- E. Rescue: Engine 2, Engine 3, Squad 1, Engine 1
- F. EMS: Squad 1
- G. Hazardous materials: Engine 2, Engine 1
- H. River rescue: Truck 3, Rescue Boat, Engine 2
- I. Grass fire: Truck 3, Tanker 1, Engine 2

Item 3: Staffing of Apparatus - All units will respond fully staffed with a full compliment of personnel. The incident commander may dispatch with less if there is a shortage of firefighters.

Section 4: Communications - Incident commander in the first due apparatus will:

- A. Report to county that Buffalo fire is 10-76 (in route)
- B. Report to county upon arrival at the incident scene, 10-23
- C. Report to county upon completion of the incident, 10-24 and report that they are back in service, 10-8

The initial arriving incident commander will provide by radio a quick size up report of the situation found.
Example- County from Buffalo fire we are 10-23 with smoke showing.

Passengers in the next arriving apparatus will notify the IC that they are in route with the number of firefighters available. **Example-** Command from Engine 1 we are 10-76 with 5 firefighters.

Section 5: Requesting Mutual Aid - The incident commander has the authority to order all necessary mutual aid for incident mitigation, evacuation, rescue or medical assistance as directed by the needs of the incident.

Article II : Hydrant Protected Structure Fire Response Guidelines

Section 1: Engine 2 will establish command.

Section 2: Incident commander will request mutual aid as needed.

Section 3: Engine 2 proceeds to fire to initiate search and rescue, fire attack and developing a sustained water supply.

Section 4: Engine 1 operates a forward lay stopping at nearest hydrant and proceeding to fire.

Section 5: All firefighting procedures and conduct at the fire scene will be according to ***Buffalo Fire Department*** recommended guidelines and by-laws.

Article III: Non-Hydrant Protected Structure Fire Response Guidelines

Section 1: Engine 2 will establish command.

Section 2: Incident commander will request mutual aid as needed.

Section 3: Upon arrival at the incident scene Engine 2 will be spotted so as to allow easy access for tankers. Firefighters should initiate search and rescue and fire attack.

Section 4: Engine 1 shall deploy portable tank to Engine 2 and will be used as a pumper or tanker depending on the type of situation found.

Section 5: Truck 4 shall dump it's load of water and proceed to the nearest water source and fill.

Section 6: All firefighting procedures and conduct at the fire scene will be according to ***Buffalo Fire Department*** recommended guidelines and by-laws.

Article IV: Grass Fire Response Guidelines

Section 1: Engine 2 will establish command.

Section 2: Engine 2 will operate as supply for Truck 3.

Section 3: Use caution when entering fields with trucks, they become stuck easily.

Section 4: All firefighting procedures and conduct at the fire scene will be according to **Buffalo Fire Department** recommended guidelines and by-laws.

Section 5: If Engine 1 is used it is to be placed back in service as soon as the incident commander feels necessary.

Article V: Hazardous Materials Incident Response Guidelines

The primary responsibilities of the **Buffalo Fire Department** at a haz-mat incident is:

- A. Identification of the substance
- B. Notification of proper authorities
- C. Evacuation of affected people
- D. Restricting entry of unauthorized people into the site

Section 1: Engine 2 will establish a command post in a safe location immune from the effects of toxic vapors, chemicals and other hazards

Section 2: All responding units will position upwind a safe distance from the incident and survey the incident scene with binoculars before approaching. Closer approach can occur only after verification of safety to all personnel.

Section 3: The identity of the substance or substances creating the problem are to be identified by shipping papers, manifests or ID numbers as can be found on placards and container labels.

Section 4: The incident commander notifies as needed, the following and provides information of the conditions and chemicals involved.

- A. Davenport Fire Haz-Mat
- B. Scott County Emergency Management Agency.
- C. Chemtrac
- D. Buffalo Ambulance
- E. Scott County Sheriff's Department
- F. Mutual Aid

Section 5: Citizens endangered by fumes, vapors or hazards will be evacuated.

Section 6: Gasoline and fuel spills, upon approval will be cleaned up by soaking up the spilled liquid with an absorbent material.

Section 7: All equipment exposed to a hazardous material will be:

- A. Thoroughly decontaminated in a safe manner.

B. Discarded and replaced if necessary because of contamination.

Section 8: The clean up and removal of any spilled material or chemical is to be the sole responsibility of the owner of the product.

Section 9: All firefighting procedures and conduct at the scene will be according to the ***Buffalo Fire Department*** recommended guidelines and by-laws.

Article VI: Emergency Medical Calls Recommended Guidelines

Section 1: The response of the ***Buffalo Fire Department*** to EMS calls is to assist the Buffalo Ambulance Service and shall include the response of Squad 1 with a minimum of 1 EMS personnel. All procedures and conduct at the scene will be according to the ***Buffalo Fire Department*** recommended guidelines and by-laws.

Article VII: Vehicle Accidents Recommended Guidelines

Section 1: Engine 2 will establish command.

Section 2: Incident commander will survey the accident to determine severity, if EMS crews are present they will begin treatment.

Section 3: Crews on scene shall establish a safe zone to protect all emergency personnel working the scene.

Section 4: Engine 2 will as needed have a line charged for use.

Section 5: Strike team will await IC decision for extrication.

Section 6: All firefighting procedures and conduct at the scene will be according to the ***Buffalo Fire Department*** recommended guidelines and by-laws.

Article VIII: Vehicle Fires Recommended Guidelines

Section 1: Engine 2 will establish command.

Section 2: Engine 2 shall be positioned 100' from vehicle if possible.

Section 3: Strike team shall pull an attack line and proceed to mitigate the situation.

Section 4: All firefighting procedures and conduct at the scene will be according to the ***Buffalo Fire Department*** recommended guidelines and by-laws.