

Langford Volunteer Fire Department

Standard operating guidelines
standard operating procedures

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Standard operating guidelines- are subject to change

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Failure to Follow the SOG/SOP manual can result in immediate disciplinary action or removal from the department.

JOB DESCRIPTION

DEPARTMENT: Langford Fire
Department TITLE: Firefighter
(Volunteer)

PHILOSOPHY STATEMENT:

The Department provides emergency services to the Town of Langford and its jurisdiction.

This Department is seeking individuals who are goal oriented, who value teamwork, who can accept changing duties, and who are multi-skilled and can perform a variety of tasks.

BEHAVIORAL COMPENTENCIES:

- Maintains confidentiality of work information.
- Demonstrates an ability to function successfully in a team environment. Demonstrates an ability to function on occasion with little supervision. Exhibits courteous and respectful treatment of customers.
- Displays a positive attitude and flexibility in changing situations.
 - Participates in identifying problems and suggesting solutions.
- Adhere to the Best Practices Manual as provided by this department.

GENERAL STATEMENT OF DUTIES:

This individual will perform various duties to include, but not be limited to firefighting (Structural & Wildland), search & rescue, hazardous materials responses, and some apparatus maintenance.

Applicants may be accepted on the department by the process of an interview, background check, medical physical, and acceptance through the Department Officers.

As a condition of acceptance as a volunteer on Langford Fire Department, all individuals shall try to successfully complete all training as possible by the Langford Fire Department.

All applicants who become members of the Langford Fire Department should become a certified firefighter as described in the Langford Fire Department. All training to reach certified firefighter status is provided at a local level.

SUPERVISION RECEIVED:

Duties will typically be performed under the direct supervision of their Chief or designee.

ESSENTIAL FUNCTIONS:

Firefighters are directly responsible to their Chief for the following:

- A. Participating in emergency responses, training and public education.
- B. Being prepared to temporarily assume the duties and responsibilities of driver, if necessary.
- C. Possessing thorough knowledge of the operation of the apparatus and equipment to which they are to use if necessary.
- D. Possessing thorough knowledge of the streets, hydrants, water sources, and target hazards.
- E. Maintaining and caring for all equipment assigned to them, their station and the apparatus.
- F. Performing other such duties as assigned.

WORK ENVIRONMENT:

Firefighting is a dynamic profession and individuals may at times be subject to hazardous environments due to the nature of the work. A member may also be subjected to extreme weather conditions.

PHYSICAL ABILITY:

A member may be required to exert 60 to 100 pounds of force occasionally, and/or frequent lifting of 50 pounds, and/or negligible amount of force constantly to move objects. Occasionally climbing a ladder or stairs may be necessary.

COMPENSATION:

As the title suggests, volunteer firefighters are not financially compensated for their services. Each volunteer firefighter is provided with all required firefighting equipment.

Incentive drawing

As an incentive to come to activities, events, and pages, each time a department member responds to a call, goes to training, meetings, fundraiser activities, and other fire department events/activities the members name is put into a bucket. At the end of the year a drawing will be held for a gun, gift card, prize, or multiple prizes will be awarded. Dollar amount for incentive drawing will be determined by the elected board members and be no more than \$_____.

DEFINITION OF TERMS

- A. Incident or Emergency Incident: Any situation that requires immediate action by the fire department to stop or reduce the loss of life and property.
- B. Incident Management System: The orderly system by which an incident is controlled or rendered safe.
- C. Incident Commander or "Command" (IC): The person responsible for putting a plan in action to control an incident.
- D. Best Practices: Practices to be followed by fire department personnel unless a unique situation calls for deviation from normal operations. Deviating from the best practices is the sole responsibility of the person who does so or orders it done.
- E. Hazardous Environment: Products of combustion or gases in the atmosphere. May be used to describe an entire incident. Also includes fumes from a hazardous chemical or mixture of chemicals.
- F. Come In Easy: Command given to all responding apparatus and firefighters by 1st officer on the scene after a determination has been made, beyond a reasonable doubt, that the call does not need an emergent response.
- G. Emergent: To respond with lights and sirens to an incident.
- H. Non Emergent: The incident has been determined not to be an emergency. If response is still needed it will be without lights and sirens.

