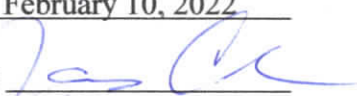
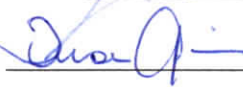


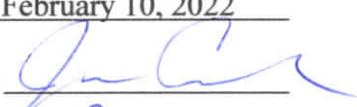
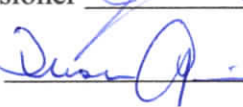
FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

PHILOSOPHY	<p>Adopted <u>February 10, 2022</u></p> <p>Commissioner <u></u></p> <p>Attested <u></u></p>
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It is the purpose of the Fire District No. 12 Fire Department, hereafter also referred to as the “Department”, to provide for the protection of life and property within the District and its contracted mutual aid districts. It shall provide the following services: fire suppression, fire prevention, rescue and emergency medical services.

In order to best accomplish these ends, the following regulations and standard operating procedures have been established. It is intended that these will prevent future misunderstandings and provide for the best possible results in the saving of life and property.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES


GOALS	<p>Adopted <u>February 10, 2022</u></p> <p>Commissioner <u></u></p> <p>Attested <u></u></p>
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With the resources available, the Department will strive to limit loss by fire by achieving the fastest possible response time to all fires in its area, with sufficient, adequately trained manpower and equipment to effectively combat such fires.

With the resources available, the Department will establish, follow and periodically update fire prevention policies and procedures.

With the resources available, the Department will provide equipment and adequately trained personnel, necessary to provide rescue and first response emergency medical services to any person in need of such service within the district.

FIRE DISTRICT NO. 12 –STANDARD OPERATING PROCEDURES

DEPARTMENTAL ORGANIZATION	Adopted <u>February 10, 2022</u>
	Commissioner <u></u>
	Attested <u></u>

Board for Fire District No. 12 Volunteer Firemen:

Composition of the Board for Fire District No. 12 Volunteer Firemen shall consist of five members, including the Chairman, Fire Chief, Secretary, one Commissioner and one appointed volunteer fireman.

The Board will hold its meetings at 6:00 p.m. at the Waverly Town Hall as needed.

The Duties of the Board:

The Board shall hold meetings as needed, open to the public, and their records shall be open to inspection by any resident of the district.

The Board shall have the power and it shall be its duty to:

- Propose policy and procedures to the commissioners for approval.
- Act as the hearing board for claims brought by volunteer firemen and EMS personnel and make decisions concerning claims.
- Generally, perform all such acts as may be necessary to fully carry out the objectives of the Department.

Board Secretary:

The Board Secretary shall be an Officer of the Board and keep a record of the proceedings of the Board, and shall perform such other duties as shall be prescribed by the Board or by the laws of the State of Washington.

Board Purchasing Agent:

The Fire Chief is appointed official purchasing agent responsible for all purchases concerning the fire department. All purchases in excess of \$5000.00 must have the Commissioner's approval.

General Rule:

The District authorizes the Department to respond to any calls pertaining to the endangerment of life and property. The officer in charge of the Department has the power to assign equipment for responses to calls inside the borders of the Fire District No. 12 or for outside aid in accordance with contracts and mutual aid agreements, providing the absence of such equipment will not jeopardize protection in the Fire District No. 12. If no officer is available, only one tender is to be sent if requested.

Fire Chief:

The Fire Chief shall be appointed by the Commissioners.

Duties of the Fire Chief shall include, but not be limited to the following:

- To assist the Captain with command of firefighting activities and assume command of greater alarm fires.
- Establish prefire plans for all major structures and facilities within the Department and be certain that all Officers are familiar with these plans.
- Arranged for the investigation of all fires that occur in the Department. Either by doing the investigation personally, or by assigning that duty to someone of equal or greater knowledge.
- Handle departmental purchasing as determined by the Fire District No. 12.
- Maintain a working liaison with other agencies to effectively carry out the operation of the Department.
- Be responsible for equipment acquisition and fabrication as requested and approved by the Commissioners.
- Perform long range planning with the help of the other officers and the Commissioners.
- Be responsible for the total operation of the Department.
- Carry a pager whenever in or out of the District, but within range of the pager.
- Acquire a thorough knowledge of the duties of this position.
- If a witness or observer of an emergency incident involving fire, rescue or medical aid within the limits of any jurisdiction with which our Department has a mutual aid contract shall be obligated to stop and render appropriate assistance to the

best of their ability.

