Montana Heritage Commission
300 ½ West Wallace St.
P.O. Box 338
Virginia City, MT 59755
Phone: 406-596-5655
mhc@mt.gov

Lease Application

1. Applicant Contact Information

Business Name: **_Virginia City Rural Fire District**

Primary Contact Name & Title: **Butch Frediani, Chief**

Mailing Address: **316 Wallace St, Virginia City, MT 59755**

Phone / Email: **775-690-8918 / vcfiredepartment@gmail.com**

Best Method & Hours for Contact: **email**

2. Property Interest

Which location(s) are you interested in? 45.29868,-111.95483 See attached map

3. Business Description

Brief overview of your business or proposed use: Volunteer Fire Department serving the Virginia City and Nevada City areas as the first responders

Proposed Days and hours of operation: 24 hours/7 days per week 365 days per year

Estimated start (and closing) date / season: Currently in operation, operating perpetually

4. Relevant Experience & Background

Business owners / managers – background & qualifications: List any similar businesses operated (include location & dates):

N/A – All participants in this application are volunteers dedicated to the operation of the Virginia City Rural Fire Department (VCRFD). The department is staffed and supported by individuals committed to its Vision, Mission, and Shared Values, including:

- Protecting life, property, and Virginia City's unique historical heritage
- Upholding integrity, accountability, and excellence in public safety services
- Ensuring community-focused fire prevention, emergency response, and resilience

VCRFD personnel complete all required state and federal training, operate under established Standard Operating Procedures (last updated January 2021), and are guided by strategic plans and governance structures approved by the Board of Trustees.

No commercial or private businesses are operated by the applicants in relation to this request.

Have you worked in or around historic properties? ☒ Yes ☐ No – If yes, describe your experience:

Members of the Virginia City Rural Fire Department are also residents, property owners, and stewards of Virginia City's historic legacy. Many have renovated, restored, or constructed buildings in full compliance with the Virginia City Design Review Guidelines and applicable historic preservation standards.

- This experience has given department members a deep understanding of:
- The architectural character and significance of Virginia City's historic district
- The design and material requirements for working within protected viewsheds and historic zones
- The review processes of both the Town of Virginia City and the Montana State Historic Preservation Office

Their personal investment in preserving the town's historic integrity directly informs the department's approach to planning this fire hall — ensuring it complements the community's character while serving urgent public safety needs.

5. Historic Property Awareness

What attracts you to operating at a historic property, and how will you respect and contribute to preservation and interpretation efforts?.

What draws us to operate in our historic community – which is includes historic properties, is the fact that this is our home, our history, and our responsibility. The members of the Virginia City Rural Fire Department are not outsiders looking to use a historic setting for convenience or image — we are residents who have restored historic homes, raised families in 19th-century buildings, and lived with the responsibility of preserving a National Historic Landmark every day.

We are deeply connected to the story and fabric of Virginia City. Our department exists not only to protect lives, but also to protect the irreplaceable architectural and cultural heritage that defines this community. We understand what's at stake in every structure — not just its physical value, but its place in the living narrative of Montana's past.

This fire station will not detract from that legacy — it will enhance it. It will be designed to meet the Town's strict Design Review Guidelines, reflect the vernacular architectural language of Virginia City, and be sited and constructed with sensitivity to viewsheds, materials, and scale. Moreover, the facility will help ensure the long-term survival of surrounding historic buildings by reducing response time and expanding fire protection capacity in a town with increasing wildfire risk.

In addition, we recognize the importance of interpretation and education. The new facility can provide opportunities to share the story of firefighting in Montana's early settlements, the evolution of emergency services in historic communities, and our town's resilience. We're not just seeking to build on a historic site — we're seeking to build with it, for it, and in service to it.

Would you be willing to have your management/ staff wear historic dress as part of your business operations? Please describe your plans:

No – to protect our firefighters we wear Personal Protective Gear.

6. Operational Requirements & Preparedness

Insurance Coverage Planned: [X] Liability [X] Property [X] Worker's Comp

Capital & Funding (startup capital, sources, timeline): To Be Determined once a lease arrangement that provides the foundation for fundraising is perfected.

HB 680 application: [X] Yes, long lease – with automatic renewal if possible.
☐ No, short lease: __

7. Housing for Management & Staff

Do you require housing assistance for yourself or staff? ☐ Yes [X] No

If no, do you have local housing secured? [X] Yes ☐ No

Describe housing needs / arrangements: **The members of the Virginia City Rural fire District are all residents of Virginia City.**

8. Proposed Capital Investment

Are you able to make a significant capital investment to the property? X Yes ☐ No

If yes, describe:

The leadership of the Virginia City Rural Fire Department is fully committed to making a substantial capital investment in this property. We recognize that constructing a community-owned fire station — especially on land of historic significance — requires a diverse and proactive funding strategy.

To that end, we are actively engaged in pursuing a multi-pronged financing plan that includes federal, state, and local grants, community fundraising, and partnerships. We are also prepared to secure technical grant-writing support and coordinate with local agencies for in-kind or matching contributions.

Below is a summary of the primary funding sources we are prepared to pursue:

Source	What it Supports	Notes
Federal Programs		
Assistance to Firefighters Grant (AFG) – FEMA	Firefighting equipment, facilities-related needs	Highly competitive; we meet rural service eligibility
SAFER (Staffing for Adequate Fire and Emergency Response) – FEMA	Recruitment, training, staffing	Could offset operational costs tied to the new facility
USDA Rural Development – Community Facilities Direct Loan & Grant	Construction of essential rural facilities like fire stations	Ideal fit for our project; long-term USDA partner
Fire Prevention & Safety Grants (FP&S) – FEMA	Safety programming, community outreach	May be leveraged for fire prevention education space
DOI Rural Fire Assistance (RFA)	Equipment, training for fire depts. near public lands	Applicable due to proximity to BLM lands
Montana State & Local Programs		
MT DNRC Volunteer Fire	Equipment and safety	Indirect support; not for building

Assistance (VFA)	improvements	construction
MT DNRC Cooperative Fire Protection Capacity Grant	Local capacity building	Could support planning, training components
Montana State Fire Chiefs Association (MSFCA) Grant	Equipment, training, and facility enhancements	Eligible for targeted support
Montana Elks Association (MEA) Grants	Small project support (gear, safety tools)	Ideal for matching or equipment budget lines
Local / Community		
Community Fundraising	Capital campaigns, donations, naming opportunities	We will launch a public campaign to rally support
In-Kind or Matching Contributions	County or city contributions (utilities, grading, site prep)	We will actively coordinate with local agencies
Private Foundations / Preservation Grants	Preservation-compatible design, emergency infrastructure	Especially relevant due to the historic district context

Through this combination of funding sources, we will "stack" multiple types of support to make a significant capital investment. Additionally, we are committed to transparent financial stewardship, community engagement, and phased project development to ensure sustainability from day one.

This fire hall will serve not only as a public safety asset but as an investment in the long-term **resilience, historical preservation, and civic infrastructure** of Virginia City — and we are fully committed to delivering on that vision.

9. Attachments Checklist

- ✓ Résumé(s) of key individuals
- ✓ Business Plan Summary – Standard Operating Procedures
- ✓ Proof of financial capacity (included as description in 8. Proposed Capital Investment)
- ✓ Draft insurance certificate

PROVIDENT | FIRE plus

INSURANCE PROPOSAL
PREPARED FOR:

Virginia City Rural Fire Department

PROPOSED EFFECTIVE DATE:

4/1/2025 - 4/1/2026

PRESENTED BY:

Stockman Insurance Inc

PROGRAM MANAGER
www.providentfireplus.com
Allied Public Risk, LLC
National Producer Number: 17536322
Provident Agency, Inc.
National Producer Number: 2007953
(800) 447- 0360
info@providentfireplus.com

PROVIDENT FIRE plus

Section 2. INLAND MARINE (Included in the proposal? Yes)

CARRIER: Munich Re Specialty Insurance affiliate company
A+ XV (Excellent) A.M. Best Rating

FORM: Proprietary

LIMITS

Coverage A: Blanket Tools and Equipment: (Unscheduled, Maximum $10,000 any one item)	$25,000
Coverage B: Mobile Equipment (Scheduled):	Excluded
Coverage C: Blanket Emergency Services Equipment:	Guaranteed Replacement Cost

COVERAGE EXTENSIONS – Adds or extends the coverage under Section I – Coverages. Unless stated otherwise in the policy, a) each extension is limited to direct physical loss or damage cause by or resulting from a covered cause of loss; b) the limits in each extension are in addition to the limits applicable in Section I – Coverages; and c) All other applicable terms and conditions of the coverage form apply to each extension. (**whichever comes first)

1. **Debris Removal Expenses** (whichever is greater)	25% of direct physical loss or $5,000
2. **Employee Tools** (no deductible applies)	Max $25,000 (per occurrence)
3. **Emergency Services and Law Enforcement Personal Effects** (Coverage C extension, no deductible applies)	Replacement Cost
4. **Rented or Borrowed Equipment**	
· Coverage A: Blanket Tools and Equipment and Coverage C: Blanket Emergency Services Equipment ($1,000 deductible applies)	**Replacement Cost or $10,000 (per occurrence)
· Coverage B: Scheduled Equipment (Extended to equipment not owned by you. $1,000 deductible applies)	**Actual Cash Value or $100,000 (per occurrence)
5. **Newly Acquired Scheduled Equipment** (Coverage B extension)	30 days on Replacement Cost Basis (not to exceed the purchase price)
6. **Personal Watercraft and Watercraft** (Coverage A & C extension only)	**Replacement Cost or $25,000 (per occurrence)
7. **Rental Reimbursement for Scheduled Equipment** (Coverage B extension, no deductible applies)	Max $10,000 (per occurrence)
8. **Unmanned Aircraft** ($500 deductible applies)	Max $25,000 (per occurrence)
9. **Fire Department Charges** (no deductible applies)	Max $1,000 (per occurrence)
10. **Fire Extinguishing Recharge Costs** (no deductible applies)	Necessary and reasonable costs (extinguishing equipment must be for the protection of your inland marine equipment)

