

# **St. Tammany Fire District #8**

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# **St. Tammany Fire District #8**

## **MISSION STATEMENT**

The mission of the St. Tammany Parish Fire Protection District 8 is to protect lives and property through the prevention and/or mitigation of fires and other emergencies. This mission will be accomplished through a variety of programs that are hereby established. These programs are established with life safety, property conservation, and cost effectiveness in mind, in that order.

# **St. Tammany Fire District #8**

## **VALUES STATEMENT**

It is the responsibility of each member to support the mission by subscribing to the following values.

We recognize that the community is the reason for our presence.

We value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct, and accomplishments.

Lives are more valuable than property.

The safety of the public is of paramount importance, as is the safety of our members.

All members of the public are entitled to our best efforts.

We strive for excellence in everything we do.

Honesty, fairness, and integrity will not be compromised.

We continually seek effectiveness, efficiency, and economy.

Unity and teamwork are crucial to us as individuals and as an organization.

Members are continually encouraged to improve themselves as individuals and employees.

The free exchange of ideas is encouraged.

We will always provide professional and courteous service .

We are sensitive to changing community needs.

# **St. Tammany Fire District #8**

## **101.01 ORGANIZATION**

The St. Tammany Parish Fire Protection District 8 operates under the general authority and direction of the St. Tammany Parish Fire Protection District 8 Board of Commissioners. Since April of 1974, this body has the sole authority to operate the fire protection district. The Board of Commissioners is made up of five commissioners who reside within the St. Tammany Fire Protection District 8 and meet at least once a month at a public meeting. The Board of Commissioners hires the Fire Chief of the St. Tammany Parish Fire Protection District 8 and has empowered that individual to operate and manage the fire district. The Fire Chief of the St. Tammany Parish Fire Protection District 8 has working directly under him three Captains to assist him in administering the operations of the district. Directly under the Captains on each shift are Firefighter/Operators and then Firefighter and then Reserve (Volunteer) Firefighters.

All equipment, computers, records, office space, work areas and all property of this Fire District shall be under the supervision and control of the Fire Chief or Acting Chief. Further, the Board of Commissioners of this Fire District as the governing authority shall have the ultimate responsibility to secure and safeguard all of the above described property.

The use of the term "Fire Chief" shall also mean "Acting Fire Chief" if one is appointed by the Board of Commissioners.

Any time the word "management" appears in the document, it shall be construed to mean the Board of Commissioners.

# **St. Tammany Fire District #8**

## **101.02**

### **CHAIN OF COMMAND**

The Chain of Command is the pathway of responsibility throughout the organization. It is essential that all personnel always use the chain of command. All personnel should be familiar with the chain of command and who their immediate supervisor is. Only in unique situations will personnel be allowed to circumvent the chain of command.

#### ***Non Incident Chain Of Command***

The chain of command (from the top to the bottom) in non-emergency situations is delineated in the organizational chart of this guideline. Personnel should utilize the person immediately above them for guidance, assistance and problem solving. In the event that the problem is not resolved or the employee believes that he / she was treated unfairly, they may take their problem to the next level in the command chain. All personnel have the right of appeal up to and including the Board of Commissioners.

#### ***Incident Chain of Command***

Due to the unique work environment in which we operate, all personnel at emergency incidents shall follow the chain of command on the incident scene. The incident commander, working within the framework of the St. Tammany Parish Fire Protection District 8 incident command procedures, will decide the chain of command. All orders and directives on the incident scene will flow from "Command" down to the sector commanders and / or individual crews. All information will flow back up from the individuals / sector commanders to "Command".

All incident commanders carry the authority of the Fire Chief on the incident scene and as such are responsible for the safe and efficient operation of the department during emergency incidents. Fire Alarm dispatch communications shall be from the Incident Commander and / or his / her designee.

# **St. Tammany Fire District #8**

## **101.03 CODE OF ETHICS**

The purpose of this guideline is to establish broad behavioral guidelines within which all employees are expected to conduct themselves while working for the St. Tammany Parish Fire Protection District 8 and to declare and define the moral obligations of all members of the St. Tammany Parish Fire Protection District 8.

Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.

Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens of St. Tammany Parish Fire Protection District 8.

Employees will not have any material, financial interest in any private business or professional activity that would be in conflict with their job responsibilities.

Employees will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties.

Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties. See also, 104.04 Public Solicitations and 104.06 Donations.

Employees will always , when in contact with the public, be fair, courteous, respectful, and impartial.

Employees will refrain from using their position for personal gain and will keep confidential all information not available to all citizens that are required by virtue of their positions. The same shall apply to interdepartmental information not available to all employees of the department.

It is expected that all employees of the department will follow these and all other policies, guidelines, directives, orders, etc.



# **St. Tammany Fire District #8**

## **101.04**

### **SEXUAL AND OTHER HARASSMENT**

This represents the policy of St. Tammany Parish Fire District #8 concerning sexual harassment. Any questions concerning the context or content of this policy should be discussed with your Fire Chief and/or the Governing Authority.

It is the belief of St. Tammany Parish Fire District #8

that its employees are the primary means by which the goals and objectives of the district will be met. All employees of the St. Tammany Parish Fire District #8 must understand its position on harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment and discrimination in the workplace are prohibited by federal law through the *Civil Rights Act of 1964* and by state law through *La. R.S. 23:301 et seq.*

These laws prohibit both quid pro quo harassment, which arises when consent to sexual demands are made an express or implied condition of employment, and hostile work environment harassment, which arises when the workplace is permeated with discriminatory intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment and created an abusive working environment.

Sexual harassment may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over employees including but not limited to the following:

- a) Verbal: Sexual innuendos, suggestive comments, threats, sexual humor.
- b) Non-Verbal: Leering, whistling, obscene gestures, showing inappropriate images; and
- c) Physical: Touching, brushing the body, coerced sexual activity, assault, impeding egress or passage.

Sexual harassment and discrimination in the workplace shall not be tolerated and St. Tammany Parish Fire District #8 will take appropriate action to end any such harassment and/or prevent the recurrence of any such misconduct.

If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate, and that the employee would like it stopped.

Any employee of St. Tammany Parish Fire District #8 may file a complaint of sexual harassment.

Any employee who believes he or she has been subjected to unlawful sexual harassment, or has been retaliated against for reporting such activities or assisting in a related investigation of such activities must report the alleged act immediately or as soon as possible to the Fire Chief or any other member of management and/or the Board. It is not necessary for an employee to complain to an offending supervisor to report sexual harassment. If, for whatever reason, the employee does not feel that the persons named in this paragraph are suitable persons to whom to report the incident, the employee should contact any of the board of commissioners.

Whether or not an incident is sexual harassment requires a complete factual

# **St. Tammany Fire District #8**

## **101.04**

### **SEXUAL AND OTHER HARASSMENT (CONT)**

investigation, and St. Tammany Parish Fire District #8's Fire Chief and/or the Fire District board members will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt and thorough investigation will take place, considering protection of the rights and dignity of all persons involved. It is mandatory that all parties to an allegation of sexual harassment participate in the investigation of the incident, and cooperation in the investigation of claims of harassment is an express element of each employee's employment with the St. Tammany Parish Fire District #8. The St. Tammany Parish Fire District #8 Fire will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension, or termination.

The St. Tammany Parish Fire District #8 will investigate by gathering information, in as confidential a manner as possible, given the need to investigate the complaint, from all concerned parties, and it will not retaliate against any employee as a result of reports of alleged harassment or cooperation with any investigation.

The St. Tammany Parish Fire District #8 may consult its legal representative for assistance in determining whether conduct that has occurred does in fact constitute sexual harassment. The St. Tammany Parish Fire District #8 may also make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of such harassment has not suffered any retaliation. No retaliation of any kind will be tolerated because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint. Any employee, manager, or supervisor found by the St. Tammany Parish Fire District #8 to have unlawfully sexually harassed, or unlawfully retaliated against, another employee will be subject to appropriate discipline, up to and including termination. If any employee, manager, or supervisor is found by the St. Tammany Parish Fire District #8 to have intentionally made a false allegation of sexual harassment, that individual will be subject to appropriate discipline, up to and including termination. Regardless of the outcome of the investigation by the St. Tammany Parish Fire District #8, a complainant may pursue a claim under state and/or federal law.

Each Board Member and District Employee shall complete annually a 1-hour course in Preventing Sexual Harassment from the following approved course training:

<https://www.civilservice.louisiana.gov/Divisions/Training/PreventingSexualHarassment.aspx>

Or

<https://lma.teachable.com/p/sexual-harassment-prevention>

and sign the Affidavit Acknowledgement and Receipt of Sexual Harassment Policy for St. Tammany Parish Fire District #8. These forms shall be kept on file either in hard copy or digitally with each Board Member and District Employees annual Sexual Harassment training certificate.