- File all reports as needed to appropriate agencies.

Assistant Fire Chief:

The Assistant Fire Chief shall be selected by the Chief and approved by the Commissioners.

Duties of the Assistant Fire Chief shall include, but not be limited to the following:

- Assume command of firefighting activities at any alarm to which he responds until relieved by the Chief.
- Supervise work and special assignments given him by the Chief.
- Prepare training programs with the assistance of the Chief.
- Shall acquire a thorough knowledge of the Fire Department.
- Assume the duties of the Chief in his absence.
- Maintain a working liaison with other agencies to effectively carry out the operation of the Department.
- Be responsible for supervising the routine and preventative maintenance of all Department vehicles and keeping records for the maintenance. He shall notify the Chief and Commissioners of any needed repairs. The emphasis of this job will always be vehicle safety.
- Shall carry a pager whenever in or out of the District, but within range of the pager.
- If a witness or observer of an emergency incident involving fire, rescue or medical aid within the boundaries of the Department or within the limits of any jurisdiction with which our Department has a mutual aid contract shall be obligated to stop and render appropriate assistance to the best of their ability.
- Assist Chief in carrying out special duties.

Fire Captain:

The Fire Captain shall be selected by the Chief and approved by the Commissioners. It shall be the duty of the Captain to command the department and be responsible, therefore, in all respects with the full powers of the Chief in his absence.

Duties of the Captain shall include but not be limited to:

- Assume command of firefighting activities at any alarm to which he responds until relieved by the Chief.
- Supervise work and special assignments given him by the Chief.
- Assist the Assistant Chief in preparing training programs.
- Shall acquire a thorough knowledge of the Fire Department.
- Assume the duties of the Chief in his absence.
- Be responsible for supervising the routine and preventative maintenance of all Department vehicles and keeping records for the maintenance. He shall notify the Chief and Commissioners of any needed repairs. The emphasis of this job will always be vehicle safety.
- Shall carry a pager whenever in or out of the District, but within range of the pager.
- If a witness or observer of an emergency incident involving fire, rescue or medical aid within the boundaries of the Department or within the limits of any jurisdiction with which our Department has a mutual aid contract shall be obligated to stop and render appropriate assistance to the best of their ability.

EMS Chief:

The Medical Officer will be responsible for the operation of the Emergency Medical Services (EMS) within the Department. The Medical Officer will confer with the Chief on all matters pertaining to the provision of EMS.

Duties of the Medical Officer shall include but not be limited to:

- Is in command of all EMS personnel during an EMS situation.
- At an accident scene, fire or emergency situation the Medical Officer is responsible for all medical aspects of the situation.
- Assist and give directions to responding ambulances, helicopters, and other responding agencies, or designating another officer to perform these duties.
- Maintain a working liaison with other agencies to effectively carry out the EMS function.
- Supervise training and continuing education for EMS personnel.
- Advise the Chief of developments regarding EMS pertinent to the Department.
- Acquire a thorough knowledge of the duties of this position.
- Shall carry a pager whenever in or out of the District, but within range of the pager.
- If a witness or observer of an emergency incident involving fire, rescue or medical aid within the boundaries of the Department or within the limits of any

jurisdiction with which our Department has a mutual aid contract shall be obligated to stop and render appropriate assistance to the best of their ability.

- File all reports as needed to appropriate agencies.
- Quarterly inventory and resupply of EMS supplies and equipment.

Firefighter:

The duties of the Firefighter shall include, but not be limited to the following:

- Be responsible to his superior officers for the proper care and appearance of engines, pumps and other mechanical parts of the apparatus, so as to prevent damage.
- When responding to emergency alarms comply with all state and local traffic laws and ordinances regulating the operation of motor vehicles.
- Be particularly observant, and promptly inform an officer of any problems which may affect the safety or operation of the equipment that they are operating.
- Shall acquire a thorough knowledge of the Fire Department.
- Refer all matters relating to the Department to the Chief or Officer in Charge.
- Perform firefighting functions as assigned.
- Perform other related work as his superiors may deem necessary.
- Be proficient in the operation of the equipment and be able to operate said equipment to best perform the function for which it was designed.
- Be responsible for the maintenance of assigned turn out gear and any other assigned Department equipment.
- Be responsible for wearing proper safety equipment when at an emergency scene or training.
- When responding to emergency alarms comply with all orders and instructions from superior officers.
- Assist in cleaning, checking and refilling or restocking of apparatus and equipment that he/she has been operating after all fire, emergency or training functions.
- Participate in training programs to meet minimum competency standards set by the Department.
- Keep themselves well informed in all matters relating to their position as Firefighter.
- Shall carry a pager whenever in or out of the Department, but within range of the pager.
- If a witness or observer of an emergency incident involving fire, rescue or medical aid within the boundaries of the Department or within the limits of any

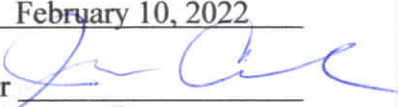

jurisdiction with which our Department has a mutual aid contract shall be obligated to stop and render appropriate assistance to the best of their ability.

EMS Personnel:

The duties of the EMS personnel will include, but not be limited to the following:

- Be responsible to his/her superior officers for the proper care and appearance of all EMS equipment.
- Participate in training programs (On Going Training and Education Program - OTEP and Continuing Medical Education - CME) to meet state requirement to maintain certification levels.
- Be particularly observant, and promptly inform an officer of any problems which may affect the safety or operation of the equipment and everyone on scene.
- Shall acquire a thorough knowledge of EMS operations and procedures.
- Refer all matters relating to EMS to the Chief or EMS Coordinator.
- Perform EMS duties as assigned.
- Perform other related work, as his/her superiors may deem necessary.
- Be proficient in the operation of the equipment and be able to operate said equipment to best perform the function for which it was designed.
- Be responsible for the maintenance of assigned gear and other assigned Department equipment.
- Be responsible for wearing proper safety equipment when at an emergency scene or training.
- Assist in cleaning, checking and refilling or restocking of equipment that he/she has been operating after all emergency or training functions.
- Keep themselves well informed in all matters relating to their position as EMS personnel.
- Shall carry a pager whenever in or out of the Department, but within range of dispatch.
- If a witness or observer of an emergency incident involving medical or rescue aid within the boundaries of the Department or within the limits of any jurisdiction with which our Department has a mutual aid contract shall be obligated to stop and render appropriate assistance to the best of their ability.
- Payment for initial EMS classes of \$1,500.00 will be reimbursed after first WA State certification cycle within the District.
- First EMS personnel or 1200 officer on scene will call ALS and/or law enforcement or Charlie or Delta calls if needed.
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FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

MEMBERSHIP	Adopted <u>February 10, 2022</u>
	Commissioner <u></u>
	Attested <u></u>

Eligibility for Membership

To be eligible for membership an individual must be 18 years of age or older for a Firefighter. Members must have a valid driver's license if they are to drive the vehicles, and either live or work in the area. If a volunteer firefighter is on disability or temporary disability, they will not be allowed to participate until they are no longer on disability.

Any interested person may contact the Chief and fill out an application form and pass a physical and a background check requested by the Department. Applications will be kept on file by the Department.

Upon acceptance by the Chief, the applicant must sign a Volunteer Firefighter Agreement and Acknowledgement of Standard Operating Procedures. All personnel will be employees at will.

To Remain a Member of the Department

Each member must attend at least 10% of the training meetings, and all emergency calls that occur while the volunteer is in the District and that he/she is called to respond to in order to be eligible for the Board for Volunteer Firefighters Pension.

The Chief may grant excused absences. Members must attend 6 meetings to be eligible for the pension to be paid by the District.

Members not meeting the above requirements may be dropped from the roster.

Attendance will be reviewed by the Fire Chief at the end of each calendar year.

No member shall appear at any training meeting, or emergency situation under the influence of drugs or alcohol, or shall be guilty of conduct unbecoming a professional, or otherwise bring disgrace upon the Department.

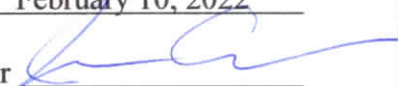

Dismissal From Department

Any member not performing in a satisfactory manner may be dismissed by the

Chief. Reasons for dismissal shall include but not be limited to: refusal to follow directions or orders, inability to get along with fellow firefighters, conviction of a gross misdemeanor or felony, or any nonprofessional conduct.