DEDUCTIBLES

Coverage A: Blanket Tools and Equipment:	$500
Coverage B: Scheduled Equipment:	N/A
Coverage C: Blanket Emergency Services Equipment:	$500

PROPERTY SUBLIMITS

Coverage	Limit
Accounts Receivable	$500,000
Arson, Theft, or Vandalism Information Reward	$25,000
Building Glass – Tenant	Lesser of replacement cost or amount liable under contract
Claim Expense	$20,000
Commandeered Property (RC + loss of use)	For the time you officially use the commandeered property + reasonable return time.
Damage to Building from Theft	$100,000
Debris Removal Expenses	50% + N/A
Fine Arts	$50,000 (appraised) $25,000 (not appraised – subject to $1,500/item max)
Fire Department Charges	$25,000
Fire Extinguishing Equipment Recharge Costs	"Necessary and reasonable" (per policy)
Limited Coverage for Fungus, Wet Rot or Dry Rot	$25,000
Lock Replacement	$25,000
Newly Acquired or Under Construction Real Property (Coverage A) and Related Personal Property (Coverage B)	Coverage A: $2,500,000 Coverage B: $500,000
Non-owned Detached Trailers	$50,000
Ordinance Coverage: Coverage A: Undamaged Real Property Coverage B: Demolition Coverage C: Increased Cost	 Coverage A: Limit of Insurance (applicable to that item) Coverage B and Coverage C: Greater of 100% of direct physical loss or $1,000,000
Outdoor Property	$150,000
Personal Effects	$25,000
Pollution Remediation Expense	$100,000 (covered cause of loss) $250,000 (specified cause of loss)
Preservation of Property	Included
Real Property or Personal Property in Transit or Off-Premises	N/A
Software	$500,000
Spoilage Due to Off Premises Electric Service Interruption	$50,000
Utility Services – Direct Damage	
Trees, Shrubs, Plants and Lawns (max $1,000 any one item)	$25,000
Valuable Papers and Records	$500,000
Water Contamination Notification Expense	$25,000 (annual aggregate)
Water Sewer Backup	

NOTES:
ALL PROPERTY COVERAGES ARE EXCLUDED

References

Montana State Legislature

MONTANA SENATE

Senator Tony Tezak

Senate District 35

Montana Heritage Commission
300 ½ West Wallace St.
P.O. Box 338
Virginia City, MT 59755

Dear Montana Department of Commerce and Montana Heritage Commission

I am writing to express my strongest support for the Virginia City Rural Fire District (VCRFD) in their application for a lease agreement with the Montana Heritage Commission. As the State Senator representing this district, I have had the privilege of witnessing firsthand the dedication, professionalism, and integrity of the VCRFD and its volunteers. Their presence in Virginia City is not only vital to public safety, but also integral to the protection of one of Montana's most cherished historic landmarks.

Virginia City is a National Historic Landmark, and with that distinction comes the profound responsibility of preservation. The VCRFD has continuously demonstrated its commitment to this responsibility — not only through its emergency services, but through an organizational culture deeply rooted in stewardship. Many of the department's members are long-term residents, historic property owners, and individuals with extensive experience in restoration and preservation that aligns with the town's Design Review Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
The VCRFD's proposed fire hall project is an example of community-driven planning that respects historic context. The department has expressed a willingness to invest significant capital into a facility that is compatible with Virginia City's architectural character, sensitive to viewsheds, and essential for improving emergency response capabilities in a fire-prone landscape.

A long-term lease arrangement will provide the legal foundation needed to unlock vital public and private funding sources, from FEMA grants to USDA Rural Development programs. This investment will not only enhance local safety and infrastructure but will strengthen Virginia City's preservation framework by reducing risks to its invaluable historic structures.
I urge the Montana Heritage Commission to approve this lease request and support the VCRFD's mission to protect both the people and the historic legacy of Virginia City.

Sincerely
Tony Tezak, Senate District 35

Montana State Legislature

MONTANA HOUSE OF REPRESENTATIVES

Representative Ken Walsh

House District 69 – Twin Bridges

DURING THE SESSION
State Capitol Building
PO Box 200400
Helena MT 59620-0400
Phone: (406) 444-4800
leg.mt.gov

COMMITTEES
Appropriations
Legislative Administration – Vice Chair

HOME ADDRESS
PO Box 483
Twin Bridges, MT 59754
Phone: (406) 596-0418
Kenneth.Walsh@legmt.gov
Kmwalsh54@gmail.com

October 7, 2025

Montana Heritage Commission
P.O. Box 338
Virginia City, MT 59755

Dear Commissioners,

I am pleased to write this letter in enthusiastic support of the Virginia City Rural Fire District's application for a lease agreement with the Montana Heritage Commission. As the State Representative for this district, I understand the unique blend of historical preservation and modern safety needs that define life in Virginia City. The VCRFD exemplifies the type of community leadership and public service that makes such a balance possible.

The department's proposal to lease land for the construction of a new fire station is not merely a matter of infrastructure — it is a vital investment in the long-term resilience and preservation of Virginia City and its surrounding areas. This is a department comprised entirely of volunteers — many of whom are lifelong residents, local homeowners, and caretakers of historic properties. Their deep-rooted connection to the community ensures that any project undertaken will be approached with care, contextual sensitivity, and a preservation-first mindset.

Their understanding of and adherence to the Town's Design Review Guidelines, viewshed policies, and historic preservation standards is evident in every aspect of their planning. The new fire hall will not only enhance emergency response but will do so without compromising the architectural integrity or scenic beauty of one of Montana's most important heritage sites.

Approving this lease will also help the VCRFD secure critical funding from sources like FEMA, USDA, and other federal and state programs that prioritize rural and historic communities. The VCRFD is ready to make a significant capital investment in this project, and a long-term lease is the cornerstone upon which that commitment can be realized.

I respectfully urge you to approve this lease request. The Montana Heritage Commission and the Virginia City Rural Fire District share a common goal — the protection of a historic treasure. Supporting this initiative is a vote for safety, preservation, and community.

Respectfully,

Ken Walsh

CC: Marta Bertoglio, Director
Montana Department of Commerce

Site Visit MHC Staff (If Applicable)

10. Declaration & Signature

I/we certify that all information provided is true and complete. I/we understand approval is contingent upon satisfactory background checks, insurance, available facilities, and Commission approval.

Signature: _____ Date: _____

Printed Name: _____

Additional Signature: _____ Date: _____

Additional Printed Name: _____

Submission Instructions

Submit completed applications and materials to:

Montana Heritage Commission
300 ½ W. Wallace St., Virginia City, MT 59755
Email: mhc@mt.gov
Phone: 406-596-5655

Résumé(s) of key individuals

Biography: Leo John "Butch" Frediani

Leo John "Butch" Frediani has dedicated his life to building—whether it's structures, communities, or the safety of his neighbors.

Butch began his career in construction at the age of 16, working in glass glazing and quickly mastering the trade. By his late twenties, he had moved to Nevada, where he shifted into truss work and homebuilding, a path he pursued until 2010. Since then, he has made his mark in Virginia City, Montana, focusing on building, development, and dirt work that support the growth and resilience of the community.

Beyond his professional life, Butch has committed himself to service. He joined the Virginia City Rural Fire Department in 2012 and has since advanced through its ranks, today serving as **Fire Chief**. His dedication also extends to **Search and Rescue**, where he volunteers in training and operations ranging from low-angle and snow rescues to equipment readiness.

In addition to his emergency service roles, Butch plays a key leadership role in community support and preservation. He is the **President of the Virginia City Rural Fire Department Auxiliary**, helping raise vital funds for firefighter safety and training. He also serves as a member of the **Virginia City Historic Preservation Advisory Commission**, where he lends his expertise and commitment to protecting the town's heritage.

Whether on a job site, at a rescue scene, or leading in the community, Butch embodies the values of hard work, service, and stewardship that make Virginia City a stronger, safer place for everyone.

Biography: Darrell Schulte

Darrell Schulte has devoted more than four decades to advancing wildland fire management, forestry, and community resilience across the West. With deep expertise as both a practitioner and educator, he has become a trusted voice in fire behavior analysis, fuels management, and long-term planning.

Darrell's career began with the U.S. Forest Service in the late 1970s, where he gained hands-on experience as a lookout, fuels technician, and hotshot crew superintendent before advancing into leadership as Assistant Forest Fire Management Officer for the Beaverhead-Deerlodge National Forest. Over the years, he has worked across the nation with Incident Management Teams, serving more than 35 years as a **Wildland Fire Behavior Analyst** and 30 years as a **Long-Term Fire Behavior Analyst** .

A gifted instructor and mentor, Darrell has spent 35 years developing and teaching fire courses at regional and national levels, including the National Advanced Regional Training Center and the Colorado Wildfire Training Academy. His work has shaped the skills of countless fire planners and analysts, and his influence continues through consulting, expert witness testimony, and fuels planning projects that integrate sound science with practical application.

Darrell has also led major planning and policy efforts, from rewriting Fire Management Plans for the U.S. Fish and Wildlife Service and National Park Service to completing county-wide protection plans in Pennsylvania. His analytical skills have been applied to national systems like WFDSS, FlamMap, Farsite, and FireFamily Plus, making him a respected authority on fire modeling and decision support .

Today, Darrell serves as **Owner of Vigilante Wildland Fire Consulting, LLC** and as **Madison County Forester** in Montana. His career reflects a lifelong commitment to blending technical expertise with community protection—ensuring that forests, landscapes, and people can withstand the growing challenges of wildfire .