# **St. Tammany Fire District #8**

## **101.04 SEXUAL AND OTHER HARASSMENT (CONT)**

In addition, the mandatory annual Sexual Harassment report must be filed with the Fire Chief and Fire District board no later than February 1 of each year containing information from the previous calendar year. The Board Secretary shall be responsible for providing the Sexual Harassment Report.

### Sources:

Louisiana Legislative Auditor

<https://www.la.gov/local-government-entities/index.shtml>

Louisiana Municipal Association

[https://www.lma.org/LMA/Publications/Sample\\_Policies\\_Agreements/LMA/Publications/](https://www.lma.org/LMA/Publications/Sample_Policies_Agreements/LMA/Publications/)

State Civil Service Louisiana

<https://www.civilservice.louisiana.gov/Divisions/Training/PreventingSexualHarassment.aspx>

~~The St. Tammany Parish Fire Protection District 8 is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.~~

~~Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Fire Chief or any other member of management and/or the Board. Employees can raise concerns and make reports without fear of reprisal. Any supervisor, manager, or employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Fire Chief, or another member of management, who will handle the matter in a timely, confidential manner.~~

~~Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination.~~

~~Annually all employees, volunteers, and board members shall receive a minimum of one hour of education and training on Sexual Harassment during each year of employment or term of office. You can access this course of training at the following link:~~

~~<https://lma.teachable.com/p/sexual-harassment-prevention2020>~~

# **St. Tammany Fire District #8**

**101.05**

## **EQUAL EMPLOYMENT OPPORTUNITY**

**(Revised 8/21/13)**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the St. Tammany Parish Fire Protection District 8 will be based on merit, qualifications and abilities. The St. Tammany Parish Fire Protection District 8 does not discriminate in employment opportunities or practices on the bases of race, color, religion, sex, national origin, age, **veteran status**, disability or any other characteristic protected by law. The St. Tammany Parish Fire Protection District 8 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

# **St. Tammany Fire District #8**

## **101.06**

### **COMPLAINTS AGAINST DEPARTMENT OR EMPLOYEES**

This standard establishes guidelines for the receipt, investigation, and resolution of complaints received by the department concerning the professional or personal conduct, behavior, action, or inaction of one or more members and those complaints that concern the department as a whole. It was promulgated to ensure that a thorough investigation is conducted for every complaint received by the department; that the innocent be exonerated and the guilty are properly disciplined.

#### ***General***

Complaints that arise from the daily conduct of business fall into one of two major categories:

- Complaints against the department as a whole
- Complaints against one or more individual members

Complaints generally allege a violation of a departmental rule, policy, procedure, or general order. A complaint may also allege that there has been a violation of a federal, state, or local statute or ordinance.

The department will hear all complaints against its members that have been initiated by any person who is found to have standing for such a complaint. Persons other than those who are actually affected by the actions of a member shall have no standing for a complaint, with the exception of cases that involve juveniles. In such cases, the parent or legal guardian shall be required to file the written complaint.

#### ***Complaint Procedure***

Complaints must be made in writing and shall be signed by the persons making the complaint.

Any on-duty supervisor may accept complaints. The supervisor who receives the complaint shall conduct an initial investigation to obtain as much information as possible and then forward the complaint directly to the Fire Chief in the timeliest manner possible.

If the complainant does not want to file a written complaint or does not wish to sign the complaint, he may still voice his / her complaint to a supervisor. The supervisor shall record the information and forward an account of the complaint to the Fire Chief.

On receipt and review of an oral or written complaint, the Fire Chief shall initiate an investigation of the complaint. A copy of the written complaint shall be given to the accused member at the time that the member is requested to make a written reply to the allegations.

Any complaint against or involving the Fire Chief shall require the on-duty supervisor who accepts the complaint to forward the complaint directly to any member of the Board of Commissioners.

# **St. Tammany Fire District #8**

## **101.06**

### **COMPLAINTS AGAINST DEPARTMENT OR EMPLOYEES (Continued)**

Upon receipt and review of an oral or written complaint regarding the Fire Chief, the Board of Commissioners shall call a special meeting and, in executive session, after due notification to the Fire Chief shall discuss the initiation of an investigation of the complaint.

After concluding the executive session, the Board shall authorize an investigation if warranted. A copy of any written complaint shall be given to the Fire Chief at the time the Fire Chief is requested to make a written reply to the allegation. The investigation shall be conducted by an independent source appointed by the Board of Commissioners.

Any member of the Board of Commissioners, who may be involved in or is a party or is witness to facts surrounding the complaint, shall recuse themselves from voting on any recommendation to authorize an investigation or to take disciplinary action involving the Fire Chief in order to prevent any possible conflicts of interest.

#### ***Resolution of the Complaint***

On conclusion of an investigation, the complaint shall be classified as one of the following:

- Unfounded – the allegation has been proved false or there is a lack of factual evidence to support it.
- Exonerated – the incidents cited did occur, but the actions were lawful or followed proper procedures.
- Not Sustained – there is insufficient evidence either to prove or disprove the allegations.
- Sustained – the allegations are supported by sufficient evidence and the complaint will be upheld.

#### ***Resulting Action***

When an investigation results in a determination of unfounded, exonerated, or not sustained, the Fire Chief will notify the accused member, in writing, that no further action will be taken against him/her. If the member has been placed on leave, he/she shall return to duty and, if applicable, shall be compensated for any lost wages.

When an investigation results in a determination that an allegation is supported by sufficient evidence, the appropriate action will be taken in accordance with the department's disciplinary policy.

The results of any investigation involving the Fire Chief, in which it determined the complaint as unfounded, exonerated or not sustained, a copy shall be provided to the Fire Chief.

# **St. Tammany Fire District #8**

## **101.07**

### **DRUG-FREE WORKPLACE**

St. Tammany Parish Fire Protection District 8 and its employees recognize that drug use by employees would be a threat to the public welfare and safety of department personnel. The goal of St. Tammany Parish Fire Protection District 8 is to provide a safe workplace free from illegal drug and alcohol abuse. Drug testing of employees is a management safety tool. Employers must furnish for employees a place of employment free from recognized and unrecognized hazards that are causing or are likely to cause death or serious harm to the employees. Employees are answerable for complying with all safety and health standards issued under state, federal and local jurisdictions that apply to their actions and conduct on the job.

# **St. Tammany Fire District #8**

## **101.08 DRUG TESTING POLICY (Revised 8/21/13)**

STFD8 will conduct drug testing, through St. Tammany Hospital Wellness Works, under one or another of the following circumstances:

1. **PRE-EMPLOYMENT TESTING:** Applicants and/or new employees may be required to submit to pre-employment drug testing.
2. **RANDOM TESTING:** Employees may be selected at random for drug testing, at any interval determined by STFD8.
3. **FOR CAUSE TESTING:** STFD8 may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
4. **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee refuses to adhere to the above policy, the employee is immediately placed on Administrative Leave without Pay subject to termination after a hearing.

If an employee fails any of the above testing, the employee will be given a curative period of a total of ninety (90) days with the possibility of another testing after 2 weeks. The employee will be placed on Administrative Leave without Pay during the curative period. Should the employee fail the test after the ninety (90) day curative period, the employee is immediately subject to termination after a hearing. Any employee has the right to request an additional drug test performed at his/her expense with the sample being analyzed by any certified lab for testing.



# **St. Tammany Fire District #8**

## **101.09**

### **STANDARD OPERATING PROCEDURES (SOP's)**

Standard Operating Procedures (SOP's) serve many important functions in fire service operations. SOP's could be construed to be very 'restrictive' in nature, and therefore St. Tammany Parish Fire Protection District 8 has opted to implement Standard Operating Guidelines (SOG's) to alleviate any misinterpretation that may arise. When individuals carry out the department's SOG's in their work, they implement the laws, plans, agreements, and policies incorporated in the procedures and/or guidelines. Thus, SOG's constitute a key link between organizational policy makers, planner, administration personnel, and emergency service providers.

Fire and emergency service agencies consider a wide variety of documents, plans, and agreements when developing or revising SOG's. Ensuring compatibility and consistency among these important components of the organization's operational environment helps standardize behavior, avoid confusion, limit liability, improve efficiency, and enhance safety. SOG documents also can be used to improve training, external communications and public education.

To simplify use, SOG's are organized in a logical framework of functions and topic areas. Separate sets of SOG's are developed for administrative functions and emergency response operations. The approach chosen for structuring SOG's reflect the needs, management style, and culture of St. Tammany Parish Fire Protection District 8.