A member who has been dismissed may appeal to the Board in writing in ten days of dismissal. Upon appeal, the Board shall convene to hear the appeal and make the final ruling.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

DRIVING POLICY	Adopted <u>February 10, 2022</u>
	Commissioner 
	Attested 

Standard operating procedures declare that no member will be allowed to drive any Department vehicle who is under the influence of either alcohol or drugs.

No member shall be permitted to drive Department vehicles who has a class A violation within the past year or who has any combination of three class A or B violations.

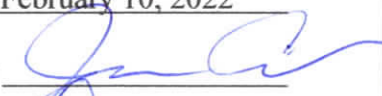

All drivers must have a valid driver's license for the class of vehicle for which they are operating.

All members shall take and pass an Emergency Vehicle Incident Prevention (EVIP) Class if required by state law.

When responding to, and parked at an emergency scene all vehicles will use emergency lights at all times. The siren will be used as necessary to warn other drivers. Speed limits and other traffic regulations may be violated ONLY when safety is not compromised. Only Department personnel shall be allowed to ride in or operate Department vehicles except with the special permission of the Chief. The final responsibility for the safe operation of Department vehicles rests with the driver. Always use good common sense. Remember: YOU MUST GET THERE BEFORE YOU CAN DO ANYTHING!!

The commissioners have determined that all fire personnel must be trained before they are allowed to drive any District 12 vehicles. The fire personnel will be required to go through a training course and drive the truck with the chief before they will be allowed to drive the truck for any reason.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

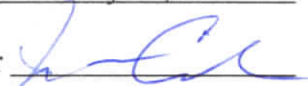

SMOKING POLICY	Adopted <u>February 10, 2022</u>
	Commissioner <u></u>
	Attested <u></u>

There shall be NO SMOKING in Department vehicles.

There shall be NO SMOKING at a vehicle accident scene within 100 feet of any damaged vehicle.

Any members wishing to smoke at an emergency scene may do so if they are not engaged in any official duties and remain clear of all emergency activities.


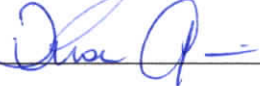
FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

DRUG AND ALCOHOL POLICY	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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Department members will not attend training or emergency functions who are under the influence of drugs or alcohol.

The first violation of this rule will result in a written warning and filed with the secretary of the board. The second violation of this rule will result in a suspension of upto 30 days with a written warning. The third violation of this rule will result in permanent dismissal from the Department with a written dismissal given the offender.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

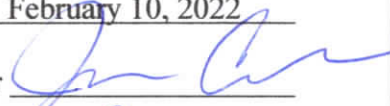

PAYMENT OF CLASS AND CONFERENCE FEES	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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Any meetings that personnel want to be reimbursed for must be approved by the chief prior to attending. All classes and anticipated expenditures must be approved ahead of time, in writing at a commissioner meeting. The fire district will pay class and conference fees if fees are required in advance of the meeting. If the fireman pays the fees, they will be reimbursed after the next regular commissioners meeting.

It will be the responsibility of the volunteer to attend the classes or conferences before receiving reimbursement for fees paid. Nonattendance will relieve the District of any obligation for the payment of fees. Copies of CEU's received from attendance must be given to the district.

The fire district will pay for EMS classes for personnel and when they have completed the class and passed the state and national registry, they will receive \$1500.00. A stipend of \$500.00 will be paid to the EMT after each (three-year) state certification cycle within the district.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

CREDIT CARD POLICY	Adopted <u>February 10, 2022</u>
	Commissioner <u></u>
	Attested <u></u>

The Fire Chief, EMS Chief, Assistant Chief and Secretary will be issued a credit card for district purchases.

No credit card shall be used for the personal benefit of any person. Any employee or official who violates this prohibition or who in any manner demonstrates a history of credit card misuse shall be barred from use of any district credit card. Any credit card charges which cannot be properly identified or which are not authorized shall be paid promptly by the user of the credit card.

The credit card limit for each credit card shall be up to \$3500, depending on position as determined by the board of commissioners.