Business Plan Summary – Standard Operating Procedures

Values Statement:

The Virginia City Rural Fire Department is dedicated to serving, protecting, and preserving our community's heritage, landscapes, and people. Our values guide every response, decision, and interaction as we work to uphold the safety and resilience of Virginia City. Our shared values are:

1. Community Commitment: We are devoted to the well-being of Virginia City and its people. Our actions are driven by the responsibility to protect lives, homes, and historical landmarks with respect for the unique heritage of our area.
2. Integrity and Accountability: We hold ourselves to the highest ethical standards, ensuring that all members operate with honesty, transparency, and respect. Accountability to the community, our team, and ourselves is at the forefront of all we do.
3. Excellence in Service: We continuously strive for professionalism and excellence, diligently improving our skills, equipment, and strategies. Our team is committed to providing reliable and effective service and maintaining readiness for any challenge.
4. Teamwork and Collaboration: Our department's strength lies in its unity. We value collaboration within our team, with neighboring departments, and across Virginia City, recognizing that working together enhances our capacity to serve effectively.
5. Respect for Heritage and Environment: We honor Virginia City's historical and natural resources. We approach our duties with an understanding of our role in preserving the town's architectural and cultural assets and integrating responsible firefighting and conservation practices.
6. Safety and Resilience: Safety is at the core of our mission. We are dedicated to providing a secure environment for the community and for ourselves and to building resilience through continuous training, preventive measures, and readiness for emergencies.

Mission Statement:

Our Mission is to protect and enhance the safety, heritage, and environment of Virginia City Through proactive fire prevention, effective emergency response, and community-focused safety education.

Vision

We are committed to maintaining a constant state of readiness and serving with professionalism, integrity, and empathy.

1 General Description of Fire Duties, All Positions

Purpose: To provide a general overview of the work commonly performed by personnel volunteering for the Virginia City Rural Fire District Dept.

Description: This is highly skilled emergency firefighting. The work involves responsibility for participating in the provision of fire suppression, rescue as well as fire prevention and public fire safety education. Members are required to meet specified Fire Department training requirements. Members operate on a part-time volunteer basis, attend drills and meetings and function as crewmembers on fires.

Work also involves the operation of fire equipment, and the maintenance of equipment,

apparatus and fire station facilities. Members are required to operate apparatus and hazardous tasks under emergency conditions, which may involve strenuous exertion under such handicaps as fire, heat, smoke and cramped surroundings.

Although firefighting is the most difficult and demanding areas of activity, a portion of time will be spent training and studying methods, techniques, and procedures for various emergency response activities. Members will also participate in fire prevention, public safety education, pre-incident planning and other similar activity. Fire department personnel will also perform routine duties in the maintenance, inspection, testing and cleaning of fire department property, facilities and equipment.

Work is generally performed in accordance with department rules and regulations, standard operating procedures and general orders while under the supervision of the company officer or fire chief. Work performance is evaluated on the basis of initiative shown, fulfillment of job expectations and responsibilities, general conduct and member participation on assignments.

Firefighters tasks can be very difficult, requiring performance functions, which are physically and psychologically demanding. Firefighting personnel may be exposed to many toxic substances during incidents. Hazardous materials incidents may also involve exposures to a wide variety of toxic materials.

The strenuous work demands on emergency responders, combined with exposures to toxic substances may increase the risk for cardiovascular disease and cancer related ailments. Acute respiratory changes may also stress the cardiovascular system.

For those reasons and due to the need to maintain a level of physical and mental fitness that is substantially higher than that required of the general population, firefighters must accept responsibility for developing and maintaining an acceptable level of physical fitness. This can be achieved by a combination of regular physical conditioning and training (aerobic and strength), adherence to sensible dietary habits, and attention to other healthy lifestyle habits such as moderation of alcohol intake and avoidance of smoking.

Must be able to comply with the department's medical evaluation policy.

EXAMPLES OF DUTIES

1. Responds to fires; makes forced entries into grounds or buildings by climbing walls or fences; cut locks, chains, hasps, and bolts to gain entry to locked areas; breaks or cuts doors, windows, walls or roofs using hand and power tools; and cuts or pries open vehicles, machinery or collapsed building material to reach fire or free trapped victims.

2. Assesses potential effect of weather, wind and humidity at fire scene; assesses the smell and color of smoke to ascertain materials burning; locates and operates controls to shut off or control utilities; receives and follows orders from officer at fire scene; quickly and thoroughly examines all areas including supporting surfaces to judge their stability; and observes progress of fire to anticipate conditions requiring change of firefighting tactics.

3. Carries or drags charged or empty hose lines to fire scene, around obstacles, or up ladders; inspects charged hose lines and removes kinks, takes up slack and tightens leaking couplings; selects and operates appropriate class of fire extinguisher; hoists hose sections and other equipment; selects appropriate ladder; uses hose strap to secure ladder to building;

ascends and descends ladder; hoists or lowers tools and equipment from top; climbs, works from, and descends ladders carrying people or equipment and using appropriate safety equipment or procedures.

4. Determines appropriate place to cut ventilation hole at structural fire; and creates ventilation by opening or forcing doors and windows and by cutting or breaking walls and roof using chain saws and axes with a minimum and necessary force.

5. Notifies occupants to vacate premises and determines safest evacuation route; stabilizes the surrounding area by controlling traffic and crowds; calms emotionally distressed or distraught victims, relatives and friends, and provided assistance to displaced or evacuated persons.

6. Protects Fire Department and civilian property from damage by cutting or boring holes in ceiling or walls, and by removing water from areas; observes bystanders to protect salvaged property from theft; removes fire debris; and located, identifies, and retrieves fire equipment and apparatus used.

7. Performs rescue operations by moving and carrying heavy objects, equipment or materials, or by cutting or prying open vehicles to gain access to or to free trapped victims or bodies; carries or assists conscious, unconscious, or deceased victims down ladder or stairs; climbs or crawls through confined spaces; respond to mass casualty incidents such as earthquakes; and performs rescues from hazardous chemical or gaseous areas.

8. Extinguishes grass fires with various hand tools; constructs fire lines in brush or wooded areas; chops brush and ground cover for extended periods of time, using hand tools to clear land or create a fire break in terrain unsuitable for equipment.

9. Receives call from dispatchers; responds verbally to emergency calls; reads maps; may drive engine to emergency site, using the most expeditious route; and observes traffic ordinances and regulations.

10. Maintains, inspects and inventories equipment; cleans fire station; has PPE's in readiness.

11. Attends departmental training sessions, and other fire related courses; listens and participates in discussions and demonstrations; studies and comprehends firefighting training materials: studies maps and diagrams of direct routes, location of streets, water mains, and hydrants: participates in drills training programs.

#2 MEMBER PARTICIPATION STANDARDS

Purpose: To identify requirements to maintain active status as a on call volunteer of the Virginia City Rural Fire Department.

Policy: All on call volunteers will be required to meet the participation standards as detailed below. The Fire Chief will monitor compliance with the participation standards and will administer corrective actions as needed to ensure satisfactory member participation.

Member Requirements:

1. Follow the policies, Procedures, Standard Operating Procedures of the VCRFD.
2. Maintain a valid Montana drivers license to operate department vehicles.
3. Participation Requirements

a. Active participation on fire responses is essential to the operation of the department. Volunteers must demonstrate active participation in this category by responding to fire alarms.

b. Training Participation

1. 30 hours of training per year

#3 DEPARTMENT TRAINING REQUIREMENTS

Purpose: To detail various training requirements specified in order for a Department member to become and remain eligible for duty with the VCRFD.

Philosophy: The Virginia City Rural Fire Department places a high priority toward maintaining an effective training program. The Training Officer strives to train and maintain the members in the highest possible degree of readiness for performing firefighting duties.

New Member: Each new member is expected to satisfactorily complete a basic training/orientation program that includes the following:

Orientation
S.O.P.s
Apparatus and Equipment Inventory
Station Orientation and Equipment
Communications
Practical Training

Members: Each member is expected to complete 30 hours of training per year, which includes but not limited to:

Inspection and Inventory of Vehicles & Equipment
Basic Firefighting Skills
Communication
Incident Command System (ICS 100)
Extrication & Vehicle Fires
Structural Fires
Propane Fires
Electrical Fires
SCBA Usage
Respiratory Protection Program
Standard Operating Procedures

Department Training: Vehicle inspection and inventory and special topic training is conducted the first Tuesday night of each month from 18:00 to 20:30. The third Tuesday of every month has been designated as Department training. The Training Officer will designate the topic and

the designated instructor(s).

All active members are encouraged to attend a minimum of 7.5 hours per quarter.

Legally The Department is required by the Montana Dept of Labor to meet the requirements of various OSHA standards. Part of each of these applicable OSHA standards include training requirements. To meet these standards, the Department has designated various **Mandatory Department Drills** which all members are required to attend (or designated make-up). The mandated drills are:

Tuberculosis Exposure Control Plan, Federal Register 52010-52854

Blood borne Pathogens Infection Control Program, OSHA 1910.1030

Hazard Communications, OSHA 1910.1200

Confined Space Entry, OSHA 1910.146

SCBA, OSHA 1910.134

Records: The Training Officer maintains Training records and posts on a quarterly basis updated summaries of each member's accumulated hours.

Those who fail to meet the minimum quarterly training requirements are sent notices. The course of action for those failing to meet the minimum is:

1st occasion of failure to meet quarterly Department training requirements – verbal notice.

2nd occasion of failure to meet quarterly Department training requirements – written notice.

3rd occasion of failure to meet quarterly Department training requirements – probation.

 # 4 Engine Company Operations

Purpose: To define the Standard Operating Procedures for Engine Company Operations.

Response: Minimum two qualified members of the VCRFD for incidents in our jurisdiction when dispatching from the station.