Responding to the page

1. When responding to a page, firefighters should report to the fire hall and leave with vehicles in this order. **NEVER LEAVE ALONE**

Grass, field, vehicle/equipment fire

- 1st out is grassland 1 - minimum of 2 members before leaving
- 2nd out is grassland 2 - minimum of 2 members before leaving
- 3rd out is freightliner tanker
- Pumper and extra ford tanker leave as needed

Structure fire

1. 1st out is grassland 1- minimum of 2 members before leaving
 2. 2nd out is pumper – minimum of 2 members before leaving
 3. 3rd out is freightliner tanker
 4. 4th out is Grassland 2
 5. and extra ford tanker leaves as needed
 6. In most cases North Marshall should be called for help if responding to structure fire
2. When responding to a page, firefighters in private vehicles shall not pass other firefighter vehicles or fire apparatus, and should yield to all responding apparatus.
 3. Firefighters arriving at an incident in private vehicles, unless involved in the initial attack, should report to their assigned apparatus or incident designated staging area.
 4. Private vehicles must be parked clear of the incident; **i.e., one block away**
 5. After arrival, firefighters should place one of their accountability tags on a fire apparatus on the scene or check in with the Chief to make sure everyone on scene is accounted for at the end of the day.
 6. **Blue lights on private vehicles afford drivers no traffic privileges.** They are requests for the right of way only. Failure to obey all traffic laws may subject you to criminal action by law enforcement and to departmental disciplinary action. If during the response to a call, the “Come In Easy” command is given, firefighters in private

vehicles should continue to respond to the scene, but without blue lights flashing and obeying all traffic laws.

7. **Private vehicles are not to use four-way flashers when responding to a page** (their use makes it impossible for you to signal a turn).
8. No firefighter shall operate any department vehicle or participate at an incident while under the influence of any intoxicant. A firefighter suspected to be under the influence of any intoxicant at an incident will be removed from the incident.

Driving to and from the scene

1. **First vehicle out the fire hall needs to call Marshall county dispatch 605-448-5181** and say Langford fire department in (Grassland 1) is leaving the fire hall to the scene.
2. No firefighter shall be permitted to operate any fire department vehicle without a valid South Dakota Driver's license.
3. Apparatus responding emergent to a page should sound all audible warning signals and display all warning lights.
4. Apparatus should respond to an incident with lights and sirens only if there is a minimum of two firefighters in the vehicle. If only one firefighter, apparatus should respond non emergent unless authorized by Incident Command or chief officer.
5. Apparatus operating in the above condition may disobey traffic regulations if operated in a reasonable and prudent manner. Apparatus drivers may disregard a traffic control device such as a stop light only after the operator is assured that the roadway is clear.
6. Apparatus responding to a page should not pass other responding apparatus except under unusual circumstances, and then only with the permission of the lead apparatus.
7. When Command advises that an incident is under control and units are to "Come in Easy" emergency vehicles will continue to respond but should discontinue use of audible and visual warning devices and obey all laws and traffic warning devices while continuing to the scene. Once at the scene and parked, visual warning devices will be reactivated until released by command.
8. Riding on the tailboard of all apparatus is not permissible.
9. When an apparatus is being backed, a firefighter serving as a spotter should be at the rear of the vehicle, visible to the driver and make sure the area is clear.

10. When an apparatus is operating at an emergency incident or training activity in an area of public access, all visual warning devices should be used.
11. The headlights of all fire department apparatus should be lighted whenever the apparatus is in motion.
12. Emergency vehicle operation requires that the apparatus be driven close to the center line, over the center line or in the left turn lane as traffic dictates. No vehicle should be overtaken on the right side of any roadway.
13. Seat belts should be worn by all occupants.
14. No use of Cellphones by the driver while the vehicle is in motion
15. When leaving the scene make sure someone calls dispatch and say department is leaving back to fire hall.

How to respond

1. First due engine responds directly to incident. First due engine typically sets up on address side or in an area directed by command and is the best tactical position of the apparatus. Typically the first due engine is considered the “fire attack” engine.
2. Second due engine provides support to the first due engine. The second due engine typically provides a water source to the first due engine. Once water supply is set up, second due engine will locate in an area that is the best tactical position. This may include stand by in the event of a second alarm at a different location.
3. Third due engine will typically maneuver to the opposite side of the structure of the first due engine if possible unless otherwise directed by the incident commander. Third due engine may have tactical assignments that could include exposure protection, firefighting, stand by etc.
 - a. Note...If responding to a structure with a sprinkler system and/or standpipes, the third due engine will provide support at the fire department connection.
4. Fourth due engine provides support to the third due engine. The fourth due engine typically provides a water source to the third due engine if directed. Once water supply is set up, fourth due engine will locate in an area that is the best tactical position. This may include stand by in the event of a second alarm at a different location. The fourth due engine should refrain, if possible, from removing tools and equipment from their apparatus. The fourth due engine should be available for a 2nd alarm if needed.
 - a. Note...If responding to a structure with a sprinkler system and/or standpipes, the fourth due engine will provide support at the opposite side of the structure of where the first due engine if possible.

