

SOUTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION



South Carolina State Firefighters' Association Fire Chief Handbook

Fire Chief Handbook

S.C. State Firefighters' Association Executive Committee

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The South Carolina State Firefighters' Association Fire Chief Handbook is a living document that is intended to give state-specific advice to current and aspiring Chief officers on important management tasks and responsibilities for the rank. The contents are applicable to volunteer and career Chief officers equally. The reader will notice many references and links that will supplement the information in this handbook with additional important details.

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Introduction

It is with great pleasure that the Executive Committee of the South Carolina State Firefighters' Association submit to you the *South Carolina State's Firefighters' Association's Fire Chief's Handbook*. It is our hope that this handbook will be used by all levels of our state's fire service as a reference to guide your decision making process.

It continues to be the goal of the South Carolina State Firefighters' Association to educate, train, and inform our membership. This handbook is an attempt to do this. Some of the information found in this book is very dynamic and will change frequently. Because of this, the handbook will be available on the association website. Here we will be updating the book as the information changes.

In this book you will find information to address some of the questions you may have while you are on your way to wearing, or while wearing those five bugles. This book was not prepared to give you the answers to all of your questions, but more of a road map of where to find the answer.

I would like to give thanks the guys that put this handbook together, Josh Horton, Brent Lewis, Scott Loftis, Keith Minick, Randy Osterman, and Alan Sims. It is guys like these that make the South Carolina fire service so great. It has been a pleasure to work with them on this project.

This project would have not been possible without the help of Jack Abraham. Jack was able to take a group of separate ideas and meld them into a document that will benefit the State's fire service. Jack, thank you, for what you have done and continue to do for the fire service of South Carolina. It has been an honor and a privilege to work with you on this project.

I would also like to thank Joe Palmer and Jonathan Jones for having the vision for this project and understanding the benefits of having a Fire Chief's Handbook for our state. Lastly, I would like to thank Alvin Payne for making this project one of his priorities during his Presidency of the Association.

Be smart and be safe.

Will Vaigneur

Chapter 1

Government

By

Will Vaigneur, Captain
Lady's Island - St. Helena Fire District

It is the responsibility of government to protect the citizens of this country. The responsibility of fire protection has traditionally been the responsibility of local government. However, every level of government influences the way the fire service does business. As a Fire Chief, it is extremely important to understand the responsibilities of each level of government.

US Government

US Senate. Each state has two Senators that serve in the US Senate. Our current Senators:

- Jim DeMint – (R-SC) Term ends 2017
340 Russell Senate Office Building Washington DC 20510
(202) 224-6121
- Lindsey Graham – (R-SC)
290 Russell Senate Office Building Washington DC 20510
(202) 224-5972

US House of Representative.

- Tim Scott (R) 1st District
1117 Longworth HOB Washington, DC 20515-4001
(202) 225-3176
- Joe Wilson (R) 2nd District
2229 Rayburn HOB Washington, DC 20515-4002
(202) 225-2452
- Jeff Duncan (R) 3rd District
16 Cannon HOB Washington, DC 20515-4003
(202) 225-5301

- Trey Gowdey (R) 4th District
1237 Longworth HOB Washington, DC 20515-4004
(202) 225-6030
- Mick Mulvaney (R) 5th District
1004 Longworth HOB Washington, DC 20515-4005
(202) 225-5501
- James Clyburn (D) 6th District
2135 Rayburn HOB Washington, DC 20515-4006
(202) 225-3315

State Government

How a Bill Becomes a Law in South Carolina. Bills and Resolutions typically start in the Legislative Council, the Department responsible for the organization and operation of research, reference, and Bill drafting facilities. A member of General Assembly tells the Legislative Council attorney the type of Bill he wants to introduce, and it is put into legal form. After the member reads and checks the legislation, he gives it to the Clerk of the body of General Assembly that he serves. A Bill or Joint Resolution cannot become law until it has been read three times on three separate days in the Senate and House of Representatives, has the Great Seal of the State put on it, and has been signed by the President of the Senate and Speaker of the House.

Bills may be pre-filed before the beginning of a session. Pre-filed Bills are numbered, dated and referred to committee. A list of pre-filed Bills is sent to the members. On the first day of the session, all pre-filed Bills are officially introduced and put into the record. If there are committee reports on any of the Bills, they are also put into the record. Bills received during the session are introduced and read the first time, given a number and referred to the proper Legislative committee. The Constitution states that each Bill or Resolution must apply to only one subject, and the subject must appear in the

title. Some Bills are placed on the Calendar (agenda) without being sent to a committee.

Committees. The work done by the General Assembly is during the formal legislative session when it meets three days a week. The formal legislative session begins on the second Tuesday of January. Many people do not realize that committees do the majority of legislative work and are the backbone of the legislative process. Before either body considers any Bill, many hours of work take place by the members of the standing committee to which the Bill is assigned. The Legislature relies on its committees to eliminate the less important measures and report only those deserving the attention of the entire House or Senate.

By working through standing committees, each body may have each Bill considered by members who have specialized knowledge in the subject of the Bill. Many members have expert knowledge of particular subjects, and these members are usually assigned to committees in order to utilize their specific knowledge and experience. Because of this, the Legislature often accepts the recommendations of the standing committees. This is not to say that the General Assembly is not aware of its responsibility to consider all pending Bills. Interim committees, or committees appointed to consider important subjects between the sessions of the Legislature, also do a great deal of work.

There are 11 standing committees in the House and 15 standing committees in the Senate. Each considers Bills about a specific subject or area of legislation.

House Committees.

Agriculture, Natural Resources and Environmental Affairs (18 members)

Education and Public Works (18 members)

Legislative Ethics (6 members)

Interstate Cooperation (5 members)

Invitations and Memorial Resolutions (5 members)

*Judiciary (25 members)

*Labor, Commerce and Industry (18 members)

*Medical, Military, Public and Municipal Affairs (18 members)

Rules (15 members)

*Ways and Means (25 members)

Operation and Management—advisory to the Speaker about personnel, administration and management (7 members)

Senate Committees.

Agriculture and Natural Resources (17 members)

*Banking and Insurance (17 members)

Corrections and Penology (17 members)

Education (17 members)

Ethics (10 members)

*Finance (23 members)

*Fish, Game and Forestry (17 members)

General Committee (17 members)

Interstate Cooperation (5 members)

Invitations (11 members)

*Judiciary (23 members)

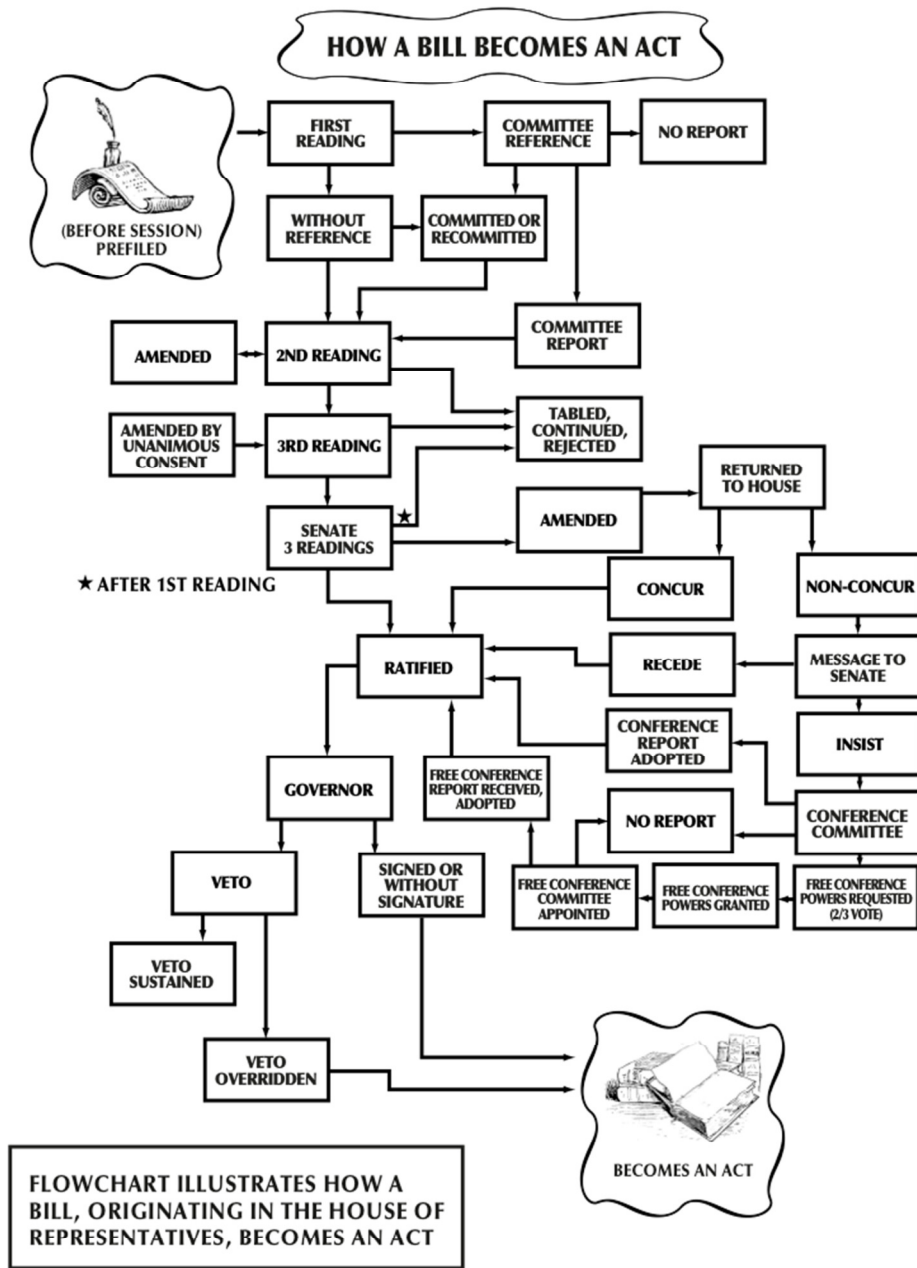
*Labor, Commerce and Industry (17 members)

*Medical Affairs (17 members)

Rules (17 members)

*Transportation (17 members)

*- Greater impact on fire serve



www.scstatehouse.gov/html-pages/Booklet_05_13thedition.pdf

Building Code Council. The Building Codes Council was originally created to oversee adoption of building codes by cities and counties in South Carolina, and to assist in their use and interpretation when requested. The Council was charged with the responsibility to authorize amendments to building codes proposed by cities and counties throughout the state, before they could be adopted or enforced.

Through subsequent statutory amendments, the Council was granted additional duties and responsibilities to: 1) Hear appeals or requests for variances associated with the South Carolina Energy Efficiency Standards; 2) Administer and enforce the Modular Buildings Construction Act and its related program; 3) Review and approve all editions of building codes before they can be adopted at the local level; 4) Monitor the code adoption process at the local level; 5) Assist in arranging contracts for building inspection services between two or more local jurisdictions, or between private entities and local jurisdictions; 6) Administer the Codes Enforcement Registration Program; 7) Hear all appeals or requests for variances associated with the Modular Building Program; and 8) Administer the provisions of the Barrier Free Design Act.