Ideally, on mutual aid responses, four firefighters - a minimum of three fire fighters will be dispatched.

Minimum Staffing:

At least four members shall be assembled before initiating interior firefighting operations at a working structure fire. A Working Structural Fire is defined as any fire that requires the use of 1 ½ inch or larger attack hose line and that <u>also</u> requires the use of self-contained breathing apparatus for members entering the hazardous area.

Members who arrive on the scene of a working structural fire prior to the assembling of four persons may initiate exterior actions in preparation of interior attack. These may include, but

are not limited to, actions such as establishment of a water supply, the shutting off of utilities, the placement of ladders, the laying of the attack line to the entrance of the structure, or exposure protection.

Of the minimum four members assembled to begin interior operations, at least two members must remain outside the structure. These two outside members may be performing other duties while standing by, but must have full turn-outs on, SCBA and tools available, and be capable of immediately coming to the aid of any interior members who require assistance.

Once additional members arrive on the fireground, additional crews may be directed to the interior: however, at least two standby members shall remain outside at all times.

Once adequate personnel are available on the fireground, the Incident Commander shall designate one 2-4 member company as a Rapid Intervention Team (R.I.T.). This company shall remain in position, fully equipped to immediately go to the aid of any interior members who require assistance.

Only enter a burning building if members are going to initiate actions that would involve entering of a structure because of an imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, and four members are not yet on the scene, the members should carefully evaluate the level of risk that they would be exposed to by taking such actions. If it is determined that the situation warrants such action, incoming companies should be notified so that they will be prepared to provide necessary support and backup upon their arrival.

Such action is intended to apply only to those rare and extraordinary circumstances when, in the member's professional judgment, the specific instance requires immediate action to prevent the loss of life or serious injury and four persons have not yet arrived on the fireground.

PRIORITIES: The basic priorities for Engine Companies are:

R rescue
E exposure
C confinement
E Extinguish
O Overhaul

Fire Scene Size Up:

1. The first firefighter on the scene will be the Incident Commander until relieved by an officer.
2. The Incident Commander will do a quick size-up, establish command and report size up to incoming elements.
3. The Incident Commander will follow these priorities:
a. Life safety and rescue
b. Protect exposure
c. Extinguish fire
d. Property conservation
4. The Incident Commander will determine the attack mode:
a. Defensive Exterior - Structure fire attack
b. Offensive Interior - Structure fire attack
c. Indirect - Wildland fire attack
d. Direct - Wildland fire attack

5. In addition to determining strategy and selecting tactics the IC will:

a. Develop initial action plan
b. Implement action plan
c. Coordinate incident resources
d. Modify the action plan as necessary
e. Call for mutual aid and other resources if needed
f. Maintain command until it can be passed or incident is over
g. Be prepared to fill a subordinate position within the incident organization

6. The IC will notify all units to switch to the tactical channel (red).
7. Fire orders will be in clear text and firefighters receiving the order will repeat the order to make sure they are understood.

Incident Command System:

Every incident shall have an Incident Commander.

1. The Incident Command System may have these components:
   a. Incident Commander
   b. Safety Officer – assigned by the IC
   c. Operations Plan
      - Water supply
      - Functional Divisions (ie: Vent, Fire Attack, Salvage, Rescue)
      - Staging

Structure Attack:

1. All firefighters will always carry their personal pagers.
2. The standard order of vehicle response shall be: Engine 31, Engine 32, Engine 33. This order may be altered by the Chief or Incident Commander.
3. All report to the Incident Commander.
4. All firefighters will be fully turned-out in structure gear.
5. SCBAs will be utilized on all interior attacks/rescue/salvage/overhauls where smoke, fumes or heat are present.
6. Interior attack crews will be at least two firefighters, and the company shall follow the two in and two out rule. The preferred interior attack crew will be three firefighters.
7. The structure fire tactical crew must be capable of operations inside or above a structure fire, with their own equipment, supervision, and communications.
8. The structure fire tactical crew will have the following equipment: SCBA per firefighter, halligan tool or equal, flat head axe, roof maul, flashlight and radio per crew.
9. The standard signal for the evacuation of all firefighters from a structure will be an intermittent blast on air horn - 3 second air horn blast, 2 seconds silence, 3 second blast.

Wildland Attack:

1. The standard order of vehicle response shall be: Brush 31, Tender 31. This order may be altered by the Chief or Incident Commander.
2. Attack on wildland fires should be made with one foot in the black.
3. All firefighters will be completely turned-out in wildland PPE.

MINIMUM LEVEL OF PPE/TOOL & EQUIPMENT ASSIGNMENTS

All personnel assigned to fire suppression units shall don a full complement of turnout gear. SCBAs shall be in place and ready for immediate deployment. All personnel shall carry the

tools and equipment assigned to their specific job. (All personnel (including officers) conducting an interior investigation on unconfirmed activated fire alarms and smoke or odor investigations, shall be fully turned out with SCBA and tools and equipment.) All personnel, with the exception of those carrying hose packs or extinguishers, shall be equipped with a minimum of one hand tool.

POSITIONING FOR STRUCTURAL FIRES

Engine Companies should be positioned based on the situation. Situation is determined upon arrival.

Don't park under electrical lines.
Don't block road.
Don't block other apparatus.
Keep equipment out of collapse zone.
Be aware of wind conditions.

VEHICLE FIRES:

The standard order of vehicle response shall be: Rescue 31, Engine 33, Brush 31. This order may be altered by the Chief or Incident Commander.

See SOP #8

Mutual Aid:

1. The Madison County Mutual Aid protocol will be utilized.
2. Alarms for mutual aid should be requested of dispatch as soon as it is determined that additional resources are needed.
3. All requests for fire retardant drops must be coordinated with the Sheriff's office, Dispatch and IC.

Vehicle Dispatch:

1. Red lights will be used for all fire responses. Sirens will be used at the discretion of the driver or officer.
2. It shall be mandatory for all firefighters to possess a valid motor vehicle operator's license from the State of Montana.
3. Response actions shall comply with the Montana Code Annotated laws and regulations.

Vehicle Training:

Before operating a vehicle each member of the company shall be instructed and trained on how to operate each apparatus.

Team Accountability:

Check in with Engineer. Name and assignment will be noted on a board by the pump.
No free-lancing while on an incident scene.

Personal Vehicle Response:

1. All firefighters shall respond to a call for service to the fire station to staff responding apparatus. The Chief or Incident Commander may respond in POV to the scene.
2. Firefighters in full personnel protective equipment may respond to the scene in personal owned vehicles when and if the Chief or Incident Commander has requested their presence.
3. Firefighters responding to the scene of an incident will park their personal vehicles in a manner not to interfere with the operations.
4. Personal vehicles will be parked in a place and manner such that fire extension will pose no threat to the condition of the vehicle.
5. Personal vehicles parked at an incident will have at least one door unlocked and the ignition key left in the ignition.
6. No privately owned vehicle shall respond to motor vehicle accidents unless specifically authorized by the Chief or Incident Commander.

Radio Procedures:

1. Radio traffic shall always be kept as short as possible.
2. Utilize clear text to describe actions. Do not use ten codes.

Pump Operations:

1. The engine driver will be the pump operator unless directed by the Chief or Incident Commander.
2. The pump operator will remain with the vehicle, unless otherwise directed.
3. The pump operator will remain in radio contact with the Incident Commander, water supply and fire attack teams.

Truck Boss:

1. Truck bosses shall insure routine vehicle maintenance is performed on their assigned vehicle on a rotational basis.
2. All repairs needed shall be reported to the Truck Boss.
3. Each truck boss shall be responsible to train other firefighters on vehicle operations.
4. Maintenance check sheets will be signed and given to the Fire Chief.

Safety:

1. It is the responsibility of each firefighter to be concerned for their safety and the safety of others.
2. Whenever possible, a safety officer shall be appointed at significant incidents with the specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of the operation.
3. When a fire company apparatus is being backed up, no less than one spotter will be located outside the apparatus as directed by the operator of the apparatus. Use established hand signals.
4. In circumstances where no spotter is available, the operator must walk completely around the apparatus to assure that no hazards are present.

5. Always drive defensively.
6. Reducing response vehicle speed can prevent accidents.
7. Enter curves and intersections cautiously.
8. Vehicle occupants will use seat belts.
9. Driver will verify that vehicle occupants are seated and belted.
10. Evaluate road surface and weather conditions.
11. Abide by the motor vehicle laws.
12. Value occupant and public safety versus time and speed.
13. Wheel chocks will be utilized on all fire apparatus when outside the station.
14. All personal injuries and equipment damage will be reported to the Fire Chief or Incident Commander.

Risk Management Plan:

1. The Incident Commander will integrate risk management in the regular function of Incident Command. The basic risk analysis plan should be based on the following concept:
    a. Response is initiated on the assumption that lives and property can be protected from imminent danger.
    b. Calculated risk to the firefighter's safety is acceptable only to protect savable lives.
    c. Minimal risk to firefighter safety, only in a calculated manner, is acceptable to protect savable property.
    d. No risk to firefighter safety is acceptable to protect lives or property that is already lost.

2. The incident commander shall weight the risk to the firefighters against the possible results of their actions. There are situations, including but not limited to, where violent reactions endanger operations or rescue incidents, where there is no possibility of victim survival, where the risk to Fire Company members is unacceptable and a decision to take "no offensive actions" shall be deemed to be the appropriate decision. Firefighter safety and survival shall be the major consideration when conducting defensive operations. Evaluating risk, the Incident Commander shall consider the following as the basis of the decision:
    i. strong command presence
    ii. safety monitors
    iii. Risk management based operations
    iv. evaluation of current situation
    v. early and ongoing incident evaluation
    vi. experience
    vii. Fully protected firefighters
    viii. Fully trained operating crews
    ix. sufficient personnel
    x. pessimistic evaluation of changing situation
    xi. Rapid intervention crews

3. Standard risk management shall be the regular on-going basis for all members in the incident management system to understand where members will be, where members will not be, what members will be doing, and what members will not be doing on the incident scene.