5. Truck should report to the front of the structure unless otherwise directed by the incident commander. Truck will provide aerial support as needed.
6. Rescue truck will typically locate close to the incident scene but allow enough space for truck and the engines to complete assignments.
7. No firefighter shall be permitted to operate any fire department vehicle without a valid South Dakota Driver's license.
8. Firefighters keep their protective clothing at the fire hall in designated lockers in the building.
9. When responding to a page, private vehicle headlights should be lighted and seat belts should be worn by all occupants of the vehicle.

Accountability

1. All personnel arriving on scene should remove one helmet accountability tag and place on the driver's side mirror of an apparatus.
2. All personnel making entry into a structure should provide their second accountability tag to the door manager. The accountability tag should be returned to the person that made entry after they exit the structure. Use the buddy system
3. If a PAR (Personnel Accountability Report) is requested by command, personnel will need to report to the apparatus they initially placed their accountability tag. The apparatus operator will need to ensure all personnel that tagged in at their apparatus are accounted for. Any personnel that have not been accounted for should be relayed to command immediately

Fire hose deployment

1. An initial attack requires a minimum of two (2) 1 ½ " lines with a pump pressure of 100 lbs (this pressure can be adjusted as needed depending on the incident) Consideration should be given for one (1) 2½" line charged for additional backup.
2. Never use the rubber hose on Grassland 1 and grassland 2 for inside a structure fire. This type of hose will get destroyed.
3. One 1 ½ line is for the initial attack team. One 1 ½ line is for the back-up team (2 in 2 out rule).
4. Attack lines of 1 ½" should have a minimum of two firefighters on each line if advancing.
5. Lines of 2½" should have a minimum of three firefighters on each line if

advancing.

6. All nozzles on all lines must be pre-set at maximum gallonage following an incident. Nozzle firefighter may adjust gallonage settings as the incident dictates.
7. Large diameter supply hose should be laid as close to the curb as possible in order to maintain a clear roadway for additional apparatus.

Attack plan and tools

1. The interior attack team should not make entry until directed by the Incident Commander. The Incident Commander may determine to use an offensive, transitional, or defensive tactical attack depending on fire and structure conditions.
2. A backup team should be in place at the point of entry prior to the interior attack team making entry. The backup team should provide protection at the point of egress for the interior attack team.
3. Personnel controlling access (door manager) to monitor accountability in the structure should be assigned prior to the interior attack team making entry. The door manager will collect accountability tags of anyone entering the structure. Anyone exiting the structure should report to the door manager to collect their accountability tag.
4. The interior attack team should have the following equipment prior to making entry.
 - a. Hand line (minimum of 1 ½”).
 - b. A minimum of one radio per team but should consider providing a radio to every member of the entry team if available. Radio Communications set to PFD Simplex.
 - c. Halligan and Axe.
 - d. Thermal Imaging Camera.
 - e. Hand lantern.
 - f. Other tools as needed
5. The interior team should open the nozzle to ensure proper water flow and nozzle adjustment prior to entering.
6. The interior team should ensure their radio communications is working properly by testing through command prior to entry. A simple radio test could be “command...interior...radio test.”
7. Interior search patterns should be to the right and proceed in a counterclockwise manner unless the incident dictates an alternate search pattern. The interior team should report any change to the search pattern immediately to the incident

commander. Progress should be relayed periodically (every 3-5 minutes or sooner if needed) to the incident commander.

8. The incident commander may consider positive pressure ventilation as part of the interior attack. Any ventilation tactics must be coordinated with the interior team and ordered by the incident commander or designee.

Wildland urban interface

1. The incident commander (IC) or designee should advise if structure protection is needed during a wildland incident. The IC or designee should provide a location or general area where structure protection resources are needed.
2. A structure engine should respond (if safe and accessible) to the designated location. Each engine should have a minimum of 3 firefighters for structure protection operations.
3. A structure engine should never leave a designated roadway unless otherwise directed by the IC or designee.
4. The structure engine should be positioned in a “safety zone” and facing outwards towards a point of egress. A safety zone could include a noncombustible surface such as gravel, pavement, concrete, bare dirt used as a drive path, etc.
5. Firefighters duties should include:
 - a. Establish a safe and secure staging area for your apparatus and firefighters.
 - b. Ensure all apparatus are parked a distance (100 feet) from combustible items.
 - c. Check structures for occupants but should not be entered unless absolutely necessary.
 - d. If a structure catches fire, no interior firefighting should be conducted until proper resources are on scene and directed by the IC or designee. Exterior fire suppression operations of the structure can be conducted if safe.
 - e. Defend the structure (not attack the main fire)...If it is not safe to defend, Drive Away.
 - i. Do not stretch hundreds of feet of line and attack the main fire. Use only enough hose to reach the side of the structure opposite the engine or the area you plan on defending.
 - ii. A safe tactic is to use no more than $\frac{1}{4}$ of your water supply to wet down the area the fire is advancing towards and then wait on the opposite side of the structure until the main fire passes through.
 - iii. Check the structure after the fire passes and extinguish any

remaining fire.

