

Rules and Regulations, SOP 101

DEFINITIONS (Also see SOG 201 – Emergency Response for additional definitions.)

Terms used in this manual shall have the following definitions:

1. Acting and/or superior: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.
2. Appeal: The right of a member to apply for review from any order, dismissal, or suspension by the fire chief.
3. Chain of command: The line of authority from the fire chief through a single subordinate at each level of command.
 - A. Fire chief;
 - B. 1st Assistant fire chief (Personnel/Safety Officer);
 - C. 2nd Assistant fire chief (Training officer/Communications);
 - D. Engineer Officer/Captain;
 - E. Rescue Officer/Captain;
 - F. Air Support Officer/Small Engines/Engineer/Lieutenant;
 - G. Water Supply Officer/Engineer; Lieutenant;
 - H. Entry level 1; and
 - I. Entry level 2.
4. Chief Officer: Fire chief, 1st assistant or 2nd assistant fire chief.
5. Decon Officer: Manage decontamination procedures for casualties and entry team personnel within the area of disaster or emergency event. Supervise decon personnel in the setup and operation Contamination Reduction Corridor. Establish/maintain liaison with other Haz Mat Team sections.
6. Decontamination Sector: Is responsible for determining the most appropriate contamination reduction procedures and managing the contamination reduction process. This should be done in conjunction with advice from the Poison Control Center.
7. Dismissal: The act of terminating the service of a member.
8. Dispatch: Juneau County Dispatch Center or LSFDF fire base.
9. Eligibility list: A list of eligible candidates certified by the fire chief after background check by the Village of Lyndon Station Police Chief as having qualified to be considered for employment in an entry-level position.

10. Emergency callback: Callback to duty when emergency conditions require additional personnel to mitigate the emergency. Members shall be compensated for callback duty according to current policy in effect.
11. EMS: Emergency medical service.
12. Employee: Employee and member are used interchangeably and refer to any Village of Lyndon Station Fire Department member and/or officer.
13. Fire code: Ordinance governing fire prevention as adopted by the Village Board.
14. Fire Department: Wherever written refers to the Village of Lyndon Station Fire Department (LSFD).
15. Gender: Within this manual, the words “he” and “his” shall be construed to refer to both genders.
16. Haz Mat Response Team: The Juneau County Haz-Mat Team.
17. Honorary members: All persons in the fire department who provide complementary staffing without formal compensation.
18. Immediately: The term “immediately” shall be construed to mean “as soon as possible and practicable.”
19. Incident Command System (ICS): The nationally-used, standardized on-scene emergency management concept specifically designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
20. Incident Commander: Runs scene of incident.
21. Incompetence: The inability to satisfactorily perform one’s duties or responsibilities.
22. Inspection: The periodic exam of personnel, stations, or apparatus for appearance, readiness, fitness for duty, and attention to duty according to standards set out in the rules and regulations manual, standard operating procedures, and general orders.
23. Insubordination: The willful disobedience of any order, lawfully issued by a superior officer or acting superior officer, or any disrespectful, mutinous, insolent, or abusive language toward a superior officer or acting superior officer.

24. Length of service: The period of time starting from the date a member's employment begins until the present or until the date the member's employment ends which includes the one-year probationary period.
25. Lyndon Station Fire Department ("LSFD"): also referred to as "fire department."
26. May and should: The word "may" is permissive. "Should" is advisory. Where used, the word "should" implies that, while the procedure is not mandatory, it is in the best interest of everyone involved for the procedure to be followed.
27. Medical Control: Hess Memorial Hospital.
28. Members: A collective term applied to all persons on the fire department's payroll.
29. Minimum Company Standard testing: Review of SCBAs and how to properly operate them.
30. Neglect of duty: Failure to give proper attention to the performance of one's duty.
31. Non-sworn employee: A non-uniformed civilian at the scene of a fire who has been assigned duties by officer in command.
32. Oath of office: The oath each member takes at the time he is commissioned into the fire department's service.
33. Officers:
 - A. **Personnel/Safety Officer** (1st Assistant Fire Chief): Responsible for all personnel files and records; responsible for the safety program for the Lyndon Station Fire Department in accordance with Comm. 30; in charge of issuance of all personnel clothing and equipment.
 - B. **Training Officer/ Communications** (2nd Assistant Fire Chief): Responsible for fire department training; in charge of all communications of the fire department.
 - C. **Engineer Officer/Captain**: Responsible for all engineers and pump operations; responsible for engineer's check off on an annual basis and the records.
 - D. **Rescue Officer/Captain**: Responsible for all aspects of tactical rescue.
 - E. **Air Support Officer/Small Engines/Engineer/Lieutenant**: Responsible for all SCBA's, tanks, compressor, pass alerts and voice enhancers; oversee annual SCBA checkoffs, SCBA testing and air compressor maintenance, and their records.