No risk or incident need shall justify deviation from this standard.

#5. VEHICLE OPERATION

#6. MAYDAY PROCEDURES

Purpose: The nature of fire fighting places the fire fighter at risk for becoming lost, trapped or with equipment malfunctions. The toxic environment's where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected fire fighter(s), the Incident Commander and the Rapid Intervention Team. The purpose of this guideline is to provide action steps to be taken by the trapped/lost fire fighter(s) and the Incident Commander. Initiate the Rapid Intervention Team, and remove those in danger to a non-toxic environment, in a quick and efficient manner.

Definition: The term Mayday is designated strictly for a fire fighter in immediate distress. Be it trapped, lost, or experiencing equipment malfunction.

Guidelines: The number one basic self survival responsibility is to avoid getting into situations where a firefighter or team gets trapped, lost, or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBA's providing a limited supply of air.

i. All teams entering the Hazard Zone shall have at least one portable radio, a haligan, and a fire axe. If it is possible, all members on the team should have individual portable radios.

ii. Minimum entry crew size is two members (preferably a three man crew). These members must remain in tact and together.

iii. Crews must have been given an assignment and be working under the direct supervision of the Incident Commander of Fire Chief. No free-lancing.

iv. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

Emergency Procedures:
When a fire fighter(s) become lost/trapped or experience equipment malfunction, the following procedures must be followed.

Call for Help Immediately – Report on a portable radio "Mayday – Mayday – Mayday". Announce your situation while continuing to find your way out. Fire fighters should not delay notification of distress. Mayday announcement should occur as soon as the fire fighter thinks he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability becomes.

Lost/trapped firefighter(s) should give Command Info: LUNAR

L = Location (as accurately as possible)
U = Unit ID
N = Name (names of lost or trapped crew members)
A = Assignment (assignment crew was working on or assigned to prior to encountering trouble.

R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s).

The term 'Mayday" will be reserved only to report lost or trapped fire fighters. The term "Emergency Traffic" will be used to report all other fire ground emergencies.

If a Mayday is heard, all other radio traffic on that channel will cease, until Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.

Radio Channels –

Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.

After a Mayday is broadcast, the stricken fire fighter(s), Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.

All companies shall continue to operate in their originally assigned group.

Activate PASS Device – As soon as a fire fighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.

Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for ALL being rescued and allows easier, more efficient extraction.

Follow the Hose Out – Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to outside (female leads out). The RIT team may follow the hose line into the structure to locate distressed fire fighters.

Searching for an Exit – A lost fire fighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, fire fighters would next attempt to reach an exterior wall. Once at an exterior wall the fire fighter can try to locate windows, door, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large area's if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breeching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.

Retreat to a Safe Refuge – Where fire fighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the fire fighter can retreat to, he/she should take advantage of this location. Command and the RIT team must be notified of this location as soon as possible.

Stay Calm and Conserve Air – A conscious effort must be made by the fire fighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Fire fighters must control and pace their activities and breathing to extend their SCBA supply.

Horizontal Position – If a fire fighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The fire fighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.

Flashlight / Tapping Noise – In assuming a position to await rescuers, the fire fighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed fire fighter. If able the fire fighter should attempt tapping noises to assist in location by the rescuers, (hitting a tool on a metal door, tapping on the floor).

Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).

Assignment Upgrade – Depending on severity and scope of the incident, IC is strongly encouraged to upgrade the assignment if additional resources are, or might be needed. This will be up to the Incident Commander on a case by case basis.

 # 7 RAPID INTERVENTION TEAM

Purpose: Firefighters are exposed to the highest occupational risk of injury while operating at the scene of emergency incidents. This policy establishes the procedures for a Rapid Intervention Team (R.I.T.) within the framework of the Incident Management System.

Definition: A Rapid Intervention Team is composed of two firefighters who may be called upon to quickly rescue or otherwise intervene and return to safety trapped or injured firefighters operating at the scene of an emergency.

The R.I.T. establishes a means of quickly and effectively assisting members suddenly threatened by a dangerous situation at an incident. The R.I.T. provides a means for the Incident Commander to initiate an immediate rescue effort.

Procedure: Incident Command should establish a R.I.T. whenever Fire Department personnel are required to operate under hazardous conditions or in an Immediately Dangerous to Life and Health (IDLH) atmosphere.

The composition and structure of the R.I.T. should be flexible based on the size of the incident and the complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating teams, and shall provide one or more intervention teams (RIT's) commensurate with the needs of the situation.

In the early stages of an incident, the R.I.T. shall be either:

On scene personnel assigned dedicated as R.I.T.

On scene personnel performing other functions but ready to redeploy to perform R.I.T. functions.

As the incident expands in size or complexity, the R.I.T.(s) shall be on scene personnel dedicated solely to that function.

If the need for rescue is diminished, the R.I.T. may be assigned to other tasks.

GUIDE:

In order for a successful R.I.T. team operation the following guide check sheet shall be completed. This check sheet will be laminated and placed in all engines.

Arrival

- Face to Face with IC
- Sign in and assignment with engineer (board and grease pencil)

Size-up

- 360 degree of the building (clockwise, A B, C, D)
- Occupancy
- Entry and egress locations
- Potential danger of high security doors, barred windows, building modifications such as multiple roofs.

Tactics

- Offensive, Defensive
- Location of interior crews
- Fire ground time vs. progress
- Check accountability system – who is in the building

Other Operations

- Check with Safety Officer/compare information
- Potential collapse and collapse area (full height & 1/2 of building)
- Consider need for additional Rapid Intervention Teams
- Note location of EMS units
- Review egress routes and appropriate laddering to upper floors

Equipment

- Tarp for tool staging
- Portable radios
- Rescue rope (100')
- Utility rope (100')
- Flashlights
- Halligan/Flat head
- Bolt Cutters
- Pike Poles
- Pick Head Axe
- Saws (K12 Saw & Chainsaw)

Other considerations

- Hose line(s) available
- Air bags
- Cribbing

- Shoring
- Hydraulic tools

Draw a layout of the building and note entrances and egress points.

#8 ROADWAY INCIDENT MANAGEMENT

Scope: This policy shall apply to all personnel involved in fire department operations occurring on any roadway including but not limited to fires, medical emergencies, crashes, or any other call for fire department.

Purpose: The purpose of this policy is to provide procedures for establishing a safe response and safe work zone when responding to emergencies on roadways.

Terminology: The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic and on all roadways.

1. **Advance Warning** – notification procedures that advises approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
2. **Block** – Positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.
3. **Buffer zone** – the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
4. **Downstream** – the direction that traffic is moving as it travels away from the incident scene.
5. **Flagger** – Personnel assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the roadway scene.
6. **Shadow** – the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
7. **Taper** – the action of merging several lanes of moving traffic into fewer moving lanes.
8. **Temporary Work Zone** – the physical area of a roadway within which emergency personnel perform their fire and rescue.
9. **Transition Zone** – the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
10. **Upstream** – the direction that traffic is traveling from as the vehicles approach the incident scene.
11. **Lane Numbers** – A number designated to a lane of traffic to aid in clear communication of assignments. Lanes are numbered left to right as one faces the direction of travel. Median/1/2/3/shoulder
12. **Types of Traffic Accident Categories**
    a. Minor – expected duration is less than 30 minutes.
    b. Intermediate – expected duration of 30 min to 2 hours.
    c. Major – Expected duration of more than 2 hours.

Procedure:

The standard order of vehicle response shall be: Rescue 31, Engine 33, Engine 31, Tender 31. This order may be altered by the Chief or the Incident Commander.

This policy shall apply to all roadway responses.

A: All responders **shall** have the appropriate safety gear including safety vest.

B: Attempts shall be made to allow the movement of traffic around the incident by not stopping all traffic, but only if this can be accomplished safely.

C: It shall be the goal to clear every incident scene as quickly as possible. This will allow normal traffic flow to be re-established and reduce the chance of secondary incidents.

D: Apparatus and other emergency vehicles at a vehicle-related incident shall be positioned in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and the motoring public from the hazard of working in or near moving traffic.

E: The number of response vehicles responding to roadway incidents shall be kept to the minimum number needed to safety perform fire activities.

a. The I/C shall limit the number of responding units to only those units needed to mitigate the incident.
b. If it is unclear if additional units will be needed, responding units who have not arrived should be staged where practical to maintain the least amount of congestion of the emergency scene.

General Safety

A: Never trust approaching traffic. Always keep an eye on moving traffic.

B: A Safety Officer shall be assigned at the roadway incident. The IC may function as the Safety Officer during the initial response, but shall assign a Safety Officer as soon as possible.

C: The Safety Officer wears "Safety Officer" vest and takes a position where they can view the entire scene while facing oncoming traffic.

D: The Safety Officer shall assure that the scene is secure and that personnel remain in the Safety Zone.

E: The Safety Officer shall assure that all personnel are wearing reflective vests.

F: The Safety Officer shall notify the IC immediately of any safety problems.

G: Personnel arriving in crew seat cabs of fire apparatus should exit and enter the apparatus from the protected "shadow" side, away from moving traffic.

H: Officers, apparatus operators, crew members in apparatus with individual seat configurations must exit and enter their units with extreme caution, remaining alert to moving traffic at all times.

I: Always look before opening doors and stepping out of apparatus or emergency vehicles into any moving traffic areas. When walking around apparatus and emergency vehicles, be alert to your proximity to moving traffic. Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle/apparatus as possible.

J: All personnel shall be aware of the Safety Zone and shall work therein.