6. If the above conditions cannot be met, firefighters should locate to an area where they can provide a proper defense (not all structures can be defended).

Mutual Aid

1. The following assignments have been designated to the companies of the Langford Fire Department. These assignments may change as the Officer in Charge of the Langford Fire Department determines necessary. All mutual aid requests not covered under this best practice will be determined by the officer in charge.
2. In the event another department requests one additional engine, the automatic engine response will be Grassland 1 and personnel. In the event they do not have enough personnel to support the engine, the officer in charge may request additional personnel and equipment.
3. In the event Fire Department requests an engine for water supply or fire suppression, Grassland 1 and freightliner Tanker will be automatic response. In the event they do not have enough personnel to support the mutual aid request, the officer in charge may request additional personnel and equipment.
4. Britton will be paged to come to most structure fires

Specialty responses

1. Not all rescue members have training in the various disciplines noted below. Members should not place themselves in a position that they are not comfortable with or not properly trained. Full proper PPE should be used when working any incident. Rescue may not always have the available resources for a full response.
2. Rescue is equipped with specialty equipment to respond to incidents that may occur rarely. These incidents include but are not limited to the following:
 - a. Trench Collapse
 - b. Confined Space
 - c. Grain Bin
 - d. Rope
 - e. USAR-Urban Search and Rescue
 - f. Land Search
3. The commanding officer should coordinate the response and order additional resources as needed.

Funeral

In the event of a death of a former or past member of the Langford Fire Department the chief may organize a local funeral response based on the family's wishes. Response may include:

1. In the event of a death of a former or past member of the Pierre Fire Department the chief may organize a local funeral response based on the family's wishes. Response may include:

- Honor Guard before service or at prayer service. This service is typically only provided for Chiefs, Past Chiefs, Line Of Duty Deaths, and current members.
 - Have Honor Guard outside after services. The honor guard should line-up in a gauntlet style if possible close to the vehicle transporting the fallen member. Honor guard will salute as the casket is brought out and placed in the transport vehicle.
 - Block intersections in route to cemetery.
 - Escort funeral procession with fire truck or department apparatus.
 - Have his or her company fire truck draped with black cloth at entrance of cemetery and/or have an engine equipped with a "Q" Siren at this location.
 - Have Pierre and Ft. Pierre Ladder Trucks at entrance of cemetery. This service is typically only provided for Chiefs, Past Chiefs, Line of Duty Death, and current members.
 - Available members stand in formation at graveside to provide a final salute during last call.
 - Have truck siren ("Q") blow (last call) after service at cemetery.
1. In the event of a death outside the local area which may involve a member, former member, or firefighter from another department, response may be directed from a chief officer.
 2. Any funeral response not addressed above should be at the discretion of a chief officer.

Pump truck operator

1. The pump operator should have the ability to operate their assigned apparatus which includes: tying to a hydrant, engaging the pump, setting and running the pump, distributing water as called for, and the ability to interpret all actions at the

- pump panel.
2. The Company Captain or his/her designee should be at the pump panel to witness this test. The personnel witnessing the test should lend no aid except to prevent injury or damage to equipment.
 3. The test should include the following items:
 - a. Engage the pump.
 - b. Pull all speedlays and set up master stream (does not need to be done by the pump operator).
 - c. Charge all speedlays (one at a time) to 120 PSI.
 - d. Open the hydrant intake valve.
 - e. Charge master stream to 100 psi.
 - f. Top speedlay has burst...shut down.
 - g. Shutdown master stream.
 - h. Hydrant has failed...shut down and run off tank water only.
 - i. Shut down remaining speedlays.
 - j. Shut down pump

Duties

Members should (if able) participate in any function in which the Langford Fire Department is represented including, but not limited to:

1. Fundraisers such as raffle sales, game nights, or other fundraiser activities
2. Fire Prevention activities
3. Fire schools and academies held in the Town of Langford
4. Picnics, awards banquets, and other social events

Training

1. Special member meetings may be called by the fire chief to discuss membership, training, etc.
2. Members should attend as much training as possible as long as it does not interfere with family or their employment. Attending the monthly department training and meetings is strongly encouraged.
3. Members should attend South Dakota Certified Firefighter Courses.