St. Tammany Parish Fire Protection District 8 has established formal management systems to ensure that SOG's are adequately developed, maintained, and enforced. The process can be usefully viewed as four interrelated steps – Needs Assessment, SOG Development, SOG Implementation, and SOG Evaluation.

Standard operating guidelines are not implemented in a vacuum. Personnel will carry out SOG's within an operational environment that incorporates many internal and external components – laws, plans, agreements, etc. All of these elements are considered when formulating and/or amending SOG's.

As noted above, SOG's 'operationalize' the strategies and plans of the organization. In other words, they identify specific procedures that should be used to accomplish the mission, goals, and objectives of St. Tammany Parish Fire Protection District 8, as defined in plans and other documents. They also provide a direct link between the tasks assigned to individual department members and the laws, regulation, standards, and policies that control fire service operations.

# **St. Tammany Fire District #8**

## **101.09.01 Incident Response**

### **A. General:**

1. When encountering red lights or stop signs at an intersection, the operator will come to a complete stop ensuring the intersection is clear.
2. When approaching schools, churches, or other areas of public assembly during times of anticipated use, apparatus will be slowed to a speed consistent with safety.
3. Fire apparatus shall not pass other emergency vehicles when both are responding, unless indicated by the driver of the other apparatus due to emergency or vehicle malfunction.
4. Fire apparatus shall not pass school busses unless indicated by the school bus driver. Operators will use extreme caution while passing.
5. Operators will use extreme caution when responding onto private property and whenever leaving hard surfaced roadways.
6. Operators shall know all laws pertinent to operation of emergency vehicles and proper protocols for radio communications.
7. Only personnel authorized by the Captain or Chief shall operate any STFD8 apparatus.

### **B. Automatic Alarms, and Investigations:**

When responding to an automatic alarm or investigation, the first due engine and on duty Captain will respond with lights and siren; all other units will respond without lights and siren unless or until an actual fire is reported.

### **C. Trash, Brush and Grass Fires and Power Line Responses:**

When responding to a trash, brush or grass fire or a power line, the first due engine and on duty Captain shall respond with lights and siren; the second due pump will initially respond without lights and siren. For the above-mentioned fires size-up from the first arriving company shall include the size of the fire and whether there are potential exposures. For any large fire or fire with potential exposure involvement, all companies will respond with lights and sirens. For smaller fires and those without potential exposures, the initial response shall be continued unless specifically ordered otherwise.

### **D. Motor Vehicle Accidents and Vehicle Fires:**

When responding to a motor vehicle accident with potential injuries or a vehicle fire, the first due engine, rescue, and on-duty Captain shall respond with lights and sirens. The first arriving unit will advise if extrication is needed or other emergency conditions necessitating additional units are present.

### **E. Medical Incidents:**

For incidents involving medical emergencies, the first due engine and on duty Captain shall respond with lights and sirens. For incidents involving trauma or additional patients, rescue will also respond with lights and sirens.

### **F. Non-Emergency Incidents:**

Lights and sirens shall not be used for responding to a non-emergency incident.

### **G. Officer Discretion:**

The Chief or on duty Captain may upgrade or downgrade apparatus response based on the incident.

# **St. Tammany Fire District #8**

## **101.09.02 Incident Safety**

### **1. General:**

- A. Operators will follow the rules outlined in 101.09.02.
- B. All members will use seatbelts whenever riding in an STFD8 vehicle.
- C. All members will use the appropriate turnout gear for every incident.
- D. All injuries will be immediately reported to the on-duty Captain.
- E. All members will don the proper safety gear and follow the proper procedures when using any hand or power tools.
- F. At any working fire or other complex incident, the Incident Commander will designate a Safety Officer, until a Safety Officer is designated the Incident Commander assumes all Safety responsibilities.

### **2. Structure Fires:**

- A. STFD8 will comply with the OSHA 29 CFR 1910.134 (g) (4) requirement of “two in – two out”, entry into a burning structure will not be made unless a team of two fully outfitted firefighters is on scene and available to assist the two fully outfitted firefighters making entry. Exception will be made for fires in the incipient phase or when immediate action is required to prevent the loss of life.
- B. When personnel are on the scene of a working fire, PAR shall be taken every 10 minutes. The Incident Commander shall be responsible for ensuring that all companies have been accounted for before acknowledging the PAR. Requests for PAR shall continue on schedule until the incident is complete or until the IC reports it is safe to suspend PAR.
- C. All personnel involved in firefighting will remain in full turn out gear until given direction to dress down by the Incident Commander.

### **3. Other Fires:**

- A. When responding to vehicle fires, members will be conscious of innovations that present hazards to Firefighters such as struts in front bumpers, air bag deployments, hybrid, or electrical vehicles, etc.
- B. When responding to large brush/grass or trash fires, or any fire where the Incident Commander cannot see all areas simultaneously, he shall establish sufficient sectors that all personnel will have necessary supervision.
- C. Mutual Aid beyond the scope of the St. Tammany agreement shall be provided only with the approval of the Fire Chief or his designee.

### **4. MVA with Injury/Extrication:**

- A. Don safety vests (ANSI) whenever working on or near a road or highway.
- B. Don the appropriate turnout gear and gloves before attempting any extrication procedure.
- C. Assure that the vehicle is properly stabilized prior to working on it.
- D. Never position any part of your body between the extrication tool and the vehicle.
- E. Position apparatus to provide shielding for responders and the scene.
- F. Disconnect battery if accessible before extrication.

# **St. Tammany Fire District #8**

## **101.09.02 Incident Safety (Continued)**

### **5. Medical Responses:**

- A. When lifting use your legs rather than your back.
- B. Use appropriate personal protective equipment.
- C. When responding to a scene reported or suspected to be unsafe vehicles will use adaptive response and stage at a safe distance until Law Enforcement reports it is safe to proceed.
- D. Any address with a known danger to responders shall be reported to Fire Alarm for flagging.

# **St. Tammany Fire District #8**

## **101.09.03**

### **Actions Upon Arrival**

For all the incident types outlined below, proper personal protective equipment shall be donned before any direct action.

#### **1. Fires:**

A. The first arriving unit will notify fire alarm of on-scene status, they will then quickly ascertain and report the size up to include:

1. Exact address of fire.
2. Size and type (if structure) of property involved/investigated.
3. Extent of fire spread (%), or if smoke is visible.
4. Actions being taken (fire attack, rescue, investigation).
5. Site specific safety information.

B. The first arriving unit will then establish an incident specific command (i.e. Level St. Command) and remain in command until or unless relieved by a Captain or Chief.

#### **2. Motor Vehicle Accidents:**

A. The first arriving unit will notify fire alarm of on-scene status, they will then quickly ascertain and report the size up to include:

1. Exact location of accident.
2. Number and type of vehicles involved.
3. Number of patients and potential patients.
4. Whether extrication will be required.
5. Site specific safety information.

B. The first arriving unit will then establish an incident specific command (i.e. Level St. Command) and remain in command until or unless relieved by a Captain or Chief.

#### **3. Hazardous Materials:**

A. Upon dispatch, if not already advised, responding companies will request weather conditions. Responders will then determine the safest route (staying as much upwind as possible).

B. The first arriving unit will then establish an incident specific command (i.e. Level St. Command) and remain in command until or unless relieved by a Captain or Chief.

C. First arriving unit will then provide verification of the incident and brief description of the scene.

D. Responders shall secure the scene, control access, and isolate the hazard area.

E. Responders shall attempt to safely identify product, by referencing ERG for any visible placards, labels, or identification numbers, or through any Safety Data Sheets present on site.

F. A Command Post, Hot Zone, and Exclusion Zones shall be designated at all Hazardous Materials Incidents.

G. Verification of the product(s) involved shall be continuous throughout the incident utilizing all available means of recognition and identification.

H. First Responders shall avoid contact with contaminated victims unless the safety of the responder can be assured. Rescue of non-ambulatory victims may need to be delayed until properly protected personnel are available.

# **St. Tammany Fire District #8**

## **101.09.04 Communications**

The following policies will cover the use of radios, radio etiquette, radio channel selection, on scene radio communications and communicating with dispatch.

Note: All St. Tammany Fire District 8 dispatching will be provided through Unifire.

### **1. Use of Radios:**

Fire department issued radios will be used only for emergency traffic or approved training. Radios shall not be used as a means of unnecessary talk or communication. Radios are to be issued by the Fire Chief for take home use. Spare radios will be provided at all stations for employees that have not been issued a take home radio. All unassigned radios must remain at the designated stations when not in use. All new employees/members should be familiarized with the use of radios and the proper operation prior to use.