The secretary shall promptly provide notice of any violation of the credit card policy. Such notice shall be provided to the commissioners. Upon receipt of notice of violation by an official, the commissioners may take such disciplinary action as it deems appropriate. They may deem it necessary to take the card from the employee if the violations continue.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

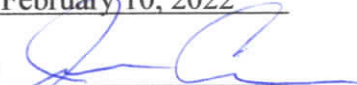

MILEAGE REIMBURSEMENT	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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After prior approval, the mileage paid for District activities will be determined by the number of people attending and the number of vehicles required. Mileage will only be paid for trips over thirty miles.

Special instances where only one or two people per car will be traveling will be considered on an individual basis.

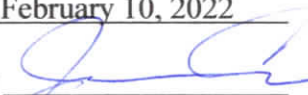

The rate of payment is the current IRS reimbursement amount.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

MAINTENANCE POLICY	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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It shall be the intention of the District to maintain all of its vehicles in a safe and ready status. Safety of operation shall be the overriding goal. It shall be the duty of the Captains to oversee this task. They shall establish a schedule of routine maintenance and notify the Commissioners of any major repairs that are needed.



FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

POLICY FOR THE CONTROL OF COMMUNICABLE DISEASES	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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The District practices universal precautions against the spread of infectious diseases. The District has a written protocol detailing these precautions and procedures. A copy of this document is available upon the request of any member of the District. A copy of this document is kept on file with the EMS Coordinator, which MUST be signed and dated by all EMS personnel.

Any gross contamination of any District personnel, with blood or other body fluids must be reported to the Medical Officer. This event will then be documented on the proper form.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

GENERAL RESPONSE PROCEDURES	<p>Adopted <u>February 10, 2022</u></p> <p>Commissioner <u></u></p> <p>Attested <u></u></p>
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All fire and EMS personnel, when responding to an emergency situation, will report to the station and don personal protective equipment before proceeding, except fire persons in outlying areas who are much closer to the emergency than to the fire station may go directly to the scene. One of the first volunteer firefighters or EMS personnel to arrive at the emergency will be the officer in charge and will assume that responsibility until relieved by a superior officer. All activity at the scene will be coordinated by the officer in charge.

All responses must be made consistent with district safety precautions. That is, a quick but safe response. Know the best route or designated route to the emergency scene. Monitor radio communications to ascertain vital information about conditions enroute, at the scene and possible assignments.

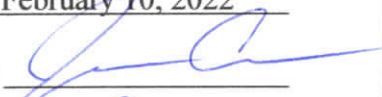
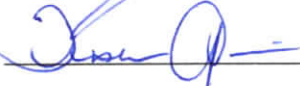
Always assume that other vehicles are unaware of your approach and drive defensively. Be extremely cautious at all intersections and high traffic areas.

Upon arriving at the scene, observe the overall area and try to quickly size up the situation. Place the apparatus so that they will not overly congest the scene or hinder the effectiveness of the action to be taken.

Any firefighter in a situation requiring the wearing of an Air-pak must be clean shaven.

All firefighters engaged in strenuous activities must limit their efforts so that they do not become overly fatigued. Firefighters must report to Rehab after the consumption of one air bottle to be monitored by EMS personnel for physical condition to comply with WISHA regulations. All firefighters are encouraged to self-monitor their own activities and their fellow firefighters for exhaustion.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

FIRE RESPONSE PROCEDURES	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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Structure Fires

All District equipment responding should have a minimum of two firefighters whenever possible that are wearing personal protective clothing. When responding to a structure fire, first priority must be to get firefighting apparatus enroute as quickly as possible. EMS vehicle shall proceed only when enough personnel have arrived to assure that fire apparatus are manned. The EMS vehicle will be taken to the scene by an EMT or available member of the department.

The officer in charge will make any request for mutual aid. This request will be specific as to the type of equipment and manpower needed.

The engine needs to have at least two or more fire personnel to respond.

Wildfires

The same procedures will be followed for wildfires with exception that the engines will not be responded initially, and then only by instructions of the officer in charge.

The pumper/tender can respond with one firefighter. It is not to be driven off road.

Vehicle Fires

The same procedures will be followed for vehicle fires as with structure fires. Personnel should be especially alert for any hazardous materials or hazardous conditions specific to vehicle fires.