Standard operating procedures

PPE supplied by the department

1. Anyone on the fire ground should be in full protective clothing: bunker pants and coat, boots, helmet, nomex hood and gloves unless otherwise directed.
2. No firefighter should enter a hazardous environment (products of combustion, etc.) without **up to date** full protective clothing, self-contained breathing apparatus (SCBA) and a charged hose line. This includes ventilation, attack, rescue and overhaul.
3. Rescue members should ensure full protective gear while on incidents. Full protective gear for non-fire emergencies could include light weight rescue protective clothing.
4. Donning (putting on) PPE while responding in any apparatus should be avoided. PPE should be donned before boarding the apparatus or once on scene.
5. Each firefighter is responsible to ensure his/her gear is clean and in good condition. Any issues with PPE should be reported to their captain or chief.
6. No firefighter should outfit their bunker gear with any non-fire related equipment unless approved by a chief officer. Helmet stickers are not allowed on helmets. Helmets are allowed to have the name of the firefighter on the back and company designation on the front.
7. Firefighters wanting to purchase their own PPE and not use department issued gear should seek approval from a chief officer

Log Book

Functions, meetings, trainings, and fire call attendance/ report of each member maintained either electronically or on paper shall be submitted to the Fire Chief on a monthly basis. Attendance reports will be used for the attendance drawing at the end of the year.

Vehicles leaving for the scene in this order!

Grass/field or vehicle/equipment fire

- 1st out is grassland 1 - minimum of 2 members before leaving
- 2nd out is grassland 2 - minimum of 2 members before leaving
- 3rd out is freightliner tanker
- Pumper and extra ford tanker leave as needed

Structure fire

7. 1st out is grassland 1- minimum of 2 members before leaving
8. 2nd out is pumper – minimum of 2 members before leaving
9. 3rd out is freightliner tanker
10. 4th out is Grassland 2
11. and extra ford tanker leaves as needed
12. Most cases North Marshall should be called for help if responding to structure fire

Controlled Substance Use

1. No drug or alcohol use is permitted while associated with Langford Fire Department.
2. Any member giving reasonable suspicion of drug or alcohol use is subject to an arbitrary Non-Warranted Urine or Preliminary Breath Test. Refusal of testing will result in immediate termination from the program.
3. Any prescription drug use shall be reported to the Langford Fire Chief for immediate documentation.
4. Confirmed drug or alcohol use by any member may result in immediate termination.

Social Media/ Press Media/ Media in General

1. Members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act either on or off duty to bring reproach or discredit upon the department or its members.
2. No Member is permitted to harass, abuse, or threaten anyone on any social media website or application.
3. No Member is permitted to impersonate a firefighter.
4. No Member is permitted to impersonate a Law Enforcement Officer, Trooper, Constable, Deputy, or Agent.
5. No Member is permitted to share, discuss, post, or otherwise convey information or images of any emergency incident or incident scene without written consent of the

Langford Fire Department.

6. Fire department members are not allowed to talk to the media. Commenting is for the CIO (Chief Information Officer)

General Conduct

1. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act either on or off-duty to bring reproach or discredit upon the department or its members.
2. Members shall refrain from conducting themselves in a manner or be party to any act that would tend to impair the good order and discipline of the department.
3. Members shall not, while on or off-duty use the badge, uniform, or prestige of the fire department for personal advantage or gain.
4. Members shall not use obscene, uncivil, or loud and boisterous language at fires, in quarters, or while engaged in events in which the department is represented.
5. All injuries, regardless of how minor or seemingly trivial, shall be reported up the chain of command to the Chief and documented in the members logbook.

Election of Officers

Officers are elected yearly at the December meeting of the year and take office at the January meeting.

- At the meeting nominations will be taken for elected positions.
- Nominees must be present to be voted on. (unless prior approval is accepted by the chief and other elected officials.)
- If no nominees are offered a vote still needs to be taken for the existing person to carry on with their previous elected duties.
- Positions are to be elected by a sealed vote with majority of votes tallied to be new elected position
- Rank of elected officers and duties are as followed and described below. These are to include but not limited to:
 - Chief- over sees all aspects of department, 1st in command at the scene, leads and conducts meeting, in charge of trainings, delegates duties as they see fit.
 - Assistant Chief- Head of maintenance, make sure department is kept in neat and tidy order, make sure gear is up to date assist in chief duties
 - Treasury/secretary – Manage department funds, keep track of department documents, need to take good notes when necessary at meetings, and take/keep notes and records for the

fire department

- CIO (chief Information officer) – Run the social media page, post pictures and post about upcoming events. Talked to all media outlets about trainings, meetings, department pages, etc:

Meetings

Meetings are to be held on the last Monday of the month unless otherwise notified.