### **2. Radio channels:**

Dispatch West is the primary channel that should always be monitored, unless already deployed on an emergency call. Once District 8 units are dispatched Fire Alarm will advise which channel will be utilized for that incident. Close attention should be paid to verify that operators are on the proper channel.

### **3. Radio Operation on Emergencies:**

Once dispatched to an emergency, fire alarm shall be notified of your receipt of the call (i.e. Station 81 copy or FD8 copy) on the dispatch channel. Then switch to the proper channel for the incident and notify fire alarm the unit is in route. When arriving on the scene of an emergency, the first arriving unit shall provide a quick scene size up and establish command (reference 101.92.03). All on scene radio communications involving Fire Alarm will go through command. Command is the only person to speak directly to Fire Alarm.

### **4. VHF Radios:**

STFD8 still owns and operates a VHF radio frequency. At VHF radios are used for back up in case the 700 mhz radio system goes down for any reason. Most apparatus still have VHF radios installed and can be used for talking between apparatus. The channel used for this type of talk will be FD8-1.

# **St. Tammany Fire District #8**

**101.09.05**

## **Apparatus Inventory and Maintenance**

This guideline will provide instruction for the proper inspection of inventory, mechanical status, and general readiness for operation of Fire District 8 apparatus. In addition, members are advised on procedures for general maintenance and actions to be taken in the event of an accident involving a Fire District 8 vehicle.

### **1. Daily Apparatus Check:**

All in-service, reserve and utility apparatus will be inspected for readiness between the hours of 0700 and 0830 (with the exception of weather and emergency traffic being a factor) by every shift and the corresponding inventory and maintenance checklist shall be completed in the designated program

- A. All fluids shall be checked for appropriate level.
- B. Ensure water tank is full.
- C. Ensure all assigned equipment is in the proper place and operational or properly accounted for.
- D. Ensure all articles in the cab and operator area are secure.
- E. Inspect all tires for inflation and any possible damage.
- F. Apparatus shall be started and run for 15 minutes minimum. Check all gauges and switching devices for proper operation.
  - 1. Ensure maximum air pressure is attained and maintained.
  - 2. Fuel level should be no less than 75%, DIESEL EXHAUST FLUID (DEF) no less than 50%.
  - 3. Pump shall be engaged and recirculated for a MINIMUM of 5 minutes.
  - 4. All pump controls shall be checked at this time for proper operation.
- G. Check for proper operation of all lighting, including emergency lighting.
- H. Check all safety equipment including mirrors, wipers, and seatbelts for presence (if applicable), operation and condition.
- I. Any deficiencies SHALL be immediately reported to the on-duty Captain. It will be at the discretion of the Captain, and/or fire chief to determine if the apparatus remains in service.
- J. The Apparatus Coordinator and/or fire chief shall be immediately notified of ALL issues and/or damage that may or may not necessitate a vehicle being placed out of service. the apparatus coordinator, with the approval of the fire chief, will determine the vehicle status and facilitate repair.

### **2. Vehicle Maintenance and Repair:**

- A. Preventive maintenance will be scheduled and performed by the Apparatus Coordinator or his designee according to the schedule prepared by the Apparatus Coordinator.
- B. Repairs will be assessed by the Apparatus Coordinator, minor repairs (batteries, hoses, belts, etc.) will be done in house, major repairs (brakes, pumps, major suspension components, etc.) or any repair requiring performance by a certified technician will be outsourced to a repair facility designated by the Apparatus Coordinator or Fire Chief.

## **St. Tammany Fire District #8**

C. Apparatus will be maintained according to NFPA and USDOT standards. All apparatus will undergo an annual Louisiana State Inspection by a designated facility and receive a valid Louisiana Inspection sticker.

### **3. Vehicle Accident, Breakdown, or Immobilization:**

A. Any STFD8 vehicle involved in an accident should (if possible and no personnel or public injuries are involved) be moved to a safe location and placed out of service. If damage to the vehicle creates a safety hazard to the operator, passengers or the public, and/or an injury to the public or personnel has occurred, the vehicle shall be immediately placed out of service and not moved. The operator shall notify the on-duty captain immediately for further direction. Incidents involving damage and/or injury that deem an apparatus as out of service, or render the apparatus immovable, shall be immediately reported to the apparatus coordinator and/or fire chief.

B. Vehicles which breakdown shall also (if possible) be parked in a safe location and placed out of service, until advised of further procedure by the Apparatus Coordinator or Fire Chief.

C. If a vehicle is stuck off road do not take any extraordinary measures to remove it, place the vehicle out of service and report it to the apparatus coordinator and/or fire chief.

D. Any damage sustained or discovered on any vehicle shall be reported to the on-duty captain immediately.

E. Should an on-duty captain, the maintenance coordinator and/ or fire chief be notified of any damage, incidents and/or accidents, the reporting person(s) shall be required to provide a written statement containing all facts surrounding the occurrence/discovery. Photos documenting the event should also be provided when possible. (photos taken with cellular device are permitted)

F. Damage to any apparatus, utility vehicle and/or equipment that is discovered, that has not been reported will be charged to the shift/ personnel preceding the day of discovery.

G. Persons receiving reports of damage, accidents or incidents shall conduct an immediate, thorough investigation to obtain as much information, facts, contributing factors etc. about the occurrence. All information obtained shall be included in a detailed statement of the occurrence and submitted by the person receiving the report, to the fire chief.

H. All reports pertaining to damage, accidents or incidents are to be submitted to the fire chief by the end of that shift. Extenuating circumstances will be considered in certain situations. (example- hospital visit or admittance due to occurrence)



# **St. Tammany Fire District #8**

## **INCIDENT 101.09.06**

### Incident reporting

- A. Incident reports shall be maintained in the organization adopted database. (Emergency Reporting)
- B. Incident reports shall be completed as follows.
- C. Incidents responded to between the hours of 0700hours and 2100hours of that duty tour shall be completed by the end of that duty tour.
- D. Incidents responded to between 2100hours and the end of that duty tour (0700hours), reports should be completed by 1900hours on the following scheduled shift.
- E. Report narratives shall include any and all actions taken and shall include any pertinent info pertaining to that response. Report narratives are considered legal documentation of actions taken and are highly admissible in a court of law.
- F. Should units fail to be entered by dispatch for response to incidents, the employee completing the report shall enter the missing units and personnel to maintain accurate response data.
- G. Responses involving cancelled units, the report times should reflect the true times units are cancelled and are returning to service.
- H. Should an incident not show up in emergency reporting within the time frame requiring report completion, notify the fire chief of the issue as soon as the situation is identified.
- I. Incident reports will be completed using the most accurate information available

VIOLATION(S) OF INCIDENT REPORTING POLICY SHALL BE CONSIDERED AS A MINOR INFRACTION AND SHALL FOLLOW THE MINOR INFRACTION SCHEDULE OUTLINED IN SECTION 207.01

## **St. Tammany Fire District #8**

**101.10**

### **ACKNOWLEDGMENT POLICY**

**(Added 8/21/13)**

Each employee is required to acknowledge receipt of policies, forms and other memorandums by the deadline set by the department. The acknowledgement can be made in writing and/or e-mail. Failure to comply will result in disciplinary action.

# **St. Tammany Fire District #8**

**102.01**

## **DEPARTMENT TELEPHONES - GENERAL INFORMATION**

Below is the physical and mailing address for St. Tammany Parish Fire Protection District 8 fire stations along with other contact information. Please note the phone lines are to be primarily used for official business.

### **STATION 81 –**

Physical Address:

22455 Highway 36  
Abita Springs, LA 70420

Mailing Address:

P. O. Box 937  
Abita Springs, LA 70420

Phone: 985-892-2065  
Fax: 985-892-2362

### **STATION 82 (RC MILLING) –**

Corner of Hwy. 1083 & Hwy. 1084

75174 Highway 1083  
Covington, LA 70435

Phone: 985-892-1627

### **STATION 83 (JOHN T. PRAT) –**

75200 Highway 59  
Abita Springs, LA 70420

Phone: 985-249-5222

### **DISPATCH/FIREHOUSE –**

Phone: 985-893-3100  
Fax: 985-646-4867

# **St. Tammany Fire District #8**

## **102.02**

### **USE OF DEPARTMENT TELEPHONES**

Telephones are maintained by the St. Tammany Parish Fire Protection District 8 for conducting daily business. Personnel should keep their personal use of this business telephone to a minimum and should not engage in long conversation, thereby tying up the telephone. Personnel will not use telephones or other property or equipment of the St. Tammany Parish Fire Protection District 8 for use in solicitation or furthering any personal business, company, or services. Telephones and other communications devices will not be used to transmit lewd, obscene or scandalous materials or conversations. The business phone at Station 81 (892-2065) should be answered in the following manner:

*Fire District 8, this is (Your Rank and Last Name), can I help you?*

All other phone lines at Station 81 and all phones at the remaining stations should be answered in this following manner:

*Station # and Rank and Last Name*

Requests from business, schools etc., for a Fire Department contact number should result in the phone number 911 being given as our only contact number. Any time a request is made for a station phone number, the party should be asked as to the reason they need to contact the station. Employee personal telephone number may not be given out to the public. All other requests should be directed to the administrative office or 911.