- F. **Water Supply Officer/Engineer/Lieutenant:** Responsible for all Village and rural water supply for fire suppression.
34. On call: A member is on call during the period of time when he is actively responsible for or engaged in the performance of his duties.
35. Off call: A member is off call on his days off and when on authorized leave and free of the responsibility of performing usual routine duties. A member shall be subject to recall at any time.
36. Order: An instruction or directive, either written or oral, issued by a superior or acting officer to a subordinate or group of subordinates in the course of duty.
37. Personnel Accountability Report (PAR): (See Attachment 6 – Personnel Accountability Report.)
38. Personnel: Fire department employees/members defined as follows:
- A. 1st Assistant Fire Chief (also Personnel/Safety Officer): Responsible for all personnel files and records. This officer will keep all personnel files current and accurate. All files and records will be confidential and locked in the fire chief's office filing cabinet at all times. Records to be kept are; applications, personal information, discipline records, turnout records, leave of absences, doctors' excuses and orders, incident reports and any other records that are pertinent to department personnel. In addition, this officer is responsible for the safety program for the Lyndon Station Fire Department in accordance with Comm. 30. This officer's position is very important to ensure the safety of fire department personnel and the people in the area that we protect. Duties and responsibilities are listed in Comm. 30. In addition, this officer will be in charge of issuance of all personnel clothing and equipment. This officer will report any needs directly to the fire chief.
 - B. 2nd Assistant Fire Chief (also Training Officer/Communications): Responsible for the Lyndon Station Fire Department training. This officer shall coordinate all training in accordance with Comm. 30 standards. Duties include; all state mandatory training, all WTC schooling, and all DNR training, all in-house training, all out of house training and all documentation of each firefighter's training. The training officer shall report all training needs directly to the fire chief. In addition, this officer will be in charge of all communications of the fire department.
 - C. Captain (also Engineer Officer): Responsible for all engineers and pump operations. This officer shall be responsible for engineer's check off on an annual basis and keeping records up to date. In addition, this officer shall

oversee that the engines are in good working order and ready to perform at all times. This officer shall report any repairs or needs for pump operations and engineers' training directly to the fire chief.

- D. Captain (also Rescue Officer): Responsible for all aspects of tactical rescue. This officer is responsible for assuring that rescue operations are ready to be performed at all times. Duties include, but are not limited to, advising the training chief of any training needed to perform tactical rescues, checking all rescue equipment to assure that they are in good working order and ready to perform at all times, overseeing the maintenance of squad 870, the rescue boat, the rescue sled, and assuring that all records are current on all other rescue equipment. This officer shall report any needs or concerns with rescue operations directly to the fire chief.
 - E. Lieutenant (also Air Support Officer/Small Engines/Engineer): Responsible for all SCBAs, tanks, compressors, pass alerts and voice enhancers. This officer shall oversee annual SCBA checkoffs, SCBA testing and air compressor maintenance, and keep records up to date. This officer shall ensure that all SCBA equipment is in good working order and ready at all times. In addition, this officer is responsible for all small engine equipment. This officer shall oversee all small engine equipment and ensure that they are in good working order and ready to go at all times, and keep records up to date. This officer will report to the Engineer Captain.
 - F. Lieutenant (also Water Supply Officer/Engineer): Responsible for all Village and rural water supplies for fire suppression. This officer shall oversee tankers and tank operations training. In addition, this officer will be responsible for mapping all fire hydrants and water resources for fire suppression in rural areas. This officer will report directly to the Engineer Captain.
 - G. Entry Level 1; and
 - H. Entry Level 2.
39. Plural words: Within this manual, singular words include the plural and plural words include the singular.
40. Probationary period: The initial twelve months of a new appointee's service beginning with the date of employment during which the appointee is subject to dismissal without cause.
41. Promotion: A change in a member's employment status to a position of greater responsibility or higher classification subject to approval by the Village Board.