K: Protective/reflective clothing shall be worn on the scene. Coats may be removed with permission of the IC or Safety Officer. Reflective vests shall be worn at all times when turnout gear is not worn.

L: Personnel shall work in "teams" and according to their assigned tasks (no freelancing).

M: Personnel shall work facing oncoming traffic whenever possible.

N: Scene lighting shall be used whenever needed to increase visibility for responders and traffic, however care must be used not to shine lights into traffic. (especially, at dusk of dawn)

O:White lights (head lights) directed toward any traffic shall be minimized and turned off, if at all possible. Unless headlights are needed for illumination or warning, they should be turned off at night, especially if facing the wrong direction.

P: Use of Emergency Lights – If good traffic control has been established the <u>minimal</u> use of emergency vehicle lights should be used.

Q: Traffic shall be stopped before an apparatus re-enters the open traffic lanes.

R: When the incident tasks are completed, crews shall work rapidly to pick up their equipment,

when the tasks are completed so that the scene can be cleared of debris in the shortest possible time. Consultation with the sheriff's officers investigating the scene should occur before debris is moved, it at all possible.

S: Poor Weather Conditions – if weather conditions are poor, the above guidelines should be expanded accordingly, especially under icy conditions. Extra vehicles to warn of upcoming danger shall be posted upstream, as soon as possible.

Response and Apparatus Placement

The standard order of vehicle response shall be: Rescue 31, Engine 33, Engine. This order may be altered by the Chief or Incident Commander.

A: Select the most direct route unless traffic conditions require a less direct route.

B: Respond with the flow of traffic, unless traffic has been stopped and access is available against the normal flow of traffic.

C: The Command vehicle should be positioned to provide a safe, visible command position, minimizing the possibility of being stuck by traffic. Always position first-arriving apparatus or vehicles to protect the scene, and the operating personnel. The I/C should attempt to position their vehicle down stream from the incident, this will allow other larger vehicles to arrive and stop in the blocking position.

D: Vehicles should be placed a safe distance from the incident.

1. Always position first arriving apparatus to protect the scene, and emergency personnel.
2. Angle apparatus on the roadway with a "block to the left" of "block to the right" to create a physical barrier between the crash site and approaching traffic, if directed by the I/C.
3. Allow apparatus placement to slow approaching traffic and redirect them around the scene.
4. Positioning of large apparatus must create a safe parking area for EMS units and other units. Operating personnel, equipment and patients should be kept within the "shadow" created by the blocking apparatus at all times.
5. Ambulances should be positioned within the protected work area with the rear patient-loading door angled away from the nearest lanes of moving traffic.
6. For fire apparatus where a charged hose line may be needed, block so that the pump panel or access area is down stream, on the opposite side of on-coming traffic to protect the pump operator.

Unified Command

A: The decision on <u>road closure and reopening</u> should be a unified decision as soon as practical.

B: The use of a fire ground channel (red - generally channel 6) should be coordinated through dispatch.

C: Incident Management Coordination – If a fire or hazardous substance is present, at a vehicle accident, the appropriate fire officer should assume command.

D: When adequate law enforcement personnel are present, and fire or hazardous substances are not present, law enforcement personnel should assume command.

E: Traffic Issues – Work in a coordinated manner with the area law enforcement officials and if necessary the Dept of Transportation to establish proper traffic flow.

F. Patient Care – Allow sufficient apparatus staging for EMS vehicle(s) to access the scene for patient care (staged near the Rescue Truck, if possible). Also consider the possible need for a Landing Zone for EMS Helicopter Operations.

#9 EARTHQUAKE

Purpose: It is the intent of this policy that all members of the VCRFD are fully trained for an earthquake of consequence.

You will not be paged out for an earthquake of consequence. Mobilization is automatic. All emergency personnel will meet at the fire station.

- Keep radio contact to a minimum.
- Evaluate all equipment and the station.
- Move apparatus outside, if this will not harm the equipment.
- Begin visual assessment of Target Hazards. (see list below)
- Stand by for divert assignments from EOC.
- Work with CERT for accountability and documentation.

Earthquake – Target Hazards

<u>All Fire Hydrants</u>

North East Quadrant

Water Tank
Springs
Bovey House
Brewery

South East Quadrant

Elling House
School House
Library
Fuel tanks at School House
Tichenor Fuel Tank
Stone House
Fuel tanks at Williams shop
Gingerbread House
Episcopal Church
Pankey House

Nevada City

Fuel tanks behind wagon barn
Fuel tank at River of Gold
Hotel
Train

North West Quadrant

Elling Exchange
US Post Office
Rank's Mercantile
Cousin's Candy
Metropolitan Market
County Museum
Fairweather Inn
Kiskaddan Livery Stable
Electrical Sub-station

Southwest Quadrant

Court House
Elks Lodge
Creighton Buildings
Methodist Church
Community Center
Indian Trading Post
Photo Emporium
Pioneer / VC Cafe
Dudley Garage
Bob's Place / Mt Heritage Offices
Wells Fargo
Opera House
Bonanza
Curatorial Center

#10 SAFETY PROGRAM

 # 11 PROTECTIVE CLOTHING

Purpose: It is the intent of this policy that all members of the VCRFD are fully protected and prepared to engage in firefighting and other emergency response activities. It is also intended that no member of the Department cause a delay in fire ground activities by not being safely and completely protected in approved turn-out gear.

Definition: Full protective clothing shall consist of approved helmet with earflaps and pull down visor, turn-out coat, bunker pants and boots, hood and gloves.

Policy: Protective clothing worn by members of the VCRFD shall be from a clothing list determined by and approved by the Fire Chief. No other apparel shall be permitted.

- All fire department volunteers shall wear whatever protective clothing is required to afford complete personnel protection while operating at any incident that could present a hazard to personal or co-worker safety.

- All personnel shall wear the appropriate protective clothing en route to and during any emergency response.

- Full protective clothing with eye and face protection shall be worn when operating forcible entry equipment, extrication equipment and tools.

- All protective clothing shall be in place and properly worn prior to entering a structure fire or other hazard areas.

- When S.C.B.A. face pieces are not being worn and there is an apparent need for face protection such as during overhaul, when operating hand and power tools, fighting grass fires, face protection shall be utilized.

- Department approved gloves shall be worn when engaged in firefighting, overhaul, training with hose and ladders, when using rope, and any other situation where injuries to the hands are likely to occur.

Reflective vests shall be worn at all road-way incidents.

Incident Commander:
Incident Command Officers shall not be required to wear full protective clothing while acting in the incident commander capacity. However any entry into the fire structure or hazard zone will require full PPEs.

Apparatus Drivers:
Fire apparatus drivers during fire responses are required to wear a minimum of bunker pants and boots while responding. If engine drivers leave the cab of the engine for any reason, they are required to wear turn-out coat or reflective safety vest. A helmet should be worn while operating the pump panel. Any entry into the fire structure or hazard zone will require the use

of full protective clothing.

INSPECTION: Gear should be checked thoroughly after each use. It is the responsibility of the firefighter to check his/her own gear after each exposure to fire conditions. Inspect and make note of charred, burned, torn or badly abraded areas on the shell. These areas will need to be repaired.

- Check the integrity of all major seams on the outer shell. Do this by pulling on the seams in a way comparable to the stress you might put on a seam when wearing the garment.

- Make note of heavily soiled or stained areas on the outer shell. These areas will need extra cleaning when gear is ready to be washed.

- Inspect all hardware on the clothing, snaps, zippers and dees, suspender buttons, etc. Do this by gently pulling on buttons and rivets to make sure they are secure, opening and closing snaps and hooks and dees. Any loose or missing hardware should be replaced.

- Inspect all hook and loop (Velcro) used on the front closure, pocket closure or moisture barrier/thermal liner attachment.

- Check reflective trim for broken thread and stitching, rips, badly soiled areas or cracks with water vapor and debris under the coating. Check reflectivity by testing the trim in a darkened area with a flashlight held in front of your eyes at nose level. There should be bright reflection from the trim. Trim that has lost its night-time reflectivity should be replaced. Sections of trim where stitching has broken or frayed should be re-stitched.

- Look for worn areas at reinforced, high abrasion areas (elbows, knees, shoulders, etc). Reinforcements that have worn through should be replaced.

Thermal Liner/Moisture Barrier

- Check the seams for failure and the edges for wear and tear. Inspect the moisture barrier/thermal liner for burns, tears or cracking.

REPAIRS: Notify the Safety Officer of all protective clothing in need of repair. Do not attempt to repair the moisture barrier/thermal liner yourself. Either the manufacturer or a qualified cleaning and repair company should do all repairs to the moisture barrier/thermal liner.

REPLACEMENT: Actual replacement time is determined primarily on the amount of use a piece of clothing receives. However, out shells should be replaced when inspection reveals irreparable deterioration of, or damage to, fabric and seams. Moisture barrier/thermal liner should be replaced for the same reasons. Both shell and liner may be replaced independently of each other.

WASHING: Heavily soiled protective clothing shall be washed as soon as possible after becoming soiled. All protective clothing shall be washed at least every six months.

#12 RESPIRATORY PROTECTION PROGRAM

Policy Statement

The purpose of this Policy and Procedure is to ensure adequate protection of all Virginia City Rural Fire District (VCRFD) firefighters from respiratory hazards and ensure compliance with applicable federal and state standards. Respirators are to be worn at all fires. (Respirators are only to be worn as an interim control until feasible engineering and/or administrative control can be implemented unless it has been demonstrated that such controls are not feasible.) Compliance with the requirements of this policy is a condition of volunteering and will be strictly enforced under the referenced disciplinary procedure.

Responsibilities

Management and supervisors who are responsible for respirator wearers will be held accountable for the implementation and enforcement of their aspects of the program. The Fire Chief has the responsibility of designating the Respirator Program Administrator (RPA). The RPA has the authority and responsibility to implement and revise the program as necessary.