No long distance telephone calls should be made on the telephones unless they are St. Tammany Parish Fire Protection District 8 business in nature. In the event of a personal emergency, when a calling card or other means of charging a phone call is unavailable, personnel will be allowed to utilize the phone for long distance calls with the agreement that the St. Tammany Parish Fire Protection District 8 will be reimbursed for the cost of the call. An employee's home phone, pager, cell, or other private number should not be given out to anyone other than another St. Tammany Parish Fire Protection District 8 employee.

#### ***Receipt of Emergency Calls***

Any time a call for help is received at the station, the following information should be obtained:

- Location of Emergency
- Type of Emergency
- Reporting Parties name
- Reporting Parties Phone Number
- Incident specific information

Once this information is received, the reporting party should be directed to call 911 and make notification through the system (unless remaining in the area of the incident would cause potential injury or harm). After the reporting party has broken the connection, the station taking the information should notify the appropriate units needed to respond and initiate a response.

## **St. Tammany Fire District #8**

**102.03**

### **FAX, PRINTERS AND COPIER DEVICES**

**(Revised 8/21/13)**

These devices are maintained by St. Tammany Parish Fire Protection District 8 for conducting daily business. Personnel should keep their personal use of these business devices to a minimum and should not engage in long personal transmissions, thereby tying up the fax machine(s), or printing excessive copies for personal use. ~~The copier machine (upstairs at Station 81) should be utilized for mass printing when possible.~~ Personnel will not use facsimile (fax) machines, telephones or other property or equipment of St. Tammany Parish Fire Protection District 8 for use in solicitation or furthering any personal business, company, or services. Facsimile machines, printers, copiers, telephones and other communications devices will not be used to transmit or copy/reproduce lewd, obscene or scandalous materials or conversations.

# **St. Tammany Fire District #8**

## **102.04**

### **CELLULAR PHONES**

#### ***Business and/or personal cellular phones***

In all instances while using any cellular phone while representing St. Tammany Parish Fire Protection District 8, personnel shall maintain 'cellular etiquette' and observe their surroundings carefully and only use these devices when appropriate so as not to be rude or bring discredit towards themselves or the department. This also applies to usage during an emergency incident, or in a classroom (including during training evolutions.) There will be no cell phone use while driving fire apparatus, except during emergency situations. No exceptions for backing of fire apparatus.

# **St. Tammany Fire District #8**

## **102.05 Fuel Use Policy**

### **Scope and purpose**

The purpose of this Standard Operating Procedure (SOP) is to provide environmental and operational guidelines for tactical and commercial refueling of all diesel and gasoline fueled vehicles, equipment, and fueling equipment (pumps, tanks etc.). Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters and ensure the proper procedures are carried out to reduce the risk of pollution and ensure the proper documentation is maintained and submitted to ensure the total management and accountability of fuel dispensing and usage. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, storage tanks and equipment, and transporting any quantity of fuel is critical for these purposes. Safety and accountability is the priority. This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

The established procedures are to be implemented at all fire department and non-fire department fueling facilities and shall include any vehicles that transport any amount of fuel, in addition to fuel carried in the factory mounted fuel tank, where fueling, mobile fueling, equipment fueling, fuel storage, fuel transport, temporary fueling sites or any other fuel related operations are carried out.

### **Responsible Party/ies**

All Fire District 8 Personnel authorized to operate department vehicles and/or equipment.

### **Fueling site(s) maintenance and inspection**

1. Fuel areas shall remain secured at all times. Keys are to be located on the supervisors key ring and shall remain in the custody of the on duty supervisor for the duration of his/her designated shift.
2. Access to fueling areas shall be facilitated by the on-duty supervisor.
3. Fueling areas and storage tanks shall be inspected at each time of use.
4. The designated fuel management officer shall report (by email) bulk tank levels in the refueling area, on each normally scheduled shift (every 3<sup>rd</sup> day), directly to the Fire Chief.
5. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be reported immediately to the on-duty supervisor and/or the Fire chief
6. Remove any rubbish or foreign material from filling area.
7. The designated fuel management officer shall discharge stormwater from the fuel containment area regularly.
8. Stormwater shall be discharged from the fuel containment area only from the pre-installed drainage discharge that is equipped with a manual valve to prevent uncontrolled discharge

# **St. Tammany Fire District #8**

## **102.05 Fuel Use Policy (con't)**

9. Before discharging stormwater from the containment area, a visual inspection shall be performed to ensure that fuel has not come into contact with the stormwater to be discharged. (if fuel is found in stormwater, see spill response procedures)
10. Any emergency fueling locations that are established on Fire District property shall be done so to allow securement of the equipment and products.

### **Standards and Specifications (for vehicle and equipment fueling)**

1. In the event of any emergency involving any fueling area, immediately activate the main fuel cutoff switch located outside of fuel area.
2. Shut the engine off
3. Smoking, open flames of all types or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing pumps.
4. Ensure that the fuel is the proper type of fuel.
5. Using the designated fuel ticket book for the unit being fueled, record the meter reading prior to any fuel dispensing, on the pump being used. This is the "begin" meter reading.
6. Reset the gallon counter to "0" and begin fueling.
7. Once the nozzle shuts off, return nozzle to storage position.
8. Record the number of gallons pumped, tenths of a gallon included.
9. Record the meter reading after dispensing fuel, this should be the "end" meter reading.
10. Record all other information required on fuel ticket.
11. Fuel ticket "shall" be signed by on-duty supervisor to ensure the authorization of fueling and the validity of information recorded.
12. Place completed fuel ticket in the mail box located inside the fuel area.
13. Lock the entry gate using the padlock supplied and ensure all tank hatches are also secured using padlock.
14. Absorbent spill clean-up materials shall be available to fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
15. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to  
prevent overfill. At no time shall nozzles be altered as to bypass the automatic shutoff.
16. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported  
to the designated fueling area in the Facilities area.
17. All apparatus have assigned fuel ticket books labeled with that unit number and shall only be used for that unit.
18. To refill any fuel cans or equipment, use the miscellaneous fuel book located in the Captains office, and describe the reason for fueling in the notes section.



# **St. Tammany Fire District #8**

## **102.05 Fuel Use Policy (con't)**

19. Bulk refueling shall be facilitated by the Fire Chief and shall be provided by the designated fuel supplier.
20. Bulk refueling shall take place when either tank reaches 5 inches or less. The fire chief shall calculate the quantity needed of each type of fuel and request a fuel delivery from the designated supplier.
21. Only “non-ethanol” regular gas shall be placed in the gasoline tank, unless approved by the Fire chief.
22. Only “off-road/dyed” diesel fuel shall be placed in the diesel tank, unless approved by the Fire chief.
23. In the event of an emergency, or natural disaster, additional fueling options and/or locations may be established. These locations/options shall fall under the same guidelines contained herein.
24. Fuel area lighting shall not be left on when fueling is not in progress.

### **Portable Fuel Containers:**

1. Gasoline tanks and portable or stationary engines shall be fueled by use of safety nozzles or safety containers only.
2. Gasoline shall not be pumped or transferred, moved, stored, poured, or received by use of open, glass, or unapproved plastic containers.
3. All gasoline powered vehicles and equipment shall be fueled outdoors.
4. All portable fuel containers will be marked with the name of the contents in one-inch minimum black letters.
5. Operators dispensing liquids shall not leave nozzles or valves unattended when they are in use.

### **Spill Response**

1. Conduct cleanups of any fuel spills immediately after discovery.
2. Contact on-duty supervisor and/or Fire Chief immediately.
3. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
4. Collected waste is to be disposed of properly.
5. Large spill cleanup (greater than 5 gallons) will be coordinated by the Fire Chief or his designee.