42. Promotion lists: A list of eligible candidates certified by the fire chief and two assistant fire chiefs as having qualified for promotion.
43. Rank: A grade of official standing. Each class of members of the fire department constitutes a rank.
44. Ranking officer: The officer having the highest rank in grade for the longest period of time, unless otherwise designated by the commanding officer.
45. Rapid Intervention Team (RIT): Provides rapid rescue for structural firefighting crews operating at an emergency scene. The incident commander is responsible for establishing the RIT during the first alarm assignment of every structural incident. The RIT shall remain a team until the IC releases them from their assignment.
46. Rehab officer: Will assume responsibility of the rehabilitation sector.
47. Rehabilitation sector (rehab sector): A location that allows members to physically and mentally rest and recuperate from the stress, pressure and demands of the emergency operation or training evolution.
48. Relieved of duty: An employment condition during which a member is not required or permitted to perform assigned duties but retains pay status. A member generally is relieved of duty when under investigation.
49. Resignation: The act of voluntary termination of a member's service.
50. Rules and regulations: Same as definition for rules and regulation manual.
51. Rules and regulations manual: A written collection of administrative policies, operational procedures, and rules and regulations authorized by an order of the fire chief and approved by the Village Board.
52. Safety Committee: Fire chief, 1st assistant fire chief and the 2nd assistant fire chief.
53. Safety observer: Has an unobstructed view of the hose-loading operation and shall be in both visual and voice contact with the apparatus/tool operator.
54. Safety officer: First assistant fire chief or as appointed by an incident commander in a hazardous materials incident.
55. SCBA: Self-contained breathing apparatus.

56. Sector Officers: A person in charge at a given area of the fire ground. The sector commander/officer shall be assigned by the incident commander and coordinate operation through the command post and shall operate on the command frequency.
57. Shall and will: The words “shall” and “will” as used herein indicate that the action referred to is mandatory.
58. Special bulletin: A written, unnumbered procedure covering a specific situation or event and that applies for a limited period of time.
59. Special duty: Any duty that requires a member to be excused from his regular duties.
60. Special order: A written, unnumbered directive covering a limited period of time during which the rules, regulations, or standard operating procedures will be changed. Special orders shall be kept in a permanent file.
61. Staging sector: Fresh crews from the staging sector should replace crews sent to the rehab sector. Crews released from the rehab sector should be rotated to the staging sector prior to returning to work. This procedure ensures that fatigued individuals do not return to work before they are rehabilitated.
62. Standby: A recall of off-duty members for standby duty in a station. Used during emergency conditions or during periods of peak activity.
63. Superior officer or acting officer: Any member with supervisory responsibilities, either temporary or permanent, over members of a lower rank.
64. Suppression personnel: Members assigned to firefighting response duties.
65. Suspension: An action taken whereby a member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of regulations. Suspension is either the first step in the disciplinary process or the penalty assessed.
66. Sworn employee: A uniformed employee.
67. Tense: Words used in the present tense include the future tense.
68. Through official channels: Through the hands of the superior or acting officer in the chain of command. Written and oral communications may be passed through interoffice mail or voicemail unless the urgent or sensitive nature of the matter requires personal face-to-face contact.

69. Tool operator: Firefighter taking the position of running the hydraulic tools.
70. Tour of duty: The hours during which a member is on duty.
71. Vacation leave. Contact the fire chief when taking vacation.
72. Village/Town: The physical area within the defined boundaries of the village/town, which includes the Village of Lyndon Station, Town of Kildare and Town of Lyndon. Also includes any boundaries on a mutual aide call.
73. Village Board: Refers to the Village of Lyndon Station Village Board.
74. Workday: A tour of duty.