Duties of the Respiratory Program Administrator

A: _____ will be the Respirator Program Administrator (RPA). This individual has specific duties in assuring proper implementation of the respiratory protection program and continued compliance of the overall program. This person has sufficient knowledge and experience with OSHA and other consensus standards to carry out his or her duties. This individual will keep abreast of new developments in respirator use and technology to ensure on going adequacy of the program.

B. Specific responsibilities will include but not be limited to:

1. Generating Standard Operating Procedures
2. Selection and Purchase
3. Instruction and Training
4. Fit Testing and Issuing Respirators
5. Cleaning and Maintenance
6. Inspection
7. Surveillance of Work Environment
8. Medical Use Practices
9. Program Evaluation
10. Annual Comprehensive
11. Random Checks
12. Record Maintenance
13. Standard Operating Procedures/Program Modification

Selection

Respirators are in use for protection against fire ground hazards. Survivair full mask SCBA's have been selected. (These respirators are NIOSH approved and are appropriate for protection against fire ground hazards.)

Use of Approved Respirators

A: Firefighters shall wear one of the following RESPIRATORS when conditions mandate.

1. Survivair full mask SCBA.
2. The approved assembly shall be worn as issued.
3. Only department-issued, approved respirators shall be used.
4. All respirator approvals shall be verified.
5. No volunteers shall alter or change any part of the issued respirator assembly.

Purchasing

This department's policy shall ensure an uninterrupted consistent supply of selected respirators.

A: Purchases of respirators, assemblies, subassemblies shall be in accordance with those specified in the "Use of Approved Respirators" section.

B: Respirator purchasing shall be coordinated through the fire chief.

Inventory Control Including Issuing

_____, in accordance with department policy, shall be responsible for inventory control and issuing of all approved respirators.

All respirator inventory control shall be maintained by verifying respirator assembly with approved label in Appendix A.

The issuer, shall be trained in accordance with the departments training standard operating procedure.

When issuing a respirator, some system of positively identifying the user and providing the correct model and size for which the user has been fit tested shall be used.

Fit Testing

FIT TESTING is performed to ensure proper fit of the respirator. Fit testing will be performed prior to initial use and every 12 months thereafter. The protocols for fit testing include the isoamyl acetate protocol (with organic vapor cartridges), the irritant smoke protocol (with high efficiency particulate air cartridges), and the saccharin or Bitrex protocols (with particulate cartridges, filters, or face pieces), referenced in 29 CFP 1910.134 Appendix A. The person responsible for fit testing is the Safety Officer. Fit testing will be conducted at the Virginia City Fire Hall. Fit testing shall be performed with <u>all</u> of the personal protective equipment that volunteer might use.

Cleaning and Disinfection

Each volunteer shall be responsible for cleaning and disinfecting the SCBA he/she has worn. The RPA will be responsible for frequent spot checks to ensure that the cleaning and disinfecting standard operating procedure will be followed. Volunteers who are noted to be not following correct procedures will be referred for further training or discipline.

<u>Cleaning and Disinfecting of Respirators</u>

1. Each volunteer shall thoroughly clean and disinfect his/her respirator after wearing it. If a volunteer notes internal contamination of the respirator during use, he/she shall

thoroughly wipe out their respirator with alcohol wipes provided by the Fire Department.

2. Respirators, when they are removed to wash the face, inspect, etc., must be removed in an area free of contamination.
3. After every use, each volunteer shall remove their respirator and inspect and clean it as required.
4. The volunteer shall proceed to the sink/shower area. Respirators shall be thoroughly rinsed with water at the sink. Their respirator shall then be dismantled, including removal of exhalation valve cover, exhalation valve and inhalation valves. Each component shall be washed with the mild detergent solution for respirator cleaning. The supply of this solution shall be monitored by the RPA.
5. Following cleaning, the respirator components shall be placed in a 50 ppm bleach solution for ten minutes. The RPA shall ensure a new supply of this solution (2 tablespoons bleach, 1 gallon water). The purpose of this procedure is for disinfection.
6. Following disinfection, each respirator component shall be thoroughly rinsed in fresh, running tap water.
7. The components of each respirator shall be placed on a drying shelf.
8. When dry, appropriate storage procedures shall be followed, as per the storage standard operating procedure.
9. Respirators used in fit testing shall be cleaned and disinfected after each use.

Note: Any defects, necessary repairs, or needed component replacement noted during cleaning and disinfecting shall be handled in accordance with the appropriate standard operating procedure.

Inspection

A: All respirators shall be inspected by the wearer, immediately before and after each use to ensure adequate protection against fire ground contaminants. The inspection shall include as a minimum the following items:

1. Appropriate NIOSH approval numbers on filters.
2. Elasticity, cracks, tears, holes or other distortions or missing parts, which would diminish the effectiveness of the face piece.
3. The condition of component parts – straps, valves, and valve covers.
4. Ensure that all component parts are of the same manufacturer.
5. Ensure cleanliness of respirators.

B. If the respirator fails to pass any of the inspection criteria, the respirator shall be immediately removed from use and given to the RPA. Volunteers shall not work until suitable respirators are provided.

C. Repairs - All replacement of parts or repairs shall be done by the designated person trained in replacement and repair. All respirators or parts not capable of being repaired shall be discarded.

D. Storage - After cleaning, and at the end of use each employee shall store his/her respirator in the appropriate fire engine. They shall protect against distortion dust, sunlight, heat cold, moisture and damaging chemicals.

Training

Effective training will be given to all volunteers required to use respirators. The training is comprehensive, understandable, and recurs annually, and more often if necessary.

A: The elements of the respirator training program are the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effects of the respirator;
2. The limitations and capabilities of the Survivair respirator;
3. How to use the respirator effectively in emergency situations, including respirator malfunctions;
4. How to inspect, put on and remove, use and check the seals of the respirator;

5. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
6. The general requirements of the respiratory standard (1910.134).

B: Training program requirement

7. All volunteers will be trained prior to requiring the volunteer to use the respirator.
8. Training shall be conducted in a manner that is understandable to volunteers.
9. Retraining is administered annually, and whenever a volunteer shows inadequacies in the proper use of respirators.
10. All training records are documented in the training log at the VCRFD.

Workplace Surveillance

A: Workplace inspections will be conducted by the Safety Officer on an unannounced basis at least once per quarter.

B: The Respirator Protection Checklist 1910.134 (modified for the specific operation) will be utilized for evaluating the program.

C: Discrepancies in the workplace surveillance will be reported in writing to the Fire Chief with a copy to the RPA.

D: The Respiratory Protection Program will be evaluated annually by the Safety Officer to ensure that the volunteers are following company procedures and that the program is operable and viable. There will be a formal report presented to the Fire Chief based on the annual evaluation.

Medical Evaluation

VCRFD will provide a medical evaluation to determine the volunteer's ability to use a respirator, before the employee is fit tested or required to use a respirator. The County Nurse will perform medical examinations using a medical questionnaire; see 1910.134 Appendix C, for questionnaire.

A: Follow-up medical examinations

1. A follow-up examination will be provided for a volunteer who gives a positive response to any question among questions 1 – 8 in Section 2, Part A of Appendix C.
2. The follow-up medical examination shall include any medical tests, consultations, or diagnostic procedures that the County Nurse deems necessary to make a final determination.

B: Administration of the medical questionnaire and examinations

1. The medical questionnaire and examinations shall be administered confidentially during normal training hours or at a time and place convenient to the volunteer.
2. The volunteer will have an opportunity to discuss the questionnaire and examination results with the County Nurse.

C: Supplemental Information for the County Nurse

The following information will be provided to the County Nurse before he/she makes a recommendation concerning a volunteer's ability to use a respirator:

1. Type and weight of the respirator to be used by the volunteer;
2. Duration and frequency of respirator use;
3. Expected physical work effort of employee;
4. Additional protective clothing and equipment to be worn;
5. Temperature and humidity extremes that may be encountered;
6. A copy of the written respiratory protection program and a copy of 29 CFR 1910.134.

D. Medical determination

In determining the volunteers ability to use the respirator the company will:

1. Obtain a written recommendation regarding the volunteer's ability to use the respirator from the County Nurse. The recommendation will provide the following:

a. Any limitations on respirator use related to the volunteers medical conditions and workplace conditions, including whether or not the employee is medically able to use the respirator;

b. The need, if any follow-up medical evaluations; and

c. A statement that the County Nurse has provided the volunteer with a copy of the County Nurses' written recommendation.

E. Additional medical evaluations

The VCRFD will provide additional medical evaluation if:

1. A volunteer reports medical signs or symptoms that are related to ability to use a respirator;
2. The County Nurse, or the RPA finds the need to reevaluate the employee;
3. Observations made during fit testing and program evaluation indicate a need for volunteer reevaluation; or
4. A change occurs in the workplace conditions that may result in a substantial increase in the physiological burden place on the volunteer.

Medical History

Where a volunteer has had prolonged medical illness such a volunteer shall not be assigned tasks requiring respiratory protection.

Use of Physical Exam Results and Medical History the County Nurse shall use the latest ANSI Z 88.6 Guidelines in conjunction with the latest NIOSH Guidelines for evaluating volunteer's ability to use Survivair SCBAs.

Standard Operating Procedure for Facial Hair:

1. Reassignment of volunteers with medical and/or religious reasons for having facial hair to operations where respirators are not required may be considered.
2. Volunteers experiencing a leak due to facial hair shall remove the facial hair and be fit tested before performing the assigned task requiring a respirator.
3. Volunteers wearing respirators shall be expected to have hair removing amenities on hand, or report to work clean shaven.

Contact Lenses Policy

Except in cases where a chemical manufacturer recommends against or prohibits their use, contact lenses will be permitted with full mask respirators.