### **Scope and purpose**

~~The purpose of this Standard Operating Procedure (SOP) is to provide environmental and operational guidelines for tactical and commercial refueling of all diesel and gasoline fueled vehicles, equipment, and fueling equipment (pumps, tanks etc.). Vehicle and equipment~~

# **St. Tammany Fire District #8**

## **102.05 Fuel Use Policy (con't)**

~~fueling procedures and practices are designed to minimize pollution of surface or ground waters and ensure the proper procedures are carried out to reduce the risk of pollution and ensure the proper documentation is maintained and submitted to ensure the total management and accountability of fuel dispensing and usage. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, storage tanks and equipment, and transporting any quantity of fuel is critical for these purposes. Safety and accountability is the priority. This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.~~

~~The established procedures are to be implemented at all fire department and non-fire department fueling facilities and shall include any vehicles that transport any amount of fuel, in addition to fuel carried in the factory mounted fuel tank, where fueling, mobile fueling, equipment fueling, fuel storage, fuel transport, temporary fueling sites or any other fuel related operations are carried out.~~

### **Responsible Party and/or parties**

~~All Fire District 8 Personnel authorized to operate department vehicles and/or equipment.~~

### **Fueling site(s) maintenance and inspection**

- ~~11. Fuel areas shall remain secured at all times. Keys are to be located on the supervisor's key ring and shall remain in the custody of the on-duty supervisor for the duration of his/her designated shift.~~
- ~~12. Access to fueling areas shall be facilitated by the on-duty supervisor.~~
- ~~13. Fueling areas and storage tanks shall be inspected at each time of use.~~
- ~~14. The designated fuel management officer shall report (by email) bulk tank levels in the refueling area, on each normally scheduled shift (every 3<sup>rd</sup> day), directly to the Fire Chief.~~
- ~~15. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be reported immediately to the on-duty supervisor and/or the Fire chief~~
- ~~16. Remove any rubbish or foreign material from filling area.~~
- ~~17. The designated fuel management officer shall discharge stormwater from the fuel containment area regularly~~

### **Fueling site(s) maintenance and inspection(continued)**

- ~~18. Stormwater shall be discharged from the fuel containment area only from the pre-installed drainage discharge that is equipped with a manual valve to prevent uncontrolled discharge~~
- ~~19. Before discharging stormwater from the containment area, a visual inspection shall be performed to ensure that fuel has not come into contact with the stormwater to be discharged. (if fuel is found in stormwater, see spill response procedures)~~

# **St. Tammany Fire District #8**

## **102.05 Fuel Use Policy (con't)**

~~20. Any emergency fueling locations that are established on Fire District property shall be done so to allow securement of the equipment and products.~~

### **~~Standards and Specifications (for vehicle and equipment fueling)~~**

~~25. In the event of any emergency involving any fueling area, immediately activate the main fuel cutoff switch located outside of fuel area.~~

~~26. Shut the engine off~~

~~27. Smoking, open flames of all types or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing pumps.~~

~~28. Ensure that the fuel is the proper type of fuel.~~

~~29. Using the designated fuel ticket book for the unit being fueled, record the meter reading prior to any fuel dispensing, on the pump being used. This is the "begin" meter reading.~~

~~30. Reset the gallon counter to "0" and begin fueling.~~

~~31. Once the nozzle shuts off, return nozzle to storage position.~~

~~32. Record the number of gallons pumped, tenths of a gallon included.~~

~~33. Record the meter reading after dispensing fuel, this should be the "end" meter reading.~~

~~34. Record all other information required on fuel ticket.~~

~~35. Fuel ticket "shall" be signed by on-duty supervisor to ensure the authorization of fueling and the validity of information recorded.~~

~~36. Place completed fuel ticket in the mail box located inside the fuel area.~~

~~37. Lock the entry gate using the padlock supplied and ensure all tank hatches are also secured using padlock.~~

~~38. Absorbent spill clean-up materials shall be available to fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.~~

~~39. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill. At no time shall nozzles be altered as to bypass the automatic shutoff.~~

~~40. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the Facilities area.~~

### **~~Standards and Specifications (for vehicle and equipment fueling) (Continued)~~**

~~41. All apparatus have assigned fuel ticket books labeled with that unit number and shall only be used for that unit.~~

~~42. To refill any fuel cans or equipment, use the miscellaneous fuel book located in the Captains office, and describe the reason for fueling in the notes section.~~

~~43. Bulk refueling shall be facilitated by the Fire Chief and shall be provided by the designated fuel supplier.~~

# **St. Tammany Fire District #8**

## **102.05 Fuel Use Policy (con't)**

- ~~44. Bulk refueling shall take place when either tank reaches 5 inches or less. The fire chief shall calculate the quantity needed of each type of fuel and request a fuel delivery from the designated supplier.~~
- ~~45. Only "non-ethanol" regular gas shall be placed in the gasoline tank, unless approved by the Fire chief.~~
- ~~46. Only "off-road/dyed" diesel fuel shall be placed in the diesel tank, unless approved by the Fire chief.~~
- ~~47. In the event of an emergency, or natural disaster, additional fueling options and/or locations may be established. These locations/options shall fall under the same guidelines contained herein.~~
- ~~48. Fuel area lighting shall not be left on when fueling is not in progress.~~

### **Portable Fuel Containers:**

- ~~6. Gasoline tanks and portable or stationary engines shall be fueled by use of safety nozzles or safety containers only.~~
- ~~7. Gasoline shall not be pumped or transferred, moved, stored, poured, or received by use of open, glass, or unapproved plastic containers.~~
- ~~8. All gasoline powered vehicles and equipment shall be fueled outdoors.~~
- ~~9. All portable fuel containers will be marked with the name of the contents in one-inch minimum black letters.~~
- ~~10. Operators dispensing liquids shall not leave nozzles or valves unattended when they are in use.~~

### **Spill Response**

- ~~6. Conduct cleanups of any fuel spills immediately after discovery.~~
- ~~7. Contact on-duty supervisor and/or Fire Chief immediately.~~
- ~~8. Uncontained spills are to be cleaned using dry cleaning methods only.  
Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.~~
- ~~9. Collected waste is to be disposed of properly.~~
- ~~10. Large spill cleanup (greater than 5 gallons) will be coordinated by the Fire Chief or his designee.~~

# **St. Tammany Fire District #8**

## **104.01**

### **PUBLIC SOLICITATIONS**

The department does not generally solicit items from the public and no personnel will be allowed to do so unless specifically authorized by the Fire Chief.

Personnel are hereby prohibited from receiving any discounts and/or free products or services while on duty. Personnel who are offered discounts and/or free products or services while on duty shall politely decline and thank those making the request and explain that they are not allowed to accept. However, if a person insists, personnel shall accept such discount or item and thank them. At no time should FD 8 personnel sign any receipt stating that they received a discount, or free product or service.

## **St. Tammany Fire District #8**

### **105.01 TOBACCO USE**

It is the responsibility of St. Tammany Parish Fire Protection District 8 to provide a tobacco free work environment. Tobacco use inside of any STFD8 facilities is prohibited, with the exception of in the apparatus bays. No smokeless tobacco shall be disposed of on any concrete surface. STFD8 has provided cigarette butt disposal areas. At no time should a cigarette be extinguished on a concrete surface or building wall. Tobacco use in apparatus owned and operated by STFD8 is also prohibited. Designated tobacco areas will be behind the station, parking lot and in the apparatus bays, when the weather does not permit the use of outside areas.

# **St. Tammany Fire District #8**

## **106.01**

### **RETENTION OF RECORDS**

#### **St. Tammany Parish Fire District 8 Records Management Officer Designation**

##### **Designation**

St. Tammany Parish Fire District 8 and the board of commissioners shall designate a records management officer to act as liaison between the division and the STFD#8 on all matters related to records management.

##### **Process**

A. St. Tammany Parish Fire District 8 shall communicate their records management officer designation by completing form SS ARC 940 Records Management Officer Designation Form, (including signature of the chairman and the date the designation was signed) and submitting the completed form to the state archivist.

#### **Responsibilities of the St. Tammany Parish Fire District 8 Records Management Officer**

A. St. Tammany Parish Fire District 8 will select a records management officer who:

1. can communicate effectively with agency personnel and with the division's personnel.
2. has adequate knowledge of how your agency is organized and its operations.
3. can work with the St. Tammany Parish Fire District 8 information services section on records management issues related to electronic records created and maintained by the St. Tammany Parish Fire District 8.
4. has the authority to oversee the records management program of the agency, including:
  - a. the development and implementation of an agency retention schedule.
  - b. the compliance with Division and legal requirements for St. Tammany Parish Fire District 8 records.
  - c. the temporary storage of records at the State Records Center (if necessary) or the transfer of records for permanent storage with the State Archives (if required or requested).
  - d. and the processing of disposal requests and destruction of agency records, as necessary.

#### **Changes in Records Management Officer Designees**

A. If St. Tammany Fire District 8 wishes to change their designee before their designation period has expired, must notify the State Archivist within 30 days of such a change by completing form SS ARC 940 and noting "AMENDMENT" on top of the page.

