

**Rules and Regulations, LSFR 110**  
**EMPLOYMENT RESPONSIBILITIES**

**Effective:** June 15, 2008

**I. Conduct in Public:**

Members of LSFR shall conduct themselves both professionally and in a manner that will reflect positively upon the service. No member shall act in an unprofessional, immoral, indecent or illegal way while on-duty with LSFR. Any member found violating this policy may face disciplinary action. (See SOP 105.)

**II. Conduct Between Personnel:**

All members of LSFR shall treat each other with respect at all times. Disputes between members in front of patients or the public will not be tolerated. Members should not let personal issues affect the call itself or the quality of care given to a patient on a call. Any member found violating this policy may face disciplinary action. (See SOP 105.)

**III. Chain of Command:**

LSFR is a service provided by LSFD. LSFD's Fire Chief is in charge of both LSFD and LSFR. The Village of Lyndon Station Village Board has supervision over the Fire Chief. The Fire Chief has the authority to appoint a Service Director and/or a Co-Director subject to approval by the Village Board. The Service Director is in charge of run reports, general complaints, training issues, rig problems and medical supply issues. The Service Director then must appoint a Training Director and an Infection Control Officer. The Service Director has the option of appointing both a Quality Assurance Officer and a Squad Captain or Captains. All appointments are subject to approval by the Village Board.

**IV. Personnel Problems and Disciplinary Actions:**

If any member of LSFR does not adhere to the Policy and Procedures as stated, it may result in disciplinary action. All disciplinary actions will be made according to LSFD's disciplinary policy and at the service director and/or fire chief's discretion, and subject to decision by the Village Board. (See SOP 105.)

**V. Grievances:**

A grievance is a complaint or dispute by a member relating to employment. (See SOP 110.)

**VI. Alcohol/Medications/Drugs:**

Due to our on-call at-will nature, LSFR advises that any member who has had more than one drink per hour in the preceding four hours before a call, shall not respond to a call. If a crew believes that a crew member may be intoxicated, then

that member will be given credit for showing up, but may not go on the call. If a member's ability is impaired when taking a prescription or a non-prescription drug, that member should not respond to a call. The use of illegal drugs by members will not be tolerated. At no time should any member under the influence of alcohol, medications or drugs drive the first responder vehicle. This means **Absolute Sobriety** for **driving** the first responder vehicle. If any portion of this policy is violated, the member may face disciplinary action. (See SOP 105.)

**VII. Proper Attire and Appearance:**

It is important that LSFR members look professional. Please wear proper clothing and do not wear excessive amounts of colognes or perfumes. When attending a call, members should at least have a pair of closed heel and toe shoes or boots. Blood resistant turnout gear is provided to all members and should be used accordingly. Universal precautions shall be observed at all times. At a minimum, gloves shall be worn, but depending upon the nature of a call, eye protection, and N95 respirators may be necessary.

**VIII. Paging and Personnel:**

Personnel will be notified of a call via a pager which is paged by the Juneau County Communication Center. The first LSFR member or fire department officier to arrive at the station may acknowledge the page. Once paged, all available members on-call should respond to the station. While enroute to the garage, all traffic ordinances and laws shall be followed. **LSFR, LSF D and the Village of Lyndon Station are hereby absolved of any and all liability for accidents or citations resulting from illegal activities on the part of first responders.** Upon arrival of the first member, the member should don his turnout gear and pull out the first responder vehicle. If no other responders arrive within four (4) minutes and the first member has not received a communication from another member enroute, the first member shall call Juneau County for a second page. LSFR suggests that a minimum of two (2) members should go on a call. If no other first responders have arrived after six (6) minutes and no communication has been received from another member enroute, the first member should go enroute with the responder vehicle. After going enroute, he should advise that any responding members should respond to the scene using either the Fire Department Blazer or their personal vehicle. A member's personal vehicle should only be used in an emergency situation, **as the Village of Lyndon Station's insurance will not cover any damage or injury caused to a member or a member's vehicle. If a member is involved in an accident in the member's personal vehicle, that member will be responsible.**

**IX. Driving the First Responder Vehicle:**

Any member driving the first responder rig shall be at least 18 years old, have a valid Wisconsin driver's license, and have the mandatory EVOC training

completed. Lights and siren are to be used either together or not at all. The driver must drive the rig with **due regard** and obey all **rules of the road** as stated in Wis. Stat. 346.

**X. Vehicle Inspections and Inventory:**

All vehicle inspections should be completed on the training night of every month. A complete inventory will be done annually, or more if needed, and an inventory check-off will be completed after each call.

**XI. Onboard Responder Crew:**

When possible, one member should sit in front to assist the driver with directions, observe traffic and run the radio and siren. **All members must wear their seatbelt.**

**XII. Patient care:**

Members should keep patients comfortable and treat them with care and respect. One first responder must remain with a patient after patient contact has been initiated. Patients shall be monitored by at least one first responder until the responding ambulance arrives. Patient care shall be given according to the Medical First Responder Scope of Practice, Wisconsin Standards of Care and Hess Memorial Hospital Protocols.

**XIII. Treating Minors/Implied Consent:**

If a minor is being treated and the parents are not present, an attempt will be made to contact the minor's parents. If a parent cannot be contacted, the minor shall be transported under the Doctrine of Implied Consent.

**XIV. Medical Control:**

The medical control hospital used by LSFRR is Hess Memorial Hospital. All protocols will be established with this hospital, and all protocols needing online medical control must be authorized by Hess Memorial either by radio or by cell phone.

**XV. Reports:**

A First Responder run report shall be done each time the service is paged out, including disregards and standbys. One report is needed for each patient, including those who refuse care and sign a refusal form. Reports shall include the first responder run sheet, the skills check-off/members on the call sheet and the inventory sheet. Please write an in-depth narrative since this may be your only memory of a call, and things that are not written down did not happen. The run report shall be signed and dated by the ambulance service taking over care and the carbon copy of the run report should be given to the ambulance service. **All Run**

**Reports are confidential and may not be discussed with anyone not on the call.**

**XVI. Refusals:**

Age of consent is 18. All patients have the right to refuse care, however First Responders must inform the patient of the possible risks of not seeking treatment. If a patient has an emergency condition and is not capable of making an informed decision because of altered LOC, drug or alcohol usage, or mental disability, the patient may be treated using the Doctrine of Implied Consent. If a patient refuses care, a run report must be fully filled out documenting the patient's condition and advisement of the risks of not seeking medical treatment. The patient must receive a copy of the signed refusal form.

**XVII. Child and Elder Abuse:**

First Responders must report any suspected neglect or abuse of a child or elderly patient. Law requires that it is reported to law enforcement or social services. There is no liability for First Responders if an investigation shows that no abuse or neglect was present.

**XVIII. Medication Orders:**

All medications must be authorized by online medical control. Once authorized, the medication will be administered and then documented on our run sheet. Items to be included are: medication, time, route, dosage, the doctor giving the order.