Standard Operating Procedure for Contact Lenses:

1. Full respirator masks shall be worn.
2. Such equipment shall be inspected before use.
3. RPA should know who wears contact lenses.

APPENDIX A
List of respirators used by the Fire Dept (model & approval numbers)

#13 BLOOD BORNE PATHOGEN EXPOSURE CONTROL PROGRAM
#14 HAZARD COMMUNICATION WRITTEN PROGRAM

General: The following written hazard communication program has been established for the Virginia City Rural Fire Department. A copy of the Hazard Communication program will be available in the Fire Hall.

Purpose: To inform you that our company is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDSs, by ensuring that containers are labeled, and by providing you with training. The Safety Officer will review and update the plan as necessary. Copies of the OSHA Hazard Communication Standard 29 CRF 1910.1200 are available in the SOP manual. Under this program you will be informed of the contents of Hazard Communication Standard, the hazardous properties of the chemical with which you will work, safe handling procedures, hazard material labeling, and measures to take to protect your selves from these chemicals.

1. Container Labeling

The Safety Officer will verify that all containers received for use by the company will be clearly labeled.

Labels will include at least the following items:

c. A warning statement, message or symbol
c. The product name
c. Manufacturer's name and address

No containers will be released for use until the above data is verified. If you transfer chemicals from a labeled container to another container that is only intended for your immediate use, no labels are required on the portable container. However, if chemicals are transferred to a secondary container for longterm use (more than a single use), or more than one person is going to use the chemical, the proper label must be transferred.

2. Material Safety Data Sheets

MSDSs provide you with specific information on the chemicals you use. The Safety Officer will maintain a binder with the hazard communication program at the Fire Hall with an MSDS for every substance on the list of hazardous chemicals. MSDSs will be available for review to all volunteers. Copies will be made available on request. The Safety Officer is responsible for acquiring and updating MSDSs. The Safety Officer will contact the suppliers if additional research is necessary or if an MSDS has not been supplied with an initial shipment of purchase.

3. Volunteer Training and Information

Everyone who works with or may be exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemical by _____. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will be conducted and hazardous materials used will be discussed. The training plan for Hazard Communication will include:

a. Chemical and physical properties of hazardous material used (e.g., flashpoint, reactivity) and methods that can be used to detect the presence or release of chemicals (e.g. smell, appearance).
b. Physical hazards of materials (potential for fires, etc).
c. Health hazards, including signs and symptoms of exposure and any medical condition that may be aggravated by exposure to the chemical.
d. Procedures used to protect against hazards (e.g. personal protective equipment required and its proper use and maintenance, work practices or methods to assure

proper use and handling of chemicals; and procedures for emergency response).

e. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

f. Where MSDS are located, how to read and interpret the information on labels and the MSDS, and how volunteers may obtain additional hazard information.

g. An explanation of the labeling system and how to read and understand MSDSs.

h. Volunteers are required to sign and date the training roaster and evaluated on their knowledge of the training sessions.

4. The Safety Officer will make a list of all hazardous chemicals and update the list as necessary. The list of chemicals identifies all of the chemicals used in our usual work practices. The list will identify the corresponding MSDS for each chemical.

#15 HAZARDOUS MATERIAL INCIDENTS

Purpose: To establish procedures to be utilized during a hazardous materials incident response.
Definition: HAZARDOUS MATERIALS INCIDENT An incident which threatens public health and/or safety involving the actual or potential release of a hazardous substance or material.
Response: FIRST-IN COMPANY is responsible for the **safe** assessment of the incident to determine whether or not the incident is to be classified as a hazardous materials incident.

INTIAL SIZE-UP is to be conducted from a **safe distance**. The recommended initial distance is **150 ft**. (D.O.T.E.R.G.) and whenever possible, from the **upwind and uphill** side of the spill or incident. If there is any question as to the existence of any type of leak or spill, all personnel shall immediately **don SCBA** and use them until otherwise directed.

Product: Attempt to **identify** any product that may have spilled from a vehicle by using any and all on-scene identification available such as placards, shipping papers or information obtained from the driver. (Keep in mind that the driver may not be fully cooperative, especially if hazmat is being transported without a license.)

1. **Stage** all incoming units at least one block away from the incident and upwind whenever possible.
2. Begin procedures to identify the product and implement any special precautions related to the product as detailed in the **DOT Emergency Response Guide**. Be prepared to pass along this information to dispatch and other incoming companies. Indicate the name of the chemical and the E.R.G. guide number you are using. Follow only those initial procedures indicated in the E.R.G. until trained Hazmat Team personnel arrive on the scene.
3. **Assume that all containers and materials are hazardous until proven otherwise**. If product is not identifiable, use E.R.G. Guide #11 until a positive identification of the substance can be made.
4. Do not attempt to enter a suspected Hazmat area for any reason (even a rescue) until the area is determined to be safe, or the proper protective clothing, including SCBA has been donned properly.
5.

Response: If the incident including odor investigations cannot be handled by the fire department, or is outside of the level of training given to the fire department volunteers, contact

dispatch and request the Hazmat Team from Bozeman.

It will be the responsibility of the Incident Commander, with input from the senior tech on scene, to decide actions to be taken.

 # 16 FACIAL HAIR POLICY

Facial hair that passes between the seal of a respirator or interferes with any valve shall not be allowed.

Standard Operating Procedure for Facial Hair:

4. Reassignment of volunteers with medical and/or religious reasons for having facial hair to operations where respirators are not required may be considered.
5. Volunteers experiencing a leak due to facial hair shall remove the facial hair and be fit tested before performing the assigned task requiring a respirator.
6. Volunteers wearing respirators shall be expected to have hair removing amenities on hand, or report to work clean shaven.

 # 17 Contact Lenses Policy

Except in cases where a chemical manufacturer recommends against or prohibits their use, contact lenses will be permitted with full mask respirators.

Standard Operating Procedure for Contact Lenses:

1. Full respirator masks shall be worn.
2. Such equipment shall be inspected before use.
3. RPA should know who wears contact lenses.

#18 ALCOHOL USAGE POLICY

Purpose: To define the department's policy towards its member's use of alcohol and alcoholic beverages in regards to participation while responding on calls, training drill sessions, meetings, and department events.

Objectives: It is the goal of the policy that volunteer of the fire department is ever under the influence of alcohol while responding to calls, at training, at meetings or events. It is also a goal that no volunteer ever causes an injury to self or others or causes property damage due to the effects of alcohol and drugs. Finally, it is a goal of this policy that no volunteer ever cause harm to the professional image of the fire department in the eyes of the public by the consumption of alcohol prior to the performance of any firefighting duties.

Policy: When there is public contact with a fire department volunteer who has used intoxicants, it reflects on each and every member of the organization. In addition, the stresses of firefighting and emergency services require all of us to be mentally and physically responsive. To meet the objectives of this policy, the following is considered to be policy:

1. No member shall drive any fire department apparatus, attend training drills, attend events or meetings under the influence of alcohol, or with the smell of alcoholic beverage on their breath, or if, in the judgment of the Fire Chief or Incident Commander, the member appears to be under the influence of an alcoholic beverage or any type of drugs.
2. Fire department volunteers that are "on call" agree not to consume any alcohol for the entire duration of that standby assignment.
3. No member shall respond to any other incident if such member is under the influence of any type of drugs or has a Blood Alcohol Concentration (BAC) of greater than .02%, or in the judgment of an officer, or Incident Commander, the member's faculties appear to be impaired as a result of alcohol or drugs.
4. No member shall possess or consume alcoholic beverages in the VCRFD Fire station and/or its grounds. No open alcoholic beverage containers shall be on the premises of the Fire Station.

5. Any refusal of a member to comply with this alcohol policy will be regarded as a willful disregard of an order and violation of department regulations.

#19 Use of Tobacco Products

Purpose: To set policy for the use of tobacco or similar products at the VCRFD.
Procedure: The Virginia City Rural Fire Department shall be smoke free and tobacco free department. This includes the fire station, apparatus, during training or during responses.

SMOKING

Smoking of tobacco or similar products shall be allowed in designated areas located outside of the facility.

Individuals smoking in the designated area are required to dispose of ashes and smoking materials only in containers provided. Smoking materials shall not be disposed of on the grounds of the fire station.

CHEWING TOBACCO OR SIMILAR PRODUCTS

Chewing tobacco or similar products may be used outside of the station.

Any waste product must be placed in a leak proof container and be disposed of in the trashcans outside the station.

 # 20 PERSONAL FITNESS/WELLNESS PROGRAM

Proof of financial capacity

While the Virginia City Rural Fire Department does not currently have the full funding in-hand to construct the proposed fire hall, we are fully committed — and fully capable — of raising the necessary capital through a strategic mix of grants, community fundraising, and public partnerships.

We've done the groundwork. Our leadership team has identified numerous state and federal funding sources that are a strong fit for this project, including FEMA's Assistance to Firefighters Grant (AFG), USDA's Community Facilities program, and several Montana DNRC grants that support fire capacity and community protection. We are preparing to pursue these opportunities aggressively and professionally, including bringing in grant-writing expertise to ensure competitive applications.

In parallel, we are organizing a community-based capital campaign to engage our residents, local businesses, and preservation-minded supporters. Virginia City is a close-knit, deeply invested community — we've already seen encouraging support and are confident we can build on that momentum through structured fundraising efforts, sponsorships, and partnerships.

We are also in discussions with local and county officials to explore in-kind support and matching contributions — whether it's site preparation, infrastructure, or shared services — that can strengthen our applications and reduce direct costs.

In short, while we may not have the funding today, we have a clear and achievable path to get there. This department is run by people who live here, own homes here, and are committed to the long-term health and safety of Virginia City. We're not just asking for land — we're stepping up with a plan, a strategy, and the resolve to see it through.

We are ready to do the work — and we will secure the funding.