# **St. Tammany Fire District #8**

## **106.01 RETENTION OF RECORDS (con't)**

### **Retention Schedule Development**

A. Unless otherwise defined in this Chapter, the definitions for key terms in this chapter are provided in R.S. 44:402.

Approved Retention Schedule C a retention schedule which has been approved by the state archivist or his designee.

Records Series C a group of related or similar records, regardless of medium, that may be filed together as a unit, used in a similar manner, and typically are evaluated as a unit for determining retention periods.

### **Records Inventory**

A. To facilitate the development of St. Tammany Parish Fire District 8's retention schedules in compliance with R.S. 44:411, we shall:

1. review the functions and activities of St. Tammany Parish Fire District 8.
2. develop a list of records produced, received, and maintained by St. Tammany Parish Fire District 8.
3. identify the inclusive dates, the medium and volume of records maintained for each record series held by St. Tammany Parish Fire District 8. This provision may be facilitated by St. Tammany Parish Fire District 8 completing a records Management Inventory Form (SSARC 960) for each record series to document their decision process.

### **Writing the Retention Schedule**

A. St. Tammany Parish Fire District 8 shall submit a draft retention schedule to the State Archives for review and approval. In developing the draft, St. Tammany Parish Fire District 8 will:

1. conduct adequate research to determine the length of time each record series needs to be maintained based on their administrative, legal, fiscal, and any historical/informational value. Legal citations should be included if statutes or rules exist, on either the state or federal level, the retention of certain records series.
2. develop specific retention and disposition instructions for each records series, including transference of inactive records to an appropriate records storage facility, the maintenance of long-term or permanent records within St. Tammany Parish Fire District 8, and/or transfer of custody of permanent records to the State Archives control.
3. develop a draft retention schedule, using form number SS ARC 932, providing a brief description of the records series, suggested retention periods for each records series, recommended disposition instructions for nonpermanent records, a notation for any records series that contains confidential information at the time of its creation in the remarks section and any citations used to formulate the retention value, if applicable. If a subset of records is



# **St. Tammany Fire District #8**

## **106.01**

### **RETENTION OF RECORDS (con't)**

"declared" confidential due to pending investigation or similar event, a list of the records series involved should be transmitted to the State Archives within 30 days of the declaration.

#### **Retention Schedule Maintenance**

A. St. Tammany Parish Fire District 8 shall review its retention schedule annually to identify any record series requiring an addition, amendment, or deletion to the agency's approved schedule. Each agency shall submit an amended SS ARC 932 noting any changes to its existing retention schedule.

#### **Retention Schedule Renewal**

A. St. Tammany Parish Fire District 8's schedule, once approved by the State Archives will be valid for five years from the date of approval. Ninety days prior to the five-year anniversary of a schedule's approval, St. Tammany Parish Fire District 8 shall submit their schedule for renewal.

#### **Storage of Records**

All records of St. Tammany Fire District #8 shall be stored at 22455 Highway 36 in a locked file room.

#### **Destruction of Public Records**

St. Tammany Fire District 8 Board Members will be given a list of all records prior to destruction of any records.

#### **General**

A. In accordance with R.S. 44:411, St. Tammany Parish Fire District 8 shall secure written approval from the State Archivist (or his designee) prior to the disposing of any records of St. Tammany Parish Fire District 8 .

#### **Scheduled Records**

A. Upon St. Tammany Parish Fire District 8 request to dispose of records listed on the St. Tammany Parish Fire District 8 approved retention schedule shall submit to the State Archivist or his designee, Form SS ARC 930 (Request for Authority to Dispose of Records). Form SS ARC 930 must have the signature of one of the following.

1. records officer as designated; or
2. the Chairman; or
3. the Vice Chairperson in the absence of the Chairman.

#### **Non-Scheduled Records**

A. Upon St. Tammany Parish Fire District 8 request to dispose of records not listed on the St. Tammany Parish Fire District 8 approved retention schedule shall submit to the State

# **St. Tammany Fire District #8**

## **106.01 RETENTION OF RECORDS (con't)**

Archivist or his designee, Form SS ARC 930 (Request for Authority to Dispose of Records) and a completed Records Management Inventory Form for each non-scheduled series listed on the disposal request. Form SS ARC 930 must have the signature of signature of one of the following.

1. records officer as designated; or
2. the Chairman; or
3. the Vice Chairperson in the absence of the Chairman.

### **Destruction Authorization**

A. Once a disposal request has been received by the State Archivist (or his designee), St. Tammany Parish Fire District 8 will be notified within 30 days of receipt that:

1. their disposal request has been approved.
2. their disposal request has been denied along with an explanation why approval was not granted.
3. their disposal request contains records that should be transferred to the State Archives for possible inclusion in the State Archives; or
4. their disposal request requires more research and requires an additional 30 days to issue a response to the request.

### **Legal Hold Policy**

A. St. Tammany Parish Fire District 8 is required to develop and implement an internal process for placing legal holds on records that are involved in state or federal investigations and/or litigation. St. Tammany Parish Fire District 8 should submit their policy within 30 days of creation to the State Archives. The policy should address:

1. St. Tammany Parish Fire District 8 internal disposal approval process.
2. which employees are notified of a legal hold, when they are told and how they are told.
3. who is responsible for contacting possible third-party vendors who may house records or data covered under a legal hold.
4. what steps should be taken by notified employees to safeguard records or data covered under a legal hold.
5. St. Tammany Parish Fire District 8 legal hold forms (including file level notice sheets) and instructions for any legal hold form/release forms created by t St. Tammany Parish Fire District 8 to implement the plan.
6. who within the St. Tammany Parish Fire District 8 has legal authority to lift the legal hold once the litigation or investigation has concluded.

# **St. Tammany Fire District #8**

## **106.01 RETENTION OF RECORDS (con't)**

### **Disposal Methods**

A. Once approval for disposal has been granted, St. Tammany Parish Fire District 8 should dispose of the records in a manner acceptable to the level of confidentiality the record requires.

1. If a records series contains no information considered confidential in nature, an agency may use any acceptable disposal method including:

- a. landfill
- b. recycling
- c. shredding
- d. incineration
- e. maceration
- f. pulverization

2. If a records series contains information considered confidential in nature, an agency may use any of the following disposal methods:

- a. shredding
- b. incineration
- c. maceration
- d. pulverization

### **Certificate of Destruction**

A. St. Tammany Parish Fire District 8 shall document the destruction of their records by maintaining a Certificate of Destruction for all records requiring destruction approval from the State Archives. Such Destruction Certificate shall consist of either:

- 1. the current State Archives Certificate of Destruction form (SS ARC 933) along with the approved destruction request from the State Archives; or
- 2. an equivalent document that records the date the records were destroyed, the method of destruction, the approved Authority to Dispose of Records Form and the signature of at least one witness to the destruction or removal of the records. If a recycling company is used for destruction, the date the records are transferred to the recycler for destruction will constitute the destruction date.

# **St. Tammany Fire District #8**

## **106.01 RETENTION OF RECORDS (con't)**

### **Electronic Records**

St. Tammany Parish Fire District 8 Responsibilities

Definitions

A. For this Chapter the following definitions apply.

St. Tammany Parish Fire District 8 Record C a record as defined by R.S. 44:402.

Electronic Mail (E-mail) C a system that enables an St. Tammany Parish Fire District 8 to compose, transmit, receive, and manage text and/or graphic electronic messages and images across networks and through gateways connecting other local area networks.

Long-Term Record C a record with a total retention requirement of over 10 years but less than permanent.

Permanent C a record with a total retention of life of the agency and/or the state and intended to be maintained in perpetuity.

Short-Term Record C a record with a total retention requirement of 10 years or less.

Transitory C transitory records are records that have limited or no administrative value to the agency and are not essential to the fulfillment of statutory obligations or to the documentation of St. Tammany Parish Fire District 8 functions.

### **General**

A. St. Tammany Parish Fire District 8 must ensure:

1. that a program is established for the management of state records created, received, retained, used, transmitted, or disposed of on electronic media.
2. that the management of electronic state records are integrated with other records and information management records management programs of the agency.
3. that electronic records management objectives, responsibilities and authorities are incorporated into pertinent agency directives and policies.
4. that procedures are established for addressing records management requirements, including, retention, access, and disposition requirements.
5. that training is provided for users of electronic records systems, in the operation, care, and handling of the information, equipment, software and media used in the systems.
6. that documentation is developed and maintained about all electronic state records in a manner adequate for retaining, reading, or processing the records and ensuring their timely, authorized disposition; and

# **St. Tammany Fire District #8**

## **106.01 RETENTION OF RECORDS (con't)**

7. that a security program for electronic state records is established.