Hazardous Materials Incidents (Haz-Mats)

The same procedures for getting vehicles enroute will be followed as for fires. All personnel will exercise extreme caution when approaching the scene. In these situations the Haz-Mat trained personnel will be responsible for the initial

evaluation and attack plan. Once it has been determined that Haz-Mats are involved the Spokane City Haz-Mat team shall be notified.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

EMERGENCY MEDICAL RESPONSES	Adopted <u>February 10, 2022</u> Commissioner <u></u> Attested <u></u>
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Vehicle Accidents

EMS personnel will report to the station to respond with the district truck and personal protective equipment to the scene. Additional units will be responded for traffic control as needed. The first EMS person on the scene will be in charge until the senior officer arrives. The first person on the scene will report the exact location of the incident and give a brief report on the nature of the situation such as number of vehicles involved, number of victims and extent of injuries.

Any requests for mutual aid will be made by the senior medical person on the scene or an officer.

Helicopters will be put on standby by Dispatch for all traffic accidents. Once on scene the lead EMS person or senior officer will determine the need for the helicopter and notify Dispatch to either launch or cancel the helicopter as soon as possible.

The district truck will respond to all traffic accidents for traffic control, Haz-Mat control and fire control or suppression. All personnel will wear personal protective clothing.

EMS personnel arriving by private vehicle will try to park their own vehicle in such a way as to minimize congestion and allow for the unobstructed flow of traffic.

All personnel will respond to EMS calls unless otherwise dispatched.

All personnel responding in their own vehicles will be responsible for their own vehicle and obey all speed and traffic laws while enroute.



Other EMS Calls

The response procedures for other EMS calls will be the same as for traffic accidents except that district truck will respond to all calls.

At a call occurring at a private residence, only 3 EMS personnel will enter the home unless extra help is needed. Any additional personnel will remain quietly outside the home until called or needed.

Same procedures will be followed for the response of the helicopter as for vehicle accidents.

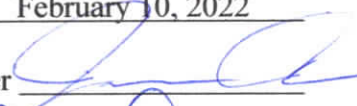

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

FIRE DISPATCH PROCEDURES	<p>Adopted <u>February 10, 2022</u></p> <p>Commissioner <u></u></p> <p>Attested <u></u></p>
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All dispatching will be done by The Combined Communications Center (CCC) operated by Spokane City Fire. Dispatch procedures will be as follows:

1. All vehicles will report: "(Unit #) leaving the station with (# of people) aboard"
2. Other responding personnel with radios shall monitor radio traffic for further information and transmit only if essential. This restriction is to reduce radio traffic as much as possible.
3. All District Vehicles and Officers will notify dispatch once they arrive on the scene. First unit on scene will report exact location and provide a brief summary of situation.
 - Officer in charge of scene shall report to Dispatch when other agencies arrive on scene, i.e. law enforcement, ambulance, mutual aid equipment, etc.
 - If all units clear the scene simultaneously the officer in charge will clear all units at once, otherwise each unit shall report clear of the scene as they leave.
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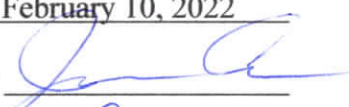

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

EMS DISPATCH PROCEDURES	<p>Adopted <u>February 10, 2022</u></p> <p>Commissioner </p> <p>Attested </p>
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EMS dispatch procedures will be the same as for fire responses except for the following minor changes:

1. If the district truck has not reported enroute within 5 minutes the officer in charge of the response will contact Dispatch with further instructions.
2. The first unit or person on scene will report to Dispatch as being “on scene.”
3. This first unit should give the exact location of the incident and a brief update as soon as possible.
4. REMEMBER – Never broadcast a patient’s name over the radio.

FIRE DISTRICT NO. 12 – STANDARD OPERATING PROCEDURES

PERIODIC REVIEW OF POLICIES & PROCEDURES	<p>Adopted <u>February 10, 2022</u></p> <p>Commissioner <u></u></p> <p>Attested <u></u></p>
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These policies and procedures shall be reviewed on an annual basis. Each January the Board Secretary shall place the review of these policies on the agenda of the Commissioners meeting. At this time the Board shall review and discuss any needed changes or additions to these policies.