- Meetings will be posted on social media page and members will be notified of upcoming meetings/training
- At each meeting engine powered equipment should be started and ran to ensure proper function and checked for issues. Any maintenance preformed needs to be documented and given to the chief. Trucks need to be taken for a drive out of town and back at least once every 6 months (April and October) to ensure they are fully functional.
- Air tanks and breathing apparatus need to be checked for battery life and make sure they all function monthly
- **Any member who misses twelve consecutive monthly meetings and or trainings can be subject for removal.**
- To make changes, additions, subtractions and exemptions to the SOG/SOP manual for the department it will require _____of members present. A simple anonymous sealed vote will be taken and majorities vote decides.

Entry to the building/ keys

The elected Chief will distribute a key to each of the fire department members to gain access for when a page is sent out.

If a member is no longer part of the department for any reason it is the chief's responsibility to recover the key and change the door code on the North side of the Fire Hall.

If abuse of the key or the North door code is found to be happening the elected Chief needs to be notified and disciplinary action could be required or all together removal of the code door access.

Reimbursements

- Reimbursement forms can be retrieved from and returned to the current elected Department Chief or the Treasurer. Proof of receipt, mileage, and/or overnight training/agenda are required for disbursement of any reimbursement money.
- The elected officials reserve the right to adjust these at any given time and said rules for reimbursements are subject for change on a case by case basis as long as there is a full approval by the elected officials.
- Reimbursement money isn't guaranteed same day nor to be given in advance and is to be given to requesting individuals at the next regular scheduled monthly meeting.
- The list below is what qualifies for a reimbursement and the dollar amount. Subject to change on a case by case basis.
 1. If a member drives his/her own personal vehicle to retrieve department equipment, gear, or trucks the vehicle owner is entitled to \$0.575 cents per mile
 2. If a member drives his/her own personal vehicle to trainings and has more than 2 department members in the vehicle they are also entitled to \$0.575 cents per mile.
 3. Any department member going on an overnight stay for training or retrieving department equipment is entitled to \$25 a day per diem for meals.
 4. A reimbursement for supplies bought by a department member requires a copy of receipt from the store.

Audio, video, and photography

1. Under no circumstances shall members be allowed to use a personal camera, video recorder, helmet cam, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while in the course and scope during emergency responses, unless authorize. Authorization shall be on a case by case basis.
2. All scene audio, video, photography, and/or electronic imaging shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of the Incident Commander, using approved equipment.
3. No audio, video, photography, and/or electronic imaging containing individually identifiable patient information shall be taken.
4. Any audio, video, photography, and/or electronic images taken in the course and scope of duty are the sole property of the Langford Fire Department. This includes any images taken with a member's personally- owned camera, cell phone camera,

or any other digital imaging device. Audio, video, photography, and/or electronic images taken at emergency scenes may be considered evidence, and therefore, the Department has a legal obligation to maintain this data.

5. Designation of members will be done by a Chief Officer for the sole purpose of a fire department photographer and managing Langford Fire Department social media sites. These designated members will be allowed to post photos and information that is not detrimental to the victim, community, Langford Fire Department, etc. These privileges can be revoked by a Chief Officer at any time if necessary.
6. Members may post photos of training events, fire prevention activities and other non-emergent events as long as the photos are in good taste and are not detrimental to the members, Langford Fire Department, community, etc.
7. Audio, video, photography, and/or electronic images required and taken by the Department for the official purpose of documenting membership, qualifications, and/or accountability are not included in this guideline.
8. Violation of this guideline, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.

Use of Fire Hall

The fire hall may be used for other activities besides just the fire department. Prior approval is required from the Chief and potential special agreements might need to be arranged ahead of time.

1. Use of these facilities is a privilege not a right.
2. Failure to follow this practice may result in revocation of this privilege from all members.
3. Use of the facility is for fire department or city business only unless prior arrangements are made with the fire chief.
4. The Fire Chief may suspend the privilege for cause.
5. Langford Fire Department and Town of Langford use supersedes all other use of this facility.
6. In the Event of a fire page all other parties besides the department are to evacuate the premises until the department is done with their duties.
7. Any non-department related vehicles or materials will not be left in the fire hall without prior permission from one of the elected officials.
8. The Fire Hall will be kept clean and in good order during and after the use of the facilities (i.e. squeegee the floor, clean up spills, take out excess garbage, etc.)
9. Children must be supervised at all times.