In July of 2003, Act 83, which constituted a complete rewrite of the Building Codes Council's Practice Act, was signed into law by Governor Sanford. The new statutory language shifted the responsibility of adoption and implementation of the mandatory building codes, from the local jurisdictions, to the Council. In addition, a mandatory, structured building code adoption and modification procedure was established.

www.llr.state.sc.us/pol/bcc/

County Government

South Carolina is divided into 46 counties. Each of these counties has an elected council that governs the county. Counties in South Carolina vary on the number of council members. To find additional information about your county government, go to www.sccounties.org.

Municipal Government

Throughout the United States, many different forms of local government are implemented. Though all forms of municipal government may exercise the same basic power structure, there are a variety of different relationships between the legislative (alderman/trustee/councilman) and executive (mayor/president) branches, within these different forms of government.

Individual state constitutions allow for city charters to adopt a constitutional "home-rule" whereby, the citizens of a city may decide which form of municipal government they wish to implement. Some states may, however, impose certain restrictions. For example, a state may not allow a city with a population below 5,000 to perform any act or organize themselves in any fashion not expressly allowed by the state.

Two basic forms of Municipal Government:

1. **Council-Manager**

The newest of the three major forms of city government, the council-manager form quickly gained acceptance among cities of all sizes and continues to be the most popular form in American cities with a population of more than 10,000. In this form of home-rule, cities operate with a city council as a policy body and a city manager as the chief executive-administrative officer of city government. Today, most city managers have graduate degrees in public or business administration.

In the council-manager form of government, the council is the governing body of the city elected by the public, and the manager is hired by council to carry out the policies it establishes. The council usually consists of five to nine members including a mayor (or council president) who is either selected by the council or elected by the people as defined in the city charter. The size of the council is generally smaller than that of a mayor-council municipality, and council elections are usually nonpartisan.

The council provides legislative direction while the manager is responsible for day-to-day administrative operation of the city based on the council's recommendations. The mayor and council, as a collegial body, are responsible for setting policy, approving the budget, and determining the tax rate. The manager serves as the council's chief advisor. Managers also serve at the pleasure of the council and are responsible for preparing the budget, directing day-to-day operations, and hiring and firing personnel. Typically, the mayor is recognized as the political head of the municipality, but is a member of the council and does not have the power to veto legislative actions.

2. Mayor-Council

A mayor-council city government consists of a mayor and a number of council members or aldermen. The mayor is elected at large, and the aldermen may be elected at large, but generally are chosen from wards or aldermanic districts. The mayor presides at council meetings and is the chief executive officer of the city. He is properly the head of the police force and the budgetary officer of the city. The council is the legislative agent; the proposals and appointments of the mayor are or may be subject to its approval.

This form of city government has assumed two types. A mayor elected at large and a council elected either by wards, at large, or by a combination of the two, characterizes both the weak mayor-council and the strong mayor-council. In the weak mayor-

council type, the mayor is not a chief executive in the true sense. Mayoral powers are limited in appointments and removals, as well as veto; and there are a large number of elected officials and boards. Many legal powers of the council prevent the mayor from totally supervising city administration.

In the strong mayor-council form, the mayor has the power to appoint and remove most department heads, and only a few officials are elected. In addition, he prepares the budget for the council's consideration and has an effective veto power.

The mayor-council form of government is the form that most closely parallels the American federal government, with an elected legislature and a separately elected executive. The mayor or elected executive is designated as the head of the city or county government. The extent of his or her authority can range from purely ceremonial, to functions, to full-scale responsibility for day-to-day operations. But the mayor's or elected executive's duties and powers generally include the following: hiring and firing department heads, preparation and administration of the budget, and veto power (which may be overridden) over acts of legislature.

The council has the following responsibilities: adoption of the budget, passage of resolutions with legislation, auditing the performance of the government, and adoption of general policy positions. In some communities the mayor or executive may assume a larger policy-making role, and responsibility for day-to-day operations is delegated to an administrator appointed by, and responsible to, the Mayor.

Town Meeting. All qualified voters of the town gather on a given day every two years in South Carolina (more often if necessary) to elect a board of officers and to make policy decisions. The board of selectmen has the responsibility for carrying out the policies set by the citizens. In some towns a manager or administrator is appointed to carry out the administrative operations of the town.

Representative Town Meeting. The representative town meeting form of government is structured in much the same way as the town meeting form, with the exception that a large number of citizens are chosen by the general electorate to represent them in voting. All citizens can attend the meetings and participate in debates, but only those chosen as representatives have a direct vote.

Township. Generally speaking, a township will consist of Mayor and three to five elected committee members. The committee members will act as the legislative body and assumes all legislative responsibilities not placed on the office of mayor. The Township Committee may delegate, by ordinance, all, or a portion of executive responsibilities to an appointed administrator.

Special Purpose Districts (SPD)

The Special Purpose Districts, the third form of local government, provides services which are tailored to address the special needs of citizens as they urbanize the rural communities of the state. There are over 500 Special Purpose Districts providing water, sewer, fire, recreation, health, trash collection, natural gas and airport services.

The creation of Special Purpose Districts allows the community to exercise the highest form of democracy by allowing citizens to choose leadership who will address the service needs of the community. The governing body of the Special Purpose Districts may be appointed or elected, and has the authority to provide a needed service which may

be funded by user fees or tax assessments.

To form an SPD, a petition must be filed with the clerk of court of the county in which the proposed SPD is to be located. This petition must have the support of a majority of the resident landowners in the proposed district, or by the owners of more than half the land and acreage which will be affected by, or assessed for, the expense of the proposed improvements, as shown by the tax assessment rolls. A plat that shows the limits of the proposed district must also be submitted with the petition. When a proposed district is situated in two or more counties the petition must be filed with the clerk of the court of each county the district is to be located in.

Currently there are over 500 SPDs in South Carolina. These organizations, are governed by a board or commission, and are funded by ad velorum taxes (a tax based on the value of real estate or personal property), user fees, or a combination of taxes and fees.

Prior to 1997, SPD boards or commissions were levying taxes on the district that they served. These commissions were comprised of governor appointees and not of elected officials. In Weaver v. Recreation Dist., 328 S.C. 83, 492 S.E.2d 79 (1997), the Supreme Court determined that unelected commissions levying taxes were in violation of the federal law of “taxation without representation.” This means that an SPD’s budget must go before a group of elected officials. You have the option of electing the commission or board over the SPD, or you must put your budget before county or city council.

www.scstatehouse.gov/code/t06c011.htm

Chapter 2

State Fire Marshal

The Carolina State Fire Marshal is Mr. Adolf Zubia. His contact information is:

141 Monticello Trail
Columbia, SC 29203
(803) 896-9800
(800)896-1070

The Office of State Fire Marshal has regulatory responsibility to ensure compliance with state fire safety regulations. This is accomplished through inspection activities by Deputy State Fire Marshals in the field, and code consultation and plans review services provided by the Engineering Services Section.

Resident State Fire Marshal

State law 23-9-30 states, “ (a) The chief of any organized fire department or county fire marshal is ex officio resident fire marshal. (b) All powers and duties vested in the State Fire Marshal may be exercised or discharged by any deputy state fire marshal, county fire marshal, or resident fire marshal within the area of his service, or any state or local governmental employee certified by the State Fire Marshal whose duties include inspection and enforcement of state or local fire safety codes and standards, acting under the authority of the State Fire Marshal.”

This law vesting the local Fire Chief as Resident State Fire Marshal has significant implications. These implications include the legal responsibility to implement the State Fire Marshal’s mission of preventing fires, and being competent in *International Fire Code* and Fire Marshal Regulations. The local Fire Chief may delegate actual inspections to members of his / her fire department, but the statutory responsibility for local code enforcement rests with the Fire Chief.

The Office of State Fire marshal provides certified training. The Fire Chief and department members conducting inspections on the authority of the State Fire Marshal must take course 8507, S.C. Fire Marshal Certification. The Office of State Fire Marshal

schedules quarterly fire marshal training that provides updates and supplemental information for local inspectors.

The Public Fire Safety Education Section manages fire prevention activities aimed at reducing the state's fire death rate. Activities include the distribution of smoke detectors, programs in the schools to educate youth, and the dissemination of timely fire safety information to the public.

The Office of State Fire Marshal is part of the S.C. Department of Labor, Licensing and Regulation (LLR). It and the South Carolina Fire Academy make up the Division of Fire and Life Safety, which is located on a 208-acre campus in Columbia at the above Fire Marshal address.

Fire Fighter Background Checks

It is South Carolina state law that all firefighters must have a background check. The Office of the State Fire Marshal provides this service. This should not be used as a screening process for new hires. Background checks should be requested for firefighters that are going to be members of your department. You now have the ability to have background checks done on-line. The following is the information provided in a memo from the State Fire Marshal dated February 11, 2010:

“You now have the capability to submit your SLED Background Check Request on line. To find this link go to: www.llr.state.sc.us/firemarshal.asp . Then under the site map, click on “Online SLED Background Check Request”. When you click on this, you will be asked for your Fire Department FDID # and a password. If you participate in the 1% program, you will use the same password here as you do with the 1% reporting. If you do not participate in 1% reporting, please contact Ronnie Yonce at 803-896-9802, and she will assign you a password. We used the same password so neither of us would have to deal

with two different passwords.

Once you have signed in and see your department's 1% page, just scroll to the bottom and click on 'SLED Background Check Request'. This is a fillable form. Complete and hit the submit button. Your background check results will be forwarded to the e-mail address you submit on the form. If you have any questions about this, please feel free to call Libby Hardwick at 803-896-9811."

It is also required that each of your firefighters are registered with the State Fire Marshal. In the past, fire departments went directly through SLED for the background check and then registered firefighters with the Fire Marshal. Now that the background check goes through the Office of the State Fire Marshal, that data is now correlated and your fire fighter will automatically be registered with the State Fire Marshal.

For additional information on South Carolina Firefighters and Employment and Registration Act please go to www.scstatehouse.gov/CODE/t40c080.htm

Required Forms

In order for a department to be eligible to receive 1% money they must have the required forms filled out and sent to the Office of the Fire Marshal. These forms are the 1% Form and the Equipment Certification Form. These forms must be turned in to the State Fire Marshal by October 31st of each year.

1% Form. The 1% Form tracks the information obtained by departments on inspections of commercial structures. This information is reported to the State Fire Marshal quarterly. This form tracks the occupancy type, number of inspections, number of violations found, and the number of violations corrected in a quarter. The due dates for this paperwork are the first day of January, April, and July. The 4th quarter and yearly totals are due on the October 1st.

Equipment Certification. The Equipment Certification form must be received by October 31st. This forms tracks the number of fire department members, 1% fund balance, value of fire department equipment, number and type of apparatus, type of water supply, and the number of Trustees on your one percent fund's board.

SECTION 23-9-380. Annual certificate of existence of fire department; penalty for failure to file

The clerk of any incorporated city or town and the treasurer of the county in which is located the greater part of any unincorporated community accepting the benefits of this article as required herein shall annually, by October thirty-first, make and file with the State Fire Marshal on a blank to be furnished by the State Fire Marshal his certificate stating the existence of the department, the number of steam, hand, or other engines, hook and ladder trucks, and hose carts in actual use, the number of organized companies, and the system of water supply in use for the department, together with any other facts the State Fire Marshal requires. If the certificate required by this section is not filed with the State Fire Marshal by October thirty-first in any year, the city, town, or community failing to file the certificate is considered to have waived and relinquished its rights for that year to any benefits distributed under this article by the county treasurer.