### **Electronic Mail (E-mail) Guidelines**

#### **Series Retention of E-mail**

A. E-mail should be retained based on content not on media type or storage limitations. Agencies should not encourage employees to unilaterally discard E-mail because of artificial limits on E-mail box capacities.

#### **E-Mail is Not a Records Series**

A. E-mail should not be treated as a single record series for retention scheduling purposes. E-mail should be incorporated into existing records series maintained by an agency.

#### **Types of E-Mail**

A. There are two broad categories of E-mail: record and non-record, based on their administrative and retention requirements.

##### **1. Transitory.**

Transitory records are records that have limited or no administrative value to the agency and are not essential to the fulfillment of statutory obligations or to the documentation of agency functions.

- a. Examples. Transitory information can include the following: unsolicited and junk e-mails not related to agency work, listserv and other e-mail broadcast lists that require subscription (including newspapers), reminders for meetings and events (i.e. cake in the conference room, staff meeting moved from 2 p.m. to 3 p.m.), personal nonwork related e-mails received by employees.
- b. Retention. There is no retention requirement for transitory messages. Public officials and employees receiving such communications may delete them immediately without obtaining approval from the State Archives.

##### **2. Record.**

Electronic mail records are records that have administrative value to the agency or are required to be maintained under state or federal law for a specified amount of time.

- a. Retention. The retention requirement for e-mail records must follow suit with records with similar content found in other media (i.e., paper, film, electronic image).
- b. In the event that the content of the message does not fit into an existing record series on an approved retention schedule, the e-mail should be maintained in a manner consistent with R.S. 44:36 and should be added to the agency's approved retention schedule if the series is expected to remain active.

# **St. Tammany Fire District #8**

## **106.01 RETENTION OF RECORDS (con't)**

### **Maintenance of Electronic Mail**

A. Records created using an e-mail system may be saved for their approved retention period by one of the following.

1. Print message and file in appropriate hard copy file.
2. Place in folders and save on personal network drive or C: drive.
3. Save to removable disk (including CD-ROM). 3.5" disks are not recommended for retention periods of more than one year due to the instability of this medium.
4. Transfer to an automated records management software application.
5. Managed at the server by an automated classification system.

### **User Responsibilities**

A. It is the responsibility of the user of the e-mail system, to manage e-mail messages according to their agency's retention schedule.

1. It is the responsibility of the sender of e-mail messages within the agency's e-mail system and recipients of messages from outside the agency to retain the messages for the approved retention period.
2. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message. Except for listserv mailing services, distribution lists must be able to identify the sender and recipient of the message.
3. User responsibilities may be mitigated using a server level automated classification system.

### **St. Tammany Parish Fire District 8 Responsibilities**

A. St. Tammany Parish Fire District 8 should adopt and disseminate to their employees an agency Electronic Mail (E-mail) Proper Use Policy. The policy includes:

1. defining official use and set limits on personal use of electronic messaging (like limitations that exist for telephone, fax, and personal mail).
2. prohibiting the use of electronic messaging system to promote the discrimination (on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference), promotion of sexual harassment, or to promote personal, political, or religious business or beliefs;
3. prohibiting employees from sending electronic messages under another employee's name without authorization.
4. prohibiting the altering of electronic messages, including any attachments.

# **St. Tammany Fire District #8**

**106.01**

## **RETENTION OF RECORDS (con't)**

5. St. Tammany Parish Fire District 8 process for storing and maintaining electronic messages for the duration of the message's retention period.
6. notice that users of St. Tammany Parish Fire District 8 electronic messaging system should not expect a right of privacy and that electronic messages may be monitored for compliance and abuse.

### **Current STFD8 Records retention schedule:**

<https://sites.google.com/a/stfd8.org/st-tammany-fire-district-8/personnel/operating-procedures/STFD8%20Records%20Retention%20Schedule%202020.pdf>

~~All records pertaining to Personnel, Medical/Benefits, and Hiring shall be retained in accordance with all Federal and Louisiana requirements.~~

~~All Federal Grant records shall be retained for a minimum of three (3) years following the close out of the grant.~~

# **St. Tammany Fire District #8**

## **106.02**

### **Public Records Request Response Policy**

A Public Records Request may be made by any person eighteen (18) years of age or older for a public record. The requestor may inspect, copy, reproduce, or obtain a copy or reproduction of a public record produced by, or in the possession of, the public entity. The right to make such a request is granted by the State of Louisiana through the Louisiana Public Records Law, La. R.S. 44:1- 41, and Article 3, Section 3 of the Louisiana State Constitution. Public Records Requests must ask for a record. Public Records Requests are not designed to simply answer a question posed by the requestor.

Public Records Requests can be made in writing, via email or in person but written requests are preferable to best provide the information requested. All Public Records Requests should be made to the Board Secretary at [fd8admin@stfd8.com](mailto:fd8admin@stfd8.com). The following information should be submitted with the request:

- Date of Request
- Requestors name, address, phone number and email
- Description of records requested: As specific as possible; including the time frame in which the records would have been created. (i.e. Budget for 2017; Fire Chief's Payroll Summary for January 2016 until December 2016)
- Response Options: View Records or Get a Copy

All requests should be forwarded to the Board Secretary immediately. After a request is received the Board Secretary will acknowledge receipt with a letter to the requestor, forward the request to the Board Chairman and the St. Tammany Fire District 8 Legal representative for review and begin to ascertain if records exist to fulfill the request. The initial letter shall acknowledge the request which signals the beginning of the fulfillment process. All records requests will be fulfilled in a reasonable amount of time depending on the size of the records that exist and the process to obtain them. The Board Secretary will provide the requested records under advisement from the Board Chairman and the Legal Representative in the manner requested if they exist and are not considered exempt under La. R.S. 44:1-41.

#### **Public Records Request Fulfillment Cost:**

The cost of a Public Records Request depends upon the size and scope of the request. St. Tammany Fire District #8 may charge and collect reasonable fees to make a reproduction of public records for the requestor. There is no fee if the requestor comes in to view, copy, or reproduce public records by their own means.



# **St. Tammany Fire District #8**

## **201.01**

### **CONDUCT AND PROFESSIONALISM**

All employees/members of St. Tammany Parish Fire Protection District 8 will conduct themselves in a professional and courteous manner at all times while representing St. Tammany Parish Fire Protection District 8. At no time will any of the following activity or behavior be tolerated while on duty, representing, or on any property maintained or owned by St. Tammany Parish Fire Protection District 8: Rough housing/ horseplay; any action that is considered a violation of any local, state or federal law statute or ordinance; any other activity which may reflect negatively on St. Tammany Parish Fire Protection District 8.

All persons having business with St. Tammany Parish Fire Protection District 8 are entitled to prompt, professional and courteous treatment. All interactions should be conducted with a friendly professional demeanor and tone. Any conflict arising from an encounter should be immediately reported to your supervisor for resolution. Any time a conflict arises; the personnel involved should maintain a courteous posture, refer the offended party to their immediate supervisor and disengage themselves from the situation.

Employees who have disagreements should maintain a calm professional demeanor while attempting to resolve them. Yelling, screaming, and abusive or threatening behavior or actions between employees are forbidden in the work place. Employees unable to settle their differences should contact their immediate supervisor for resolution.

No part of the immediately preceding section shall be construed to prohibit reasonable activity to prevent injury and/or potentially unsafe acts that may result in injury or damage if immediate and direct action is not taken.

All personnel of St. Tammany Parish Fire Protection District 8 are responsible for compliance with all Standard Operating Guidelines, rules, procedures, and directives of St. Tammany Parish Fire Protection District 8 and its Officers. Members shall read and become familiar with the department's rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.

Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.

Members shall abide by federal and state law, local ordinances and rules, and the department's general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.

Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.

Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.

# **St. Tammany Fire District #8**

## **201.01**

### **CONDUCT AND PROFESSIONALISM (Continued)**

Every officer, on and off duty, will be held responsible for enforcing the department's rules. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order or the department's rules, that officer shall be equally responsible for the violation.

Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.

Department members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.

Supervisors shall exhibit courtesy and respect to their subordinates and shall treat members in a fair and impartial manner.

Members shall treat one another with due courtesy and shall not engage in disrespectful conduct while on duty.

Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official orders, and in connection with official duties. Members shall not make false reports concerning any department business or the personal character or conduct of any member.

Members shall exhibit courtesy and respect to members of the public and employees of other agencies.

Members are required to give their name and rank whenever requested by a member of the public.

Should a member have a complaint against a member of the public, he shall forward the complaint in writing to the Fire Chief.

# **St. Tammany Fire District #8**

## **201.02**

### **EMPLOYEE ASSISTANCE PROGRAM**

The St. Tammany Parish Fire Protection District 8 will provide an employee assistance program (EAP