10. USER AGREES TO INDEMNIFY AND HOLD THE LANGFORD VOLUNTEER FIRE DEPARTMENT, TOWN OF LANGFORD, AND ITS OFFICERS AGENTS AND EMPLOYEES HARMLESS FROM ANY AND ALL LIABILITY, DAMAGES, ACTIONS, CLAIMS, DEMANDS, EXPENSES, JUDGEMENTS, FEES AND COSTS OF WHATEVER KIND OF CHARACTER, ARISING FROM, BY REASON OF, OR IN CONNECTIONS WITH THE USE OF THE FACILITIES DESCRIBED HEREIN. IT IS THE INTENTION OF BOTH PARTIES THAT THE LANGFORD VOLUNTEER FIRE DEPARTMENT, TOWN OF LANGFORD, AND ITS OFFICERS, AGENTS, AND EMPLOYEES SHALL NOT BE LIABLE OR IN ANY WAY RESPONSIBLE FOR INJURY, DAMAGE, LIABILITY, LOSS OR EXPENSE RESULTING TO THE USER AND THOSE IT BRINGS ONTO THE PREMISES DUE TO ACTIONS, MISHAPS, MISCONDUCT, NEGLIGENCE OR INJURIES, EITHER IN PERSON OR PROERTY.

Parade use

1. Any member participating in a local parade should request permission from their captain on use of apparatus.
2. **No candy or other items should be distributed from any large apparatus** ie: pumper or tanker. This is due to the blind spots around the vehicles and the children being in close proximity. Candy and other items can be distributed from foot or smaller apparatus such as pickup, golf cart, etc.
3. Large participation with full dress and props for parades may be ordered by a chief officer.

Fire department property - Acquisitions, Disposals, and Exchanges

- Property acquired by the fire department needs to be declared surplus in a department meeting before it can be disposed of.
- Value needs to be agreed upon with majority approval with members present at a regular meeting.
 1. Property that **doesn't** need to be surplus: garbage and equipment that doesn't exceed a value of \$50.00
 2. Property that **needs to be** surplus before removal: office equipment, department gear, department supplies, still useable equipment, trucks, or any equipment that still holds a value of over \$50.01
 3. Once equipment is surplus it is either open for sale on auction, sealed bids, or first come first serve until sold.
 - Elected board members have the right to reject any and all bids if they feel

the bids are not satisfactory or if they believe an agreement has been entered into to prevent competition.

- Fire department property that was purchased by or with any city, state, or any other form of local government money needs to be surplus and sold following “South Dakota Local Government Guide for Acquisitions, Disposals, and Exchanges”
 1. Questions to this guide may be answered to the Langford Finance Officer and the Fire Chief.
 2. Any surplus items fitting these criteria need to be on the Town of Langford Board meeting agenda. Board meetings are usually held on the 2nd Tuesday of the month; agenda items must be provided to the finance office no later than 24 hours before the meeting is to be added to the agenda. If late, it has to wait until the next city meeting/agenda
 3. Selling by sealed bids
 - The governing board shall give notice of the sale of all surplus property appraised in excess of \$500 by publishing notice of such sale at least 10 days prior to sale. Advertisement must be published twice prior to opening of sealed bids. First publication needs to be in the entity’s official newspaper; however the second can be in any other newspaper in the state.
 4. Sealed bids
 - Sealed bids received on the surplus property shall be filed with the fiscal officer of the political subdivision and shall be opened at a governing board meeting at the time specified in the notice required by § 6-13-4, or the governing board may designate an official of the political subdivision and a witness to open all bids before the meeting of the governing board as specified in the notice required by § 6-13-4. The governing board may reject any and all bids. However, if the governing board accepts a bid, it must be the bid of the highest bidder. If no bids are received, the governing board may have the surplus property reappraised pursuant to 6-13-2, or may, within twelve months thereafter, sell the property at private sale for not less than ninety percent of the appraised value without further publication or appraisal. (SDCL 6-13- 5) I
 5. Auction
 - - In lieu of sealed bids the governing board may sell surplus property at auction. Such governing board shall advertise such auction by publication in the official newspaper for at least once each week for two consecutive weeks with the first publication no less than 10 days prior to the sale. The first publication has to be in the entity’s official newspaper; however, the second publication can be in any other newspaper in the state. (SDCL 6-13-6, 6-13-4) If a governing body sells real property by public auction or through a real estate broker, the governing body shall give notice of the sale of the real property and the

appraised value of the real property from the appraisal report on file with the fiscal offices of the governing body as required by § 6-13-4. (SDCL 6-13-5.2)

6. Selling by first one to give money (value is less than \$500.00)
 - Items need to be appraised by 3 real property owners; if the money offered exceeds the appraised value then Item can be sold. If item is being sold for less than appraised value an explanation needs to be made on why it is being sold less than appraised value
 - Real property owners are people from the Town of Langford, or one of the Township property owners in the Langford Fire Department jurisdiction that are not tied to the fire department or city council.
7. Proceeds
 - All revenue accruing from the sale of surplus property shall be paid into the treasury of such political subdivision and credited, at the discretion of the governing board, to the Fire Dept line item within the General Fund.
8. Rejection of Bids
 - The purchasing agency has the right to reject any and all bids if they feel the bids are not satisfactory or if they believe an agreement has been entered into to prevent competition.
9. Please refer to pages 16-19 of the “South Dakota Local Government Guide for Acquisitions, Disposals, and Exchanges”
10. A copy of the “South Dakota Local Government Guide for Acquisitions, Disposals, and Exchanges” will be with the Chief. The City Finance Officer will work with the Fire Dept regarding questions or concerns.