SC FF Mobilization

The South Carolina Firefighter Mobilization Oversight Committee (S.C.FMOC) has developed the South Carolina Firefighter Mobilization Plan (S.C.FMP). The S.C.FMP in no way takes the place of or affects any mutual aid agreements you have in place. It only enhances them by providing statewide assistance when requested. Please carefully review the S.C.FMP so you understand how to register your department's information, how the plan is activated, and how it operates.

The S.C.FMOC is made up of 11 senior emergency services professionals from around the state. The committee was formed by Statue 23-49, The Firefighter Mobilization Act of 2000. It was designed to create an intrastate mutual aid system for response to emergency events that exceed a local jurisdiction's capability. Additionally, this system also allows for an interstate response to assist neighboring states. For additional information please review www.ffmob.sc.gov .

South Carolina / National Fire Incident Reporting System

Fire departments are statutorily required to submit information concerning fires and fire fatalities to the Office of State Fire Marshal:

71-8300.4 Plans, Specifications and Incident Reporting.

B. Incident Reporting.

1. The local fire chief or his designee shall furnish monthly to the Office of State Fire Marshal, information concerning incidents and fire fatalities occurring within their jurisdiction. These reports shall include facts relating to any fire, its cause and origin, property loss, and other pertinent information as prescribed by the Office of State Fire Marshal, in an approved format.

The Division of Fire and Life Safety is statutorily required to collect, analyze and disseminate fire data provided by fire departments in South Carolina and has adopted a nationally recognized fire incident reporting system (SCFIRS) to help accomplish this mandate. On a national level, a fire department must participate in this system before becoming eligible to receive federal grant assistance.

The SCFIRS is an integral part of our efforts to collect and analyze information concerning local emergency responses by fire departments. The resulting incident and casualty information is used to help accomplish an important goal; to determine the character and magnitude of the fire problem in South Carolina in sufficient detail to: 1) guide fire protection decisions at all levels of government, as well as private industry; 2) to help suggest solutions to identified problems, and 3) to target, monitor and evaluate prevention programs for specific problem areas.

Contact the Office of State Fire Marshal to determine your fire department's status and/or to begin participation in this system. The electronic reporting mechanism is provided at no charge and technical assistance is available to assist in the implementation process

Chapter 3

Grants

by

J. Brent Lewis, EMT-P

Assistant Fire Chief

North Spartanburg Fire and Emergency Services

Before we start our discussion of what grants may be available to your agency, we will start with the basics of, “What is a Grant?”. Grants are typically a sum of money given to support an agency or organization, usually as a result of a formal decision-making process involving an application and review. Grants are distinct from loans in that they are given outright, with no conditions for repayment. Grants may be used for various purposes limited only by the scope of the grant. It is important for the recipient of a grant to clearly understand the legal requirements of the grant. Some examples include, but are not limited to, equipment, funding for additional personnel, funding for personnel training, and funding for community programs (especially fire prevention programs). There are various types of grants such as block grants, emergency grants, formula grants, project grants, research grants, seed or startup grants, and equipment grants. *Research grants* is a term generally covering any funding for scientific research, in the areas of both "hard" science and technology and social science.

A *block grant* is a large sum of money granted by the government to a regional government with only general provisions as to the way it is to be spent. During times of distress, such as those following natural disasters, terrorist attacks, economic crises and other emergencies government agencies need help to return to normalcy. That help often comes through *emergency funding grants*.

A *formula grant* is a US federal grant specifying a precise formula in the legislation creating the program. Formula Grants include quantifiable elements, such as population, amount of tax effort, proportion of population unemployed or below poverty level, density of housing, or rate of infant mortality. The specified formula is a rule that tells potential recipient governments precisely how they can calculate the quantity of aid to which they are entitled under the provisions of law, as long as the recipient qualifies for such assistance under the stipulations of the program. Usually, the elements in the formula are chosen to reflect characteristics related to the purpose of the aid. Some factors in the formula are also likely to have political significance. Since there is no such thing as a neutral formula, all formulas reward some states or localities more than others, depending on their relative standing given the formula specified. *Private grants* for fire departments provide additional resources to purchase newer fire equipment and emergency devices such as an automated external defibrillator. Grant funds can be provided for a specific purpose, or fire departments can decide the best way to use the funds in their communities.

Below we have listed some possible sources for grant information:

Firefighters Charitable Foundation
One West St.
Farmingdale, NY 11735
516-249-0332
ffcf.org

Fireman's Heritage Grant

Fire departments that receive grant funds from the Fireman's Fund Heritage Grant can purchase fire equipment or protective gear and clothing. Grant funds can also be used for life-saving training or community education, such as teaching senior citizens and school children how to prevent fire and burns. A task force that includes employees and

independent insurance agents reviews grants each quarter. Contact information for

Fireman's Heritage Grant:

Fireman's Fund Insurance Companies
777 San Marin Drive
Novato, CA 94998
800-227-1700
firemansfund.com

Firehouse Subs Foundation Grant

The Firehouse Subs Public Safety Foundation is dedicated to easing the financial burden of fire departments by providing grants for life-saving equipment, as well as by offering scholarships to individuals who are interested in pursuing firefighting careers. Grants can also provide community education on fire safety, emergency services and preparation for natural disasters in the home and community. Contact information for

Firehouse Subs Foundation Grant:

Firehouse Subs Public Safety Foundation
Attn: Grant Request
3400 Kori Road
Jacksonville, FL 32257

Internet Grant Resources

Responder Knowledge Base: Search over 1,000 grant programs offered by the federal government. Contact information for Responder Knowledge Base:

www.rkb.us .

Grants.gov provides a unified site for interaction between grant applicants and the US Federal agencies that manage grant funds. Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants. Contact information for Grants.gov:

www.grants.gov/

First Responder Grants: The Department of Homeland Security Open for Business grants page lists a number of grant programs. These programs assist states, local and tribal jurisdictions, and other regional authorities in the preparation, prevention, and response to terrorist attacks and other disasters, by distributing grant funds. Contact information for First responder Grants:

www.dhs.gov/ .

Assistance to Firefighters Grant Program includes the Assistance to Firefighters (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), Fire Prevention and Safety (FPS), and the Station Construction Grant (SCG). Contact information for Assistance to Firefighters Grant Program:

www.firegrantsupport.com/

Chapter 4

Training

by

Scott Loftis, Assistant Chief
Oconee County Emergency Services

Training members of the Fire Service in South Carolina has been the source of much debate for many years. There are numerous Standards, Codes, and Regulations that exist. Many of these are vague to say the least, and may seem to contradict each other sometimes. This section is provided to bring some insight, and at least send you to the correct sources to assist you and your department with your training needs. The bottom line is that the Fire Chief is ultimately responsible for ensuring that fire department personnel are properly trained for the tasks that they perform. This section is here to assist you with this task.

In this section, you will find information on the following organizations and their relationship to the training of firefighters in South Carolina:

- Occupational Safety and Health Administration (OSHA)
- National Fire Protection Association (NFPA)
- Insurance Services Office (ISO)
- South Carolina Fire Academy (SCFA)

It is important that you realize the difference between an OSHA Regulation and a NFPA Standard. OSHA Regulations, as they relate to structural firefighting, will be found in *Title 29 of the Code of Federal Regulations (29CFR)*. These are the General Industry Standards. OSHA Regulations are law. OSHA Regulations are penal in nature. NFPA Standards are not. NFPA Standards are a set of national consensus standards. It is understood that the standards set forth by NFPA are the accepted practices in the Fire Service. While these standards are not law in South Carolina, they are a guide to how

you may be judged in a court of law. These standards are punitive in nature. You will more than likely have to justify yourself if your department does not show the intent to meet the standard. These standards may be referenced in both criminal and civil court proceedings.

NOTE:

You can find OSHA Regulations listed under Title 29 CFR here:

www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=standards&p_toc_level=0

In South Carolina, you have free access to the NFPA Standards through the Office of the State Fire Marshal (OSFM) here:

www.scfiremarshal.llronline.com/EngServices/index.asp?file=AdoptedStandards.htm

Click on the link labeled NFPA Codes and Standards. You will have to create an account for the site if you do not already have one.

Occupational Safety and Health Administration (OSHA) and Fire Service Training

As stated earlier, South Carolina is what is considered to be an OSHA State. In this section you will find some basic information on OSHA Standards. While the Fire Service must comply with all OSHA Regulations within the General Industry Standard (29 CFR), this section will discuss OSHA Regulations that have some relevance to fire department training. All of the following information can be found in more detail on the OSHA website:

www.osha.gov/index.html

Listed below are some of the most important OSHA Regulations with regards to fire department training. To put it in the simplest of terms, you must train people for whatever

er tasks he or she has the potential to be assigned. People should only do tasks that they have been trained to do.

- *OSHA 1910.120-Hazardous Waste Operations and Emergency Response*
- *OSHA 1910.120 (Appendix E)-Training Curriculum Guidelines (Non-Mandatory)*
- *OSHA 1910.130-Bloodborne Pathogens*
- *OSHA 1910.132-Personal Protective Equipment*
- *OSHA 1910.134 -Respiratory Protection*
- *OSHA 1910.146-Permit Required Confined Spaces*
- *OSHA 1910.147-Lock Out/Tag Out*
- *OSHA 1910.156-Fire Brigades*
- *OSHA 1926.65-Hazardous Waste Operations and Emergency Response*
- *OSHA 1926.65 (Appendix E)-Training Curriculum Guidelines (Non-Mandatory)*

National Fire Protection Association (NFPA) and Fire Service Training

As stated in the introduction to this section, NFPA standards are national consensus standards and are accepted as best practices and industry standards. While South Carolina is not a NFPA state, these standards are a guide as to what your practices are going to be compared to in a court of law. While all NFPA standards are relevant to the fire service, those listed below are training related in nature. These standards can help you develop a quality training program that is in line with current national trends. More information and complete text of these standards is available through the Office of the State Fire Marshal (OSFM) website:

www.scfiremarshal.llronline.com/EngServices/index.asp?file=AdoptedStandards.htm

Fire Service Training Related NFPA Standards

- *NFPA 291- Standard on Fire Flow Testing and Marking of Hydrants*
- *NFPA 472- Standard on Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents*
- *NFPA 1001- Standard on Firefighter Professional Qualifications*
- *NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications*
- *NFPA 1006- Standard for Technical Rescuer Professional Qualifications*
- *NFPA 1021- Standard for Fire Officer Professional Qualifications*
- *NFPA 1026- Standard for Incident Management Professional Qualifications*
- *NFPA 1033- Standard for Fire Investigator Professional Qualifications*

- *NFPA 1041- Standard for Fire Service Instructor Professional Qualifications*
- *NFPA 1201- Standard on Providing Fire and Emergency Services to the Public*
- *NFPA 1250- Standard on Fire and Emergency Services Organization Risk Management*
- *NFPA 1401- Standard on Fire Protection Training Reports and Records*
- *NFPA 1402- Standard on Building Fire Service Training Centers*
- *NFPA 1403- Standard on Live Fire Training Evolutions*
- *NFPA 1404- Standard on Fire Service Respiratory Protection Training*
- *NFPA 1407- Standard for Training Fire Service Rapid Intervention Crews*
- *NFPA 1410- Standard on Training for Initial Emergency Operations*
- *NFPA 1451- Standard on Fire Service Vehicle Operations Training Program*
- *NFPA 1500- Standard on Fire Department Safety and Health Program*
- *NFPA 1521- Standard for Fire Department Safety Officer*
- *NFPA 1561- Standard on Emergency Services Incident Management System*
- *NFPA 1581- Standard on Fire Department Infection Control Program*
- *NFPA 1582- Standard on Medical Programs for Fire Departments*
- *NFPA 1584- Standard on Rehabilitation Process for Members during Emergency Operations and Training Exercises*
- *NFPA 1620- Standard Recommended Practice for Pre-Incident Planning*
- *NFPA 1710- Standard on Career Fire Department Organization and Deployment*
- *NFPA 1720- Standard on Volunteer Fire Department Organization and Deployment*

NFPA Standards can be a good source of information when drafting departmental guidelines. NFPA Standards are drafted with input from industry leaders, manufacturers, and Fire Service Professionals. NFPA Standards are on a revision cycle, and are kept current. There are currently two revision cycles per year where Standards are updated, and any clarifications and Amendments are issued.

Insurance Services Office (ISO) and Fire Service Training

The Insurance Service Office (ISO) is covered in greater detail later in this document. In this section, only the training requirements of ISO will be discussed. ISO will send a representative to review your training records. The purpose of this section is to assist you with obtaining maximum credit for your training program. It is important to know that the ISO representative will expect to see clear and complete documentation on all trainings. It is helpful if you can maintain a complete set of records both for the indi-

vidual, and each category listed in this section. The following items are what ISO will likely expect to see, and review. All of the information below is available in the ISO Fire Suppression Rating Schedule (FSRS) as well as in the commentaries associated with each section. As a Fire Chief, you are allowed to access certain information that is not available to the general population. Please see the ISO website at:

www.iso.com/

Library and Visual Training Aids.

A. Training Manuals (from a reputable agency)

- a. These training manuals should reflect the needs of the department.
- b. The training manuals may be compared with those published by the International Fire Service Training Association (IFSTA), or an equivalent.
- c. These Training Manuals should include fire training subject material that is covered in the National Fire Protection Association (NFPA) Standards listed below.
 - i. NFPA 1001 Standard for Fire Fighter Professional Qualifications
 - ii. NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications
 - iii. NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program
 - iv. NFPA 1021 Standard for Fire Officer Professional Qualifications
 - v. NFPA 1403 Standard on Live Fire Training Evolution
 - vi. NFPA 1410 Standard on Training for Initial Emergency Scene Operations
 - vii. NFPA 472 Standard for Professional Competence of Responders to Hazardous Material
 - viii. NFPA 1620 Standard Recommended Practice for Pre-Incident Planning
 - ix. NFPA 1401 Standard Recommended Practice for Fire Service Training Reports and Records.

B. *Fire Chief's Handbook*

C. NFPA Fire Protection Handbook

D. ICMA Managing Fire Services

E. NFPA 1201 Standard for Developing Fire Protection Services for the Public

The department should maintain a listing of all materials that are made available in the training library, including books, manuals, articles, and visual aids (such as DVD's, VCR's, Projectors, and other computer based media). This list should be included as part of the materials presented to ISO during the review. In order for your department to receive ISO credit for the training library, the materials contained in the training library must be accessible to firefighters.

Company Drills. All members should receive appropriate company drill training that includes the following:

1. Single or Individual Company Drills – Minimum of eight (8) 3-hour drills per year.
2. Multiple Company Drills – Minimum of four (4) 3-hour drills per year.
3. Night Drills – Minimum of two (2) 3-hour drills per year.

NOTE: Although the *ISO Grading Schedule* specifies that twelve (12) drills a year are required for full credit for this item, departments that conduct eight (8) multiple company drills, with at least two (2) of the drills being conducted as night drills, can receive full credit for this drill item.

Company Training. Company Training is training that is conducted inside the organization, with the membership of that company in attendance. Company Training is to be conducted at the station by the Officer in charge. Company Training does not include training conducted as Company Drills. Company Training should amount to twenty (20) hours per member per month. The training must be related to structural fire-fighting.

Driver Operator Training. The records given to ISO should show the names of all firefighters classified as driver/operators. Driver/Operators should be further classified as established or new depending on documented training. New Driver/Operators will be considered “new” until they complete the training requirements listed below. All driver/operators should receive a minimum of the following training annually:

1. Driver/Operator – Four (4) 3-hour training sessions with annual performance testing.
2. New Driver/Operator – Forty (40) contact hours of specialized training, including both classroom and practical skills development with testing.

Officer Training. Annual classes for officers are to be held for two (2) six (6) hour days. These 2 days of chief officer and company officer classes should be devoted to leadership instruction and training. Any chief officer responsible for fireground interior or exterior command duties should be included in officer classes.

NOTE: The records for these items should show the firefighters that are eligible to receive officer training as well as a description of the training received.

Recruit Training. All new members, or recruits, of the department should receive a minimum of 240 hours of introductory training per NFPA 1001 (*Firefighter Professional Qualifications*). If this training is not completed within one year, you will lose two (2) credit points per each six-month period past the initial year. Your departmental Operating Guide (SOG/SOP) should outline the requirements for a recruit firefighter that details the subject matter and hourly requirements for each subject. A department may also simply refer to any local or state programs required to meet the 240 hours.

NOTE: These records should show all firefighters that are considered to be recruits and a description of the training received. If the department should decide to recognize training from another organization, the records should reflect the training. If the total hours are

less than the 240 required, in-house training should be provided so that all recruits receive a minimum of 240 hours of recruit training.

Hazardous Materials Training. All officers and firefighters should receive a minimum of three (3) hours of Hazardous Materials, Radiological, and Hazardous Materials training that includes a performance examination. Records should reflect each firefighter or line officer, and the details of the training.

Pre-fire planning Inspections. Fire Departments should conduct pre-fire planning of each commercial, industrial, and institutional site, and others, except one and two-story family dwellings, a minimum of twice a year. ISO will review records of the last three (3) inspections. A record of each pre-fire planned site should be maintained for review. These Pre-Fire Planning Inspections should be done in accordance with NFPA Standard 1620, *Recommended Practice for Pre-Incident Planning*.

NOTE: Pre-plans are not only a valuable tool for training, but pre-plans also provide insight for tactical operations. Pre-plans also provide firefighters the chance to see a building and its contents outside of fire conditions. Pre-plans also give the fire department a chance to educate businesses on fire-friendly housekeeping.

Training Records. Training records should be maintained and kept up to date. There are many programs available to assist with records management. The purpose of these training records is to be able to substantiate that the training was held, and that certain members attended. In order to provide reasonable evidence that qualified training did in fact occur, as a minimum the records should include the following information:

1. Date of training
2. Location of training
3. Subject of the training
4. List of attendees
5. Signatures of attendees
6. ISO Category of training (Officer, Driver, Haz-Mat, etc.)

7. Instructor information

South Carolina Fire Academy

The vast majority of Fire Service related training is made available through the South Carolina Fire Academy (SCFA) located in Columbia, South Carolina. Currently, the South Carolina Fire Academy (SCFA) and the Office of the State Fire Marshal (OSFM) both operate under the Fire and Life Safety Division of the Department of Labor, Licensing and Regulation (LLR). LLR was created by Act 181 of the South Carolina Legislature in 1994. This Act combined 40 separate state agencies, including the Department of Labor, the State Fire Academy, the Office of the State Fire Marshal, and 38 professional and occupational licensing boards. The website for the South Carolina Department of Labor, Licensing and Regulation (LLR) is below:

www.llr.state.sc.us/

The South Carolina Fire Academy (SCFA) has been accredited by the International Fire Service Accreditation Congress (IFSAC) since March of 1993. Accreditation by IFSAC means that the SCFA certification system has been accredited by an international group of fire service professionals. This accreditation guarantees that the certification process of the South Carolina Fire Academy has met national standards, and the accredited programs that the SCFA provides reflects the most current training requirements. Currently, there are sixteen (16) programs offered by the SCFA that have IFSAC Accreditation. Please note that IFSAC accredits the process of certification, not the content of the course. There is a note at the bottom of the IFSAC Homepage that explains this further.

More information on the current SCFA training programs with IFSAC Accreditation and the International Fire Service Accreditation Congress can be found at the links below:

<http://www.scfa.state.sc.us/Education/index.asp?file=ifsac.htm>

<http://www.ifsac.org/>

All SCFA training courses currently have a 30-day registration cut-off. This means that registrations stop being accepted thirty (30) days before the scheduled start date. No walk-ins are allowed. All of the information contained in this section can be found in more detail on the SCFA website:

<http://www.scfa.state.sc.us/Education/index.asp?file=Catalog.htm>

South Carolina Fire Academy Courses. Currently there are five different course types offered by the SCFA. We will look at each course type individually. The course types are as follows:

- Regional Catalog Courses
- Resident Catalog Courses
- Training-In-House Courses
- Request Courses
- Instructor Courses

Regional Catalog Courses. Regional Catalog Courses are SCFA Courses that are held in the field throughout the state. The SCFA has divided the state into seven (7) training regions. These courses are listed in a training catalog that is published bi-annually by the SCFA. These catalogs divided the fiscal year into two parts. The catalogs are titled as Public Fire Service Course Dates. The date ranges are July through December, and January through June of the respective calendar years in which the months occur. July through December is the first half of the fiscal year, and January through June is the second half. These courses are scheduled by the SCFA Regional Coordinator

at the request of the local fire department. These courses are taught by SCFA adjunct instructors through the SCFA Regional Coordinator. The local fire department making the request is known as the host department. Host departments are only guaranteed ten (10) spots in the class. Once those ten spots are filled, the registrations are taken on a first come first serve basis.

Resident Catalog Courses. Resident Catalog Courses are the courses held at the SCFA facility in Columbia. These courses are also published in the *Public Fire Service Course Dates Catalog*. These courses are taught by full-time faculty, as well as adjunct SCFA instructors. In addition to the courses listed in the catalog, the SCFA also host special weekend programs, as well as seminars. Course participants in Resident Training Courses may also have the option of staying on site at the SCFA during the course. Additional fees may apply for accommodations of dorm rooms, and dining on site.

Training-In-House Courses. These training courses are taught by a SCFA certified instructor within the local fire department. The schedule of these courses is set to accommodate the local fire department that is conducting the program. All SCFA policies apply to these courses. These courses are taught using the SCFA lesson plan for the course. SCFA certificates are issued, and SCFA credit is granted to participants. These courses are scheduled through the SCFA Regional Coordinator of the region that the requesting department is physically located in. In order for a department to conduct SCFA courses as training-in-house, the following conditions must be met:

- Written request for to conduct the course as training-in-house should be received by the SCFA Regional Coordinator sixty (60) days prior to the requested start date.
- Student registration forms must be received by the SCFA Regional Coordinator prior to the 30 day registration cut-off date. No Walk-ins are allowed.
- SCFA Courses have a minimum number of required participants. The minimum number of students varies with the course. The SCFA may work with a depart-

ment that does not meet the minimum number of participants, but the department will be invoiced for the minimum number required.

- The local department must be able to provide all of the required facilities needed to conduct a particular SFCA course. For certain programs, the SCFA does have basic equipment available to assist in the delivery of these courses.

Request Courses. If a local department has needs that cannot be met through the use of catalog courses and the local department does not have the instructor resources to conduct a course as training-in-house, the SCFA Regional Coordinator will make every effort to deliver requested training. The fulfillment of these courses is dependent upon the availability of instructors and funding. Both types of catalog courses and training-in-house courses get funding priority. Request Courses will in no way replace either catalog courses, or training-in-house courses. Request Courses are simply an effort of the SCFA to meet local training needs. If the resources are available, local departments have to meet the following conditions:

- Written request for to conduct the course as training-in-house should be received by the SCFA Regional Coordinator sixty (60) days prior to the requested start date.
- Student registration forms must be received by the SCFA Regional Coordinator prior to the 30 day registration cut-off date. No Walk-ins are allowed.
- SCFA Courses have a minimum number of required participants. The minimum number of students varies with the course. The SCFA may work with a department that does not meet the minimum number of participants, but the department will be invoiced for the minimum number required.
- The local department must be able to provide all of the required facilities needed to conduct a particular SFCA course. For certain programs, the SCFA does have basic equipment available to assist in the delivery of these courses.

Instructor Courses. These courses include instructor training and certification courses, Professional Skills Development, and Instructor Orientation Workshops (IOW's). These programs may be resident delivery programs, or are available in the regions. These programs must also meet pre-registration and minimum number requirements as well.

Student Eligibility (with regards to local fire departments):

- Must be 18 years old and a bona fide member of a career, or volunteer fire department. Exception is made for 16 and 17 year old participants of the Explorer Learning for Life Exploring Program, or a Junior Member participating under the Future Volunteer Firefighters Act of South Carolina in accordance with SCFA AG-007 Guideline.
- All 16 and 17 year old students attending as Junior Members or Explorers must use the registration form located in the SCFA AG-007 Guideline.
- All course prerequisites are listed in the SCFA Curriculum Catalog under each course listed. Students must meet the prerequisites for a course before registering for it.

Student Cancellations. All cancellations must be received prior to the course start date (up to the day before) to prevent billing, or receive a refund. Cancellations may be made by either fax, or phone. The cancellation hotline is (803) 896-9804. Habitual cancellations by any student may result in a student being penalized in future registrations.

Student “No Shows”. Students who do not cancel from a course, and simply do not show up are considered “No Shows”. These students forfeit the right to any refund, and the department may receive a bill for the program. Students who “No Show” may be penalized in future registrations.

Substitutions. A department Chief or designee may request a student substitution. A written request must accompany the registration. This request must be made prior to the start date of the course.

Equivalency / Reciprocity. The SCFA does offer equivalency for certain certifications obtained through other fire training agencies. Equivalency is only offered to current, active members of South Carolina fire departments. With Equivalency, credit is awarded for training to a national standard by a non-accredited agency. Students seeking equivalency will be required to take the written examination for the equivalent course.

Skills testing may also be required for equivalency to be granted. All equivalency requests must be approved by the Certification and Accreditation Supervisor.

The SCFA also offers reciprocity for certain certifications obtained from other agencies accredited through IFSAC, or the National Professional Qualifications System (NPQS) often times the NPQS is identified as Pro Board accreditation. Reciprocity may not require testing. There is however a fee for processing NPQS certifications. Currently the fee for reciprocity certificates is \$5. You may need the following information when contacting the SCFA Certification and Accreditation Supervisor:

- Letter from the issuing agency stating that the training meets the applicable national standard, and describes how the course was evaluated in detail.
- Attendance criteria that documents that you attended 80 percent of the training at a minimum.
- A detailed course outline including course objectives, and how those objectives were evaluated.
- For training obtained from agencies that are not fire related, information on instructor credentials may also be required.

Students seeking either equivalency or reciprocity must submit an equivalency / reciprocity application, and submit it to the SCFA Certification and Accreditation Supervisor. The application can be found at the following link:

www.scfa.state.sc.us/PDF%20Files/Reciprocity%20form.pdf

For more information on NPQS or ProBoard see the following link:

www.theproboard.org/

As stated earlier, all information in this section regarding the SCFA can be found in both SCFA publications. The Curriculum catalog is printed annually, and the Public Fire Service Course Dates is printed bi-annually. Current editions of each can be found on the SCFA homepage:

<http://www.scfa.state.sc.us/index.asp>

Training Resources for Fire Departments

The following links are provided to assist you with obtaining training for your members. While the South Carolina Fire Academy provides a quality training program, there are other resources available to assist you with obtaining training that is specific to your departmental needs. Many of these programs are online in format, but are in no way intended to be a substitute for an established fire department training program. These resources are meant to compliment your training program.

- Federal Emergency Management Agency (FEMA)

www.fema.gov/prepared/train.shtm

There are numerous FEMA Training Agencies. You can Access the following through the link above:

1. Center for Domestic Preparedness (CDP)
 - a. At the resident campus in Anniston, responders can receive training on incident management, mass casualty response, and emergency response to a catastrophic natural disaster or terrorism.
2. Emergency Management Institute (EMI)
 - a. The Emergency Management Institute (EMI) provides emergency management training to responders to minimize the impact of disasters.
3. National Training and Education Division (NTED)
 - a. The National Training and Education Division (NTED) provides more than 125 training courses to effectively function during mass consequence events.
4. National Fire Academy (NFA)
 - a. The National Fire Academy (NFA) serves as the training division of the United States Fire Administration (USFA)

- LSU Fire and Emergency Training Institute

<http://feti.lsu.edu/>

- Texas Engineering Extension Service (TEEX)

<http://www.teex.com/index.cfm>

There are many other training resources available. This is only a small sample of what is available to assist you with obtaining quality training to improve your department's response capabilities.

Response Resources for Fire Departments

The following links are provided to assist you with planning for responses that have the potential to overwhelm your assets and resources. This information should also be used to foster the development of positive working relationships between your fire department and other support agencies. It is recommended that you take the time to learn how these support agencies can work to assist you before any emergencies arise that requires you to use them.

South Carolina Emergency Management Division (SCEMD).

<http://www.scemd.org/>

To find your local Emergency Management Agency's contact information: Go to the SCEMD webpage; click on "**LINKS**"; select "**County Emergency Management Agencies**"

You should be able to locate the contact information that you will need for your county on this page. Your local EMA should be able to assist you in planning, and provide information related to equipment and supplies available locally.

South Carolina Firefighter Mobilization Oversight Committee (S.C.FMOC)

<http://www.ffmob.sc.gov/>

The S.C.FMOC is made up of 11 senior emergency services professionals from around the state. The committee was formed by the South Carolina Legislature via Statute 23-49 (The Firefighter Mobilization Act of 2000). This Act was designed to create an in-

state mutual aid system for response to emergency events that overwhelms your capabilities. This system also allows for certain responses to assist neighboring states.

You are required to register your department with Firefighter Mobilization, and keep your records up to date. If you are unsure if your department complies, you may contact the Mobilization Coordinator at (803) 896-9601. You can also find information on other resources such as Regional USAR Teams, the South Carolina Emergency Response Task Force, The South Carolina Helicopter Aquatic Rescue Team, and the South Carolina Hazardous Materials Working Group (HMWG) on this site.

South Carolina Law Enforcement Division (SLED)

<http://www.sled.sc.gov/>

The South Carolina Law Enforcement Division (SLED) may be able to provide investigative services on suspicious fires, and fires that result in great bodily injury, or death. Your local law enforcement agency should be able to assist you in requesting SLED's services. SLED also conducts criminal background checks for firefighters, as required by SC Statute 40-80-20.

South Carolina State Firefighters' Association

<http://www.scfirefighters.org/>

The South Carolina State Firefighters' Association can provide assistance with departmental needs related to insurance, retirement, and other benefits that are made available through the Association. The Association may also be able to assist with certain legislative needs.

South Carolina State Fire Chiefs Association

<http://www.scfirechiefs.com/>

The South Carolina State Association of Fire Chiefs is a statewide association that provides information and programs to assist you with your duties as a Fire Chief. Membership is required for certain benefits.

International Association of Fire Chiefs (IAFC)

<http://www.iafc.org/>

The IAFC is an international association that provides information and programs to assist you with your duties as a Fire Chief. Membership is required for certain benefits.

Chapter 5

National Fire Protection Association

by

Alan Sims, Fire Chief
City of Belton Fire Department

NFPA: Response

National Fire Protection Agency (NFPA) is the standard for deployment and operations. Chapter 1 of NFPA is the Administration section of the standard. The list of standards below is only a guideline listed in the NFPA standard. You will need to purchase or borrow the entire document prior to doing your research. The Standards listed below are the current editions as of December 18, 2010. You will need to make sure that there is not a more current edition available prior to your research.

Fire suppression operations shall be organized to ensure that the fire department's fire suppression capabilities includes sufficient personnel, equipment, and other resources needed to deploy fire suppression resources efficiently, effectively, and safely. The standard also states that upon assembling the necessary resources at the emergency scene, the fire department must have the capability to safely commence an initial attack within two minutes 90 percent of the time.

NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2010 Edition

This standard contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments. The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of the volunteer and combination public fire suppression operations, emergency medi-

cal service, and special operations delivery in protecting the citizens of the jurisdiction.

The list of standards below is only a guideline listed in the NFPA standard. You will need to purchase or borrow the entire document prior to doing your research. The Standards listed below are the current editions as of December 18, 2010. You will need to make sure that there is not a more current edition available prior to your research.

NFPA 901 sets the standard of how incident reporting is done. There are many companies out there that offer a fire reporting system: Firehouse, Fire Programs, and so forth. It shows everything from the Incident Location to Property and Human Loss. There are 17 chapters in the standard that deal with Incident Reporting.

NFPA 901, Standard Classifications for Incident Reporting and Fire Protection Data, 2006 Edition

This document describes and defines data elements and classifications used by many fire departments in the United States and other countries to describe fire damage potential and experience during incidents. It does not provide guidelines for a reporting system or related forms.

This document provides a common language for the collection of pre-incident information (such as fire defense features of a structure), fire and other emergency incident data, and post-incident damage assessments. It also defines numeric classifications for various data elements that describe fire protection and fire service information.

NFPA: Equipment

National Fire Protection Agency (NFPA) provides the standard from which most fire equipment is designed and tested. Chapter 1 of NFPA is the Administration section of the standard. This section describes the requirements and the minimum performance requirements for the equipment listed in that particular standard. This list of standards below is only a guideline of the equipment that is listed in the NFPA standard. You will

need to purchase or borrow the entire document prior to doing your research. The Standards listed below are the current editions as of December 18, 2010. You will need to make sure that there is not a more current edition available.

1. NFPA 1801, Standard on Thermal Imagers for the Fire Service, 2010 Edition
2. NFPA 1901, Standard for Automotive Fire Apparatus, 2009 Edition
3. NFPA 1906, Standard for Wildland Fire Apparatus, 2006 Edition
4. NFPA 1925, Standard on Marine Fire-Fighting Vessels, 2008 Edition
5. NFPA 1931, Standard for Manufacturer's Design of Fire Department Ground Ladders, 2010 Edition
6. NFPA 1936, Standard on Powered Rescue Tools, 2010 Edition
7. NFPA 1961, Standard on Fire Hose, 2007 Edition
8. NFPA 1964, Standard for Spray Nozzles, 2008 Edition
9. NFPA 1965, Standard for Fire Hose Appliances, 2009 Edition
10. NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting 2007, Edition
11. NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2007 Edition
12. NFPA 1983, Standard on Life Safety Rope and Equipment for Emergency Services, 2006 Edition
13. NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations, 2008 Edition

NFPA 1801, Standard on Thermal Imagers for the Fire Service, 2010 Edition

This standard specifies the design, performance, testing, and certification requirements for thermal imagers used by fire service personnel during emergency incident operations. This standard specifies requirements for new thermal imagers for the fire service.

NFPA 1901, Standard for Automotive Fire Apparatus, 2009 Edition

This standard defines the requirements for new automotive fire apparatus and trailers designed to be used under emergency conditions to transport personnel and equipment and to support the suppression of fires and, mitigation of other hazardous situations. This standard specifies the minimum requirements for new automotive fire apparatus and trailers.

NFPA 1906, Standard for Wildland Fire Apparatus, 2006 Edition

This standard defines the requirements for new automotive fire apparatus, including apparatus equipped with a slip-on fire-fighting module, designed primarily to support wildland fire suppression operations. This standard specifies the minimum requirements for a new automotive wildland fire apparatus.

NFPA 1925, Standard on Marine Fire-Fighting Vessels, 2008 Edition

This standard provides minimum requirements for marine fire-fighting vessels. This standard also provides minimum maintenance and testing requirements for marine fire-fighting vessels. The purpose of this standard is to provide the minimum requirements for the construction of new marine fire-fighting vessels, or for the conversion of existing vessels to become marine fire-fighting vessels.

NFPA 1931, Standard for Manufacturer's Design of Fire Department Ground Ladders, 2010 Edition

This standard specifies the requirements for the design of fire department ground ladders, and for the design verification tests that are to be conducted by the ground ladder manufacturer. This standard provides the manufacturer of fire department ground ladders with a set of performance requirements against which ladders are to be certified to ensure that the ground ladders are reliable and safe to use.

NFPA 1936, Standard on Powered Rescue Tools, 2010 Edition

This standard specifies the minimum requirements for the design, performance, testing, and product conformance verification of powered rescue tools and components. This standard specifies the requirements for spreader, ram, cutter, and combination powered rescue tools. The purpose of this standard is to establish minimum performance requirements for powered rescue tools and components that are utilized by emergency services personnel to facilitate the extrication of victims from entrapment.

NFPA 1961, Standard on Fire Hose, 2007 Edition

This standard defines the design and construction requirements for new fire hose, the testing required to verify fire hose design and construction, and the inspection and testing required of all new fire hose. The purpose of this standard is to provide minimum performance requirements for fire-fighting hose to assure purchasers or authorities that have jurisdiction that the hose comply with this standard are suitable for fire suppression use.

NFPA 1964, Standard for Spray Nozzles, 2008 Edition

The purpose of this standard is to provide minimum performance requirements for fire-fighting spray nozzles in order to assure purchasers or authorities having jurisdiction that nozzles that comply with this standard are suitable for fire suppression use.

NFPA 1965, Standard for Fire Hose Appliances, 2009 Edition

This standard covers the requirements for fire hose appliances up to and including 150 mm (6 in.) nominal dimension designed for connection to fire hose, fire apparatus, and fire hydrants, and intended for general fire service use in controlling or conveying water. The purpose of this standard is to provide minimum performance and operational requirements for fire hose appliances, and to specify the design verification tests for fire hose appliances.

NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting 2007, Edition

This standard specifies the minimum design, performance, testing, and certification requirements for structural firefighting protective ensembles and ensemble elements that include coats, trousers, coveralls, helmets, gloves, footwear, and interface components. The purpose of this standard is to establish minimum levels of protection for fire-fighting personnel assigned to fire department operations including, but not limited to,

structural firefighting, proximity firefighting, rescue, emergency medical, and other emergency first responder functions.

NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2007 Edition

This standard specifies the minimum requirements for the design, performance, testing, and certification of new compressed breathing air open-circuit self-contained breathing apparatus (SCBA) and compressed breathing air combination open-circuit self-contained breathing apparatus and supplied air respirators (SCBA/SARs), and for the replacement parts, components, and accessories for these respirators. The purpose of this standard is to establish minimum levels of protection for emergency services personnel from atmospheres that are categorized as immediately dangerous to life and health (IDLH) atmospheres.

NFPA 1983, Standard on Life Safety Rope and Equipment for Emergency Services, 2006 Edition

This standard shall specify minimum design, performance, testing, and certifications requirements for life safety rope, escape rope, water rescue throwlines, life safety harnesses, belts, and auxiliary equipment for emergency services personnel. The purpose of this standard shall be to establish minimum levels of performance for life safety rope, escape rope, water rescue throwlines, life safety harnesses, belts, and auxiliary equipment for emergency services personnel.

NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations, 2008 Edition

This standard specifies the minimum design, performance, testing, documentation, and certification requirements for new single-use and new multiple-use emergency medical operations protective clothing, including garments, helmets, gloves, footwear, and face protection devices used by emergency medical responders prior to arrival at medical care facilities, and used by medical first receivers at medical care facilities during emergency medical operations. The purpose of this standard is to establish a minimum level of protection from contact with blood and body fluid-borne pathogens for personnel performing patient care during emergency medical operations.

Chapter 6

Fire Department

by

Keith Minick, Fire Chief
City of Newberry Fire Department

Purchasing

It is important that we be considered good stewards of public money, and that we bid and award our purchases fairly. Purchasing must be conducted legally, ethically, and in line with your organizational procedures. Examples of important questions that you want to ask are the following:

1. Is there a limit set before having to receive multiple bids on the purchase(s) (\$500, \$1,000, etc)?
2. Prior to awarding the bid, who has the authority to approve the purchase?
3. Is the person conducting the purchase following all guidelines set by the department, city, county, Special Purpose District (SPD), etc. In addition to following your organization's guidelines to the bid process, some other guidelines you may need to reference for guidance with your purchasing of certain equipment may be listed in the ISO (Insurance Service Office) and the NFPA (National Fire Protection Association) website and/or manual.

Important questions to ask prior to the purchase include:

1. Does the purchase meet the department needs and not wants? Developing a committee to evaluate the needs of the department may help keep you focused on departmental needs when spending public funds. A well designed committee can research a product and save time before going to bid.
2. Is the purchase within budget?
3. Have you secured all necessary approvals for obligating funds prior to obligating your organization?

Contact the person who is in charge of the finances for your organization to get a better understanding of the procedures that need to be followed. This person can help you make a smoother transition by offering information when it comes time for those larger purchasing items.

Insurance

Property/Casualty Insurance. Along with insurance mentioned in this guide, two additional insurances dealing with the fire department are property/casualty and worker's compensation. ISO defines property/casualty insurance as insurance on homes, cars and businesses. Technically, property insurance protects a person or business with an interest in physical property against its loss or the loss of its income-producing abilities. Casualty insurance mainly protects a person or business against legal liability for losses caused by injury to other people or damage to the property of others. This and other information can be obtained at: <http://www.iso.com/About-ISO/ISO-Services-for-Property-Casualty-Insurance/What-Is-Property/Casualty-Insurance.html>

Several companies offer coverage for property/casualty insurance.

Worker's Compensation. According to the Workers' Compensation in South Carolina website, Workers' Compensation laws are designed to provide a satisfactory means of handling occupational disabilities. Six basic objectives underlie the workers' compensation laws:

1. Provide sure, prompt, and reasonable income and medical benefits to work-related accident victims, or income benefits to their dependents, regardless of fault;
2. Provides a single remedy and reduce court delays, costs, and judicial workloads arising out of personal injury litigation;
3. Relieve public and private charities of financial demands incident to uncompensated occupational accidents;
4. Minimize payment of fees to lawyers and witnesses as well as time-consuming trials and court appeals;
5. Encourage maximum employer interest in safety and rehabilitation through an appropriate experience-rating mechanism; and,
6. Promote frank study of the causes of accidents (rather than the concealment of fault) in an effort to reduce preventable accidents and human suffering.

Listed below are links for more information on workers' compensation.

http://www.workerscompensation.com/south_carolina.php

<http://www.wcc.state.sc.us/Welcome+and+Overview/faqs/>

Developing Policies and Procedures

Depending on the definition adopted by the authority that has jurisdiction, the document may be called standard operating procedures (SOPs), standard operating guidelines (SOGs), policies and procedures manual (PPM), or general orders (GOs). These documents contain the mission statements, responsibilities, and authority of the organization, and each of its branches and functional positions. Important questions to ask include the following:

1. Does the department currently have policies and procedures?
2. If so, when was the last time they were reviewed, updated and/or changed? Policy and procedure documents should be an ongoing process for the organization.
3. Do you have buy in from the members of the organization, and are they giving information feedback for the betterment of the department?
4. Does the policy(s) meet the organizations current operations? Example: is the response policy for fire alarms the same as car fires? Has the district you serve installed hydrants recently? Make sure your policies and procedures are reflecting everyday practice. Having no policy may be bad, but having a policy that you do not follow is even worse.

Budget Justifications.

Justifying a budget request requires valid documentation and supporting evidence. Accurate research and internal records maintenance provide support for the request.

Some effective budget justification requires the following:

1. Review and understand the history, status, uses and relationship to all department accounts
2. Conduct research studies dealing with salaries, benefits and personnel.
3. Establish and serve as a strong advocate for department budget priorities in consultation with funding administration.
4. Use of in house records dealing with run reports, maintenance cost, operational changes due to services provided. ISO requirements may justify needs.

5. Automatic/mutual aid agreements or any other contractual requirements.

Equipment Maintenance and Compliance

1. Does the department equipment meet the needs of the service provided?
2. Prioritize
3. Review standards to seek guidance for safety. ISO, NFPA
4. State Contract

Strategic Planning

In *Strategic Planning: Development and Implementation*, Bonita Melcher and Harold Kerzner say that “strategic planning is the process of formulating and implementing decisions about an organization’s future direction.” Strategic planning can be based off of four fundamental questions asked on an organizational basis:

1. Where are we now?
2. Where are we going?
3. How do we get there?
4. How do we measure our progress?

The benefits of strategic planning are that it provides a destination, identifies strategy, recognizes the risks, determines the needed resources, builds flexibility, and provides the change needed to create your ideal future. The department may set one-year and five-year departmental goals with the members.

Listed below are two of many reference materials used, and can be used to improve strategic planning.

- Reference book: *Applied Strategic Planning* by Nolan, L. Goodstein & J Goodstein
- <http://govinfo.library.unt.edu/npr/library/papers/benchmrk/customer.html>

Managing Citizens and Personnel

Citizens. Create an environment where your employees will take some risk to provide quality customer service. The environment should require the risk to be within the scope of the department policy and procedures, yet allow the employee to go the extra

mile in delivering customer service and feeling the ownership and pride of going that extra mile. The employee must be creative in the ways they serve the public, and always seek excellence in the services provided.

Refer to Alan Brunacinni's book on customer service.

Personnel. Develop shared goals with your employees. This means using all the knowledge you have in your organization from top to bottom. By sharing ideas, dreams, and concerns, the organization can set forth the goals, visions, and outcomes it desires. Developing the plan will have strong support and buy in from the organization to move in the right direction. Health and Fitness in the organization is your concern and legal responsibility.

http://www.everyonegoeshome.com/research/pages/Initiative_6__Physical_Health/Physical_Fitness/index.html

Firefighters are responsible adults and should be treated as such. Remember, discipline in private and reward in public. When an employee does something good for you, you should thank him/her.

Chapter 7

Ceremonies

by

Josh Horton
Fire Chief
Fripp Island Fire Department

Author's Note. This is one of the many individual items covered in this Handbook. While there may be a department standard in place, it certainly should be a standard that is in line with accepted practices across the fire service. With that in mind please review the following pages and realize that while it may not be written word for word for your department, the goal here is take this "accepted practice", refine it for your needs, and develop something that is workable for your department. Whatever the end product is, please keep it in line with these standards.

The following materials were secured from a variety of sources, and reconstructed here to assist the members of the South Carolina Firefighters Association with information, resources and guidance. No parts of these guidelines are presented as original work, nor are they intended to confine, direct, or otherwise restrict a Fire Chief from directing and organizing their department's response to situations discussed. There is no intent or desire to affect the copyrighted works of published authors.

Uniforms

- Class D, the daily work uniform for the company level generally consists of a t shirt or collared shirt, duty pants, belt, and polished boots.
- Class C uniform should be short sleeved dress shirts with appropriate hardware and software with pressed, non-faded duty pants, belt, and polished boots.
- Class B uniform consist of long sleeved dress shirt with appropriate hardware and software, tie, dress type slacks, belt, and shined oxford shoes
- Class A or Full Dress is the same as Class B with the addition of a jacket with appropriate hardware and software, and a Dress Hat of the appropriate color and hardware for the rank of the wearer.

Hardware consists of badge, nameplates, collar insignias and department authorized pins. Software consists of any patch or sewn emblem that is not removable but authorized by the department.

U.S. Flag Etiquette.

Standards of Respect. The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms.
- To store the flag it should be folded neatly and ceremoniously.
- The flag should be cleaned and mended when necessary.
- When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

Note: Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day, June 14th. Many Cub Scout Packs, Boy Scout Troops, and Girl Scout Troops retire flags regularly as well. Contact your local American Legion Hall or Scout Troop to inquire about the availability of this service.

Displaying the Flag Outdoors

- When the flag is displayed from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half-staff.
- When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top, except that the church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea.
- When the flag is displayed over a street, it should be hung vertically, with the union (stars) to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building.
- When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line, the flag of the United States is always placed in the position of honor - to its own right. The other flags may be smaller but none may be larger.
- No other flag ever should be placed above it.
- The flag of the United States is always the first flag raised and the last to be lowered.
- When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

Raising and Lowering the Flag. The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night. The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

Displaying the Flag Indoors.

- When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.
- The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.
- When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.
- When displaying the flag against a wall, vertically or horizontally, the flag's union should be at the top, to the flag's own right, and to the observer's left.

Parading and Saluting the Flag.

- When carried in a procession, the flag should be to the right of the marchers.
- When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right.
- When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

The Salute. To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart, and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge. The hand salute dates back to medieval times. When knights passed each other on horseback they would lift their visor on their helmet to show respect. Only uniformed personnel with Dress Hats render a hand salute, all others should place their right hand over their heart.

The Pledge of Allegiance and National Anthem.

- The pledge of allegiance should be rendered by standing at attention, facing the flag, and saluting.
- When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note.
- The salute is directed to the flag, if displayed, otherwise to the music.

The Flag in Mourning.

- To place the flag at half-staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff.
- The flag is to be raised again to the peak for a moment before it is lowered. On Memorial Day the flag is displayed at half-staff until noon and at full staff from noon to sunset. The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.
- When used to cover a casket, the flag should be placed with the union at the head and over the left shoulder. It should not be lowered into the grave.

Promotions

Promotion should be the highlighted moments in a Firefighter's career, special moments that should be shared with family, coworkers and friends. It is a good idea to

hold a promotion ceremony at least once a year to maintain and foster esprit-de-corps, the sharing of a sense of pride, honor, and positive morale. This should be a formal ceremony that includes elected officials as guest and other members of the community. For truly memorable promotion ceremonies consider the following:

- **PLAN AHEAD!** Give everyone ample notice and opportunity to attend or to make arrangements to have out of town family to attend.
- Choose a venue that will accommodate everyone comfortably.
- Allow the members being promoted to have one or two persons they choose to do the pinning of the hardware. This could be family members, friends or mentors.
- Adopt an “Oath of Office”, this is also a great opportunity to “swear” in newly hired Firefighters, if you have not already done so and make that the last item of the ceremony. This is where you could ask the elected official to do the swearing in of the newly promoted.
- It would add a level of importance to the ceremony and could never hurt to improve relations between Government Leaders and the Fire Service.
- Have a reception immediately following, with or without light refreshments.

Retirement

Retirement ceremonies should signify the pinnacle of a firefighter’s career. It is the time that most of us look forward to and it is an opportunity for everyone to recall the time that the member has put into the organization. Members of the department, rookies to seniors, can and should participate in this celebration.

All the pomp and circumstance available should be mustered for this joyous and at the same time a very sad and somber occasion. For it is a time when the department can truly materialize the fact that it is a living, breathing and growing creature. We should relish the fact that the Department is actually in a natural life cycle, and should embrace just that. It is also a time when there is great opportunity to have a profound effect on future generations of Firefighters.

There are a number of parts that can be customized into a retirement ceremony. Offered are a few of a list this is essentially endless:

- Allowing a retiring officer a final inspection of the personnel under their command.
- Presenting the retiring member with the flag that flew over their station on their last day of duty.
- Assigning an escort detail to the family of the retiring member.
- On a pre-notification basis, allowing member of the department to share stories and have a chance to speak. If the number wishing to speak is excessive, institute a time limit if necessary.
- Present the retiring member with their helmet as a memory and keepsake.
- Present any additional awards.
- Give the retiring member the opportunity to say a few words.

Funerals

These guidelines are presented for fire departments throughout South Carolina who may have to face the difficult task of being involved in an official funeral for one or more of its members. One of the most difficult questions facing a department will be what types of honor are appropriate for their situation.

Primary considerations when making a decision are the feelings and desires of the family first, then department members. If a department provides the highest honors for an active Officer who died in a non-line-of-duty circumstance, then offering less than full honors for another active Firefighter who also died in a non-line-of-duty circumstance may result in long lasting resentment harbored by family and department members.

This guideline is intended to assist departments in providing consistency within the department, as well as the State of South Carolina, in paying final respects and honors to fallen Firefighters. Please refer to Chapter 2 of this handbook under Benefits of membership in the South Carolina Firefighters Association.

This guideline will define different levels of honor and the options and variations that are available. It is recommended that departments and agencies adopt such a plan prior to the need in order to establish consistency for years to come. Before any plans can be made, the family must be consulted and agree on the participation of the agency.

It is the surviving family's wishes that are paramount in funeral planning.

Definitions

- *Line-of-Duty Death (LODD).* The death must be the result of a traumatic injury suffered in the line-of-duty.
- *Job Related Traumatic Injury.* A blow to the body by an outside force, i.e., crushing injuries suffered in a building collapse, apparatus accident or fall. Burns, smoke inhalation and such climactic injuries as heatstroke or frostbite are considered traumatic injuries.
- *Job Related Non-Traumatic Injuries.* A non-traumatic injury that is strongly believed or has been proven to be attributable to the job. Examples: Stress, heart attack, cancer, stroke, disease and mental illness (suicide).
- *Non-Job Related Death-Deaths.* This category comprises the natural and traumatic deaths that are not Fire/EMS duty related causes of death for active or non-active and retired members.
- *Active Member.* A full-time member or volunteer member of Fire or EMS services in an active capacity.
- *Inactive Member.* A retired, former or pensioned member of a Fire or EMS service.
- *Affiliate Members.* An individual that has served in some capacity with the department, such as a Commissioner, Trustee, Dispatcher etc.

Honors and Descriptions

- *American Flag.* Any active or honorably discharged member of the United States Armed Forces should have the American Flag draped or displayed on the casket. At time of interment, the American Flag will be folded and presented to surviving family "On Behalf of a grateful nation." Representatives from the Armed Forces, VFW, American Legion, etc., should have first right of folding and presentation to the family. If unable to obtain members from these groups, the fire department should undertake this responsibility.
- *Badge Shrouds.* Black elastic or tape is used to cover a horizontal portion of the uniform badge as a reflection of "in mourning".
- *Bagpipers.* Used in traditional fire service ceremony. "Pipers" accompany and play music during movement of the casket and, if desired, during the service.
- *Bell Service.* This bell service consists of a portable fire department bell that is traditionally tolled at the conclusion of the religious ceremony. One member reads a statement regarding the deceased's last alarm. A second member tolls the bell at the conclusion.
- *Bugler.* The final taps can be one or two personnel playing trumpets sounding the traditional military taps at the interment site.
- *Chaplain.* Clergy who are officially members of a department should officiate.
- *Crossed Ladders.* The use of two aerial trucks crossing extended ladders or booms (with the American Flag hanging from the apex) located at or en-route to the cemetery. When the flag is displayed over the middle of the street it should be suspended vertically with the union to the north on an east and west street or to the east on a north and south street.

- *Eulogy.* Fire service member(s) speaking in remembrance as part of the funeral service.
- *Color Guards.* A formally trained unit of members carrying the national and local flag in accordance with accepted standards. Color guards participate in all marching processions.
- *Fire Engine Caisson.* The use of a fire department pumper for carrying the casket.
- *Fire Service Flag/American Flag.* A flag that will be sent from the South Carolina Firefighter's Association to adorn the casket at the wake and funeral service.
- *Flower Unit.* The use of a fire department vehicle for the transportation of flowers during the procession.
- *Funeral Director.* The organization selected by the family to make the appropriate arrangements and who must be involved in all planning or providing funeral honors.
- *Hearse.* Vehicle provided by the funeral director for carrying a casket.
- *Honor Guards.* One or two uniformed members of the fire service standing guard at the casket during the wake.
- *Honor Detail.* Non-detailed uniformed department members and visiting department members present to pay tribute.
- *Pallbearers.*
- *Active:* Uniformed members assigned to carry the casket.
- *Honorary:* Uniformed members not assigned to carrying the casket; however, they are planned in an honorary position leading this casket.
- *Station Bunting.* Mourning drapes that are placed on the outside of public buildings and fire stations.
- *Vehicle Bunting.* Mourning drapes that are used to decorate fire vehicles participating in caisson or flower unit details.
- *Walk Through.* A predetermined time during the wake when uniformed members and dignitaries enter for a unified tribute.

Types of Services

- *Level One.* Death as a result of line-of-duty or job related. This may include an inactive member whose death has stemmed from an injury sustained during active duty.
- *Level Two.* Death of an active member, non-job related.
- *Level Three.* Death of an inactive member, non-job related or the death of an affiliate member.

Suggested Options.

- *Level One.* American Flag/ Badge Shrouds / Bagpipers / Bell Service / Bugler / Color Guards / Crossed Ladders / Eulogy / Fire Engine Caisson / Fire Service Flag / Flower Unit / Honor Guards / Honor Detail / Pallbearers / Station Bunting / Vehicle Bunting / Walk Through
- *Level Two.* American Flag / Badge Shrouds / Bell Service / Eulogy / Hearse / Fire Service Flag / Flower Unit / Honor Guards / Honor Detail / Pallbearers / Station

- Bunting / Vehicle Bunting / Walk through
- *Level Three.* American Flag / Badge Shrouds / Bell Service / Hearse / Fire Service Flag / Honor Guards / Pallbearers / Station Bunting / Walk Through

References

<http://www.usflag.org/flaquetique.html>

Lasky, R. (2006) Pride and Ownership: A Firefighters Love of the Job

Ceremonies that stoke the flames of tradition 9 137-142

Lewisville FD, SOP 1.31, *Line of Duty Death*

Chapter 8

Insurance Services Office

by

Randall S. Osterman, Fire Chief
Florence Fire Department

The Insurance Services Office (ISO) is an independent organization that primarily serves insurance companies, insurance regulators, and others by providing information about a fire department, water supply for firefighting, and the system for receiving and handling fire alarms. In order to do this, ISO collects and analyzes information on fire departments and assigns a Public Protection Classification. This is a number rating ranging from Class 1 to Class 10. Most U.S. property insurers use the ISO classification to some extent when determining insurance rates for a given property in a given area.

This section is in no way intended to fully explain the complex rating system utilized by ISO in determining a department's Public Protection Classification. It is also important to note that the ISO rating Schedule will be changed in 2011. Therefore, some of the information provided in this review may not accurately describe the new Schedule when it is implemented.

This summary is designed to provide a brief overview of the ISO program for fire departments. Before a department can go about planning for a specific ISO classification, they must understand that the *Fire Suppression Rating Schedule* (FSRS) utilized by ISO should not be used as the only planning tool for the department. The fire department must also consider its financial capabilities, protected risks within the response district, policies created by elected bodies, etc. Although every fire department desires to obtain the best (lowest) rating, it is seldom practical. Because of this, departments must determine what level of service is best for their communities' current situations. ISO and its

Public Protection Classification is only one tool to utilize when considering a department's service delivery plan. The Fire Chief has an important responsibility to accurately represent what ISO ratings mean to his / her immediate supervisor(s) and elected official.

The FSRS is the manual ISO uses in reviewing the fire suppression capabilities of a department. This manual primarily addresses three elements of the department. Those elements are:

1. Fire alarm and communications, including telephone systems, telephone lines, staffing, and dispatching systems.
2. Fire Department, including equipment, staffing, training, and geographic distribution of fire companies.
3. The water supply system, including condition and maintenance of hydrants and an evaluation of the available water when compared to needed fire flows for identified properties.

Each element has an assigned weight and grading criteria following the FSRS. Each category is briefly described here.

Fire Alarms

Ten percent of the overall grading is based on how well the fire department receives fire alarms and dispatches its firefighting resources. The National Fire Protection Association Standard (NFPA) 1221, Installation, Maintenance and Use of Public Fire Service Communication Systems, is the reference for this category.

Telephone service is considered the primary means for the public to report fire incidents to the fire department. ISO has determined the following schedule for the required number of phone lines based upon population:

Table 10-1

Population Served	Emergency Lines	Non-Emergency Lines
Up to 40,000	1	1
40,001 to 125,000	2	2
125,001 to 300,000	3	3
Over 300,000	4	4

The number of telephone lines required is based upon the population served by the communications center and not the individual fire department. County-wide communications centers must meet the requirements based upon the county population in order for the fire department to receive full credit. In addition, when emergency calls for other than fire are received, it is necessary to double the number of needed reserve fire lines. ISO also requires the publishing of the fire department’s phone number(s) in the local telephone directory and “911” for emergency reporting. A recording device should also be provided to record all emergency and non-emergency calls received on the reserved lines as indicated above.

The ISO also examines the number of operators on duty to receive reports of fire incidents. This standard is taken directly from NFPA 1221. The number of operators is based upon the number of alarms received annually by the department. The department should review NFPA 1221 to determine the appropriate number of operators.

NFPA 1221 and ISO require a specific number of “dispatch circuits,” also based upon the number of alarms received annually. A dispatch circuit is the method utilized to alert fire companies and to dispatch emergency responders to the location of the emergency. Two separate dispatch circuits are required for all departments receiving more

than 600 alarms per year. There are a multitude of methods that may be utilized to meet this requirement and departments should consult NFPA 1221 to determine the best method for their individual department.

Fire Department

Fifty percent of the overall grading is based on the number of engine companies a community needs to fight a fire. ISO reviews the fire company distribution throughout the area and reviews that the fire department tests its pumps and ladders regularly and inventories each engine company's nozzles, hoses, breathing apparatus and other equipment. ISO also reviews records to determine the type and extent of training provided, the number of firefighters participating in the training, and the number of firefighters responding to emergencies. Minimum fire department requirements are identified in Harry Hickey's *Fire Suppression Rating Schedule Handbook* and an overview is provided.

Fire Department Organization A fire department must be organized on a permanent basis under applicable state or local ordinances. A fire department must document that a single individual is responsible for the overall operation of the fire department. The fire department must serve an area within a defined set of boundaries. ISO will examine and grade a map depicting the fire alarm response area for the department being evaluated. If more than one fire station serves the department's boundaries, each station should be identified.

Fire Department Membership A fire suppression operation depends on firefighters to effectively control and extinguish a fire. The fire department being graded must have sufficient membership to ensure the response of a minimum of four members to a structure fire. The FSRs evaluates the number of firefighters available at all times to respond on alarms to building fires. For career departments, this is identified as the aver-

age number of firefighters available on duty. For volunteer and combination departments this means the average number of firefighters responding to building fires. Personnel is the most important item in the Fire Department section as it relates to obtaining ISO points.

Fire Suppression Training Fire Department training accounts for 9% of the total grading by ISO. Training is primarily divided into three sections. These sections include training facilities and their use, training programs and pre-fire planning.

Training facilities are needed for fire suppression training for individual and multiple company fire companies. Training facilities may be shared by multiple departments and documentation must demonstrate the use of these facilities. ISO awards points for the availability and use of drill towers, burn buildings, combustible liquids pit (or substituted video), specific training manuals and visual aids. The FSRS must be consulted regarding these areas.

ISO examines training activities in a variety of situations. New recruits are required to receive a documented training program of 240 hours followed by a proficiency examination. Company level training is examined at twenty hours per member per month for maximum credit. Position specific training is required for company officers and driver/operators in addition to the individual and company training requirements. A simple reminder related to ISO specified training is:

- All recruit firefighters need to be trained as specified
- All firefighters need annual training (20 hours per month)
- All officer require leadership training
- All driver/operators need annual refresher training
- All new drivers need to be trained and certified

ISO also examines pre-fire planning within the training category. It is important for fire personnel to conduct and review pre-fire inspections to identify hazards and to

establish tactical plans for each commercial, industrial and institutional risk within the department's jurisdiction. ISO requires that pre-fire inspections be conducted twice a year to earn full credit.

Fire Apparatus For any fire department, there should be at least one piece of fire apparatus that meets the general criteria as identified in NFPA 1901. The total number of engine companies required for a given department is primarily based upon the basic required fire flow, first-due response distance, companies needed for distribution throughout the district, and number of companies responding on the first alarm. Utilizing specific hazards in a fire department's jurisdiction, ISO determines that department's basic fire flow. The maximum basic fire flow for a department is 3,500 gpm. Based on fire flow needs, the number of engine companies is identified as:

Table 10-2

Basic Fire Flow (GPM)	Number of Engines Required
500-1000	1
1250-2500	2
3000-3500	3

When examining distance, each built-upon area of the community should have a first due Engine Company within 1.5 road-miles. Distance is measured based upon the route of travel that would be taken from the fire station to the identified area. The pump capacity of the required engine companies must equal the needed fire flow determined for buildings within the department's jurisdiction.

Aerial ladders are necessary to access upper floors and/or roofs for fire suppression and salvage work, as well as delivering water from elevated stream devices. ISO consid-

ers the need for ladder companies based upon building heights and any building with a needed fire flow greater than 3,500 GPM. The specific criteria for evaluating needed ladder company response are:

- Response areas with five buildings that are three stories or 35 feet or more in height
- Response areas with five buildings that have a needed fire flow greater than 3,500 GPM
- Any combination of five buildings that meet the height and fire flow requirements as listed above

When any of the above are met, a minimum of one ladder company is required. In addition to identifying the number of fire apparatus required for a given department, ISO also examines the equipment carried on each piece of apparatus. Specific required inventory lists have been developed for engine and ladder/service companies. These inventory lists can be obtained from ISO, and should be utilized to ensure the department obtains maximum points in this specific area. The equipment lists are relatively basic and meets the minimum needs of the apparatus. Finally, ISO requires that all fire apparatus be housed to provide protection from weather. It is recommended that the minimum temperature in the enclosure be 42⁰F.

Water Supply

Forty percent of the grading is based on the community's water supply. This part of the evaluation considers whether the community has sufficient water supply for fire suppression outside of that which is required for daily use within the community. ISO considers three primary elements when evaluating a community's water supply.

1. The capacity of the supply is considered. Primarily, examination is conducted to determine if the water system is capable of supplying the needed fire flow for each selected site within the community. Basically ISO is determining if the required amount of water can be produced and utilized by the fire department being graded while still maintaining sufficient supply for community consumption.

This not only includes providing the needed fire flow, but providing the fire flow for a period of time up to 4 hours for sufficient firefighting operations.

2. ISO examines the water main capacity within the community. Here the water supply system is being evaluated to ensure that the amount of water required and being produced can be delivered to the area where it is needed for firefighting operations. Water mains are evaluated to ensure they are properly sized and sufficient enough to provide firefighting water.
3. ISO evaluates fire hydrant distribution and maintenance. Fire hydrants must be distributed to allow fire departments to utilize the water being produced and delivered within the community. Additionally, these hydrants must be maintained in working condition. ISO requires departments to ensure hydrants are tested twice a year.

Final Grade and Rating

Once ISO has completed its evaluation of a department a final grade between 0-100 is received by the department. This grade is correlated to a PPC classification for that department. The correlation is as follows:

Table 10-3

Class	Percentage
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0 to 9.99

It should be noted that the ISO grading scale and process is complex and cannot be fully explained in this short overview. Additionally, ISO is currently in the process of revamping and making a number of changes to its FSRS manual. For additional infor-

mation, departments are urged to contact their local ISO representative for assistance and direction.