Use of Fire Hall Agreement

The fire hall may be used for other activities besides just the fire department. Prior approval is required from the Chief and potential special agreements might need to be arranged ahead of time.

1. Use of these facilities is a privilege not a right.
2. Failure to follow this practice may result in revocation of this privilege from all members.
3. Use of the facility is for fire department or city business only unless prior arrangements are made with the fire chief.
4. The Fire Chief may suspend the privilege for cause.
5. Langford Fire Department and Town of Langford use supersedes all other use of this facility.
6. In the Event of a fire page all other parties besides the department is told to evacuate the premises until the department is done with their duties.
7. Any non-department related vehicles or materials will not be left in the fire hall without prior permission from one of the elected officials.
8. The Fire Hall will be kept clean and in good order during and after the use of the facilities (i.e. squeegee the floor, clean up spills, take out excess garbage, etc.)
9. Children must be supervised at all times.
10. USER AGREES TO INDEMNIFY AND HOLD THE LANGFORD VOLUNTEER FIRE DEPARTMENT, TOWN OF LANGFORD, AND ITS OFFICERS AGENTS AND EMPLOYEES HARMLESS FROM ANY AND ALL LIABILITY, DAMAGES, ACTIONS, CLAIMS, DEMANDS, EXPENSES, JUDGEMENTS, FEES AND COSTS OF WHATEVER KIND OF CHARACTER, ARISING FROM, BY REASON OF, OR IN CONNECTIONS WITH THE USE OF THE FACILITIES DESCRIBED HEREIN. IT IS THE INTENTION OF BOTH PARTIES THAT THE LANGFORD VOLUNTEER FIRE DEPARTMENT, TOWN OF LANGFORD, AND ITS OFFICERS, AGENTS, AND EMPLOYEES SHALL NOT BE LIABLE OR IN ANY WAY RESPONSIBLE FOR INJURY, DAMAGE, LIABILITY, LOSS OR EXPENSE RESULTING TO THE USER AND THOSE IT BRINGS ONTO THE PREMISES DUE TO ACTIONS, MISHAPS, MISCONDUCT, NEGLIGENCE OR INJURIES, EITHER IN PERSON OR PROPERTY.

Individual, Organization, or business _____ have read, accept, and fully understand the terms to using the Fire Hall.

Signature: _____

Date: _____

People present: name/signature _____

Reimbursement Form

Date: _____

Member name: _____

Qualifications for reimbursement

- The list below is what qualifies for a reimbursement and the dollar amount. Subject to change on a case by case basis.
 1. If a member drives his/her own personal vehicle to retrieve department equipment, gear, or trucks the vehicle owner is entitled to \$0.575 cents per mile
 2. If a member drives his/her own personal vehicle to trainings and has more than 2 department members in the vehicle they are also entitled to \$0.575 cents per mile.
 3. Any department member going on an overnight stay for training or retrieving department equipment is entitled to \$25 a day per diem for meals.
 4. A reimbursement for supplies bought by a department member needs a copy of receipt from the store to get any reimbursement.

Odometer start: _____ - Odometer end: _____

= _____ x \$ _____ per mile = _____

_____ Days overnight x _____ per day per diem

= _____ total

Per diem _____ + Mileage _____ = Total paid: _____

Reimbursement money isn't guaranteed same day nor to be given in advance and is to be given to requesting individuals at the next regular scheduled monthly meeting.

Member Signature: _____

Treasure: _____

Fire Chief: _____

Langford Volunteer Fire Department SOG/SOP manual acceptance form

Date: _____

Current Elected officials and _____ department members present at _____ regular meeting have chosen (in present majority vote) to adopt/accept changes to the Langford Volunteer Fire Department SOG/SOP manual.

Chief: _____ Assistant Chief: _____

Treasure/Secretary: _____ Chief Information Officer: _____

I _____ have been offered a copy, read through, fully understand, and accept the Langford Volunteer Fire Department SOG/SOP manual.

Signature: _____ Date: _____

I _____ have been offered a copy, read through, fully understand, and accept the Langford Volunteer Fire Department SOG/SOP manual.

Signature: _____ Date: _____

I _____ have been offered a copy, read through, fully understand, and accept the Langford Volunteer Fire Department SOG/SOP manual.

Signature: _____ Date: _____

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Signature: _____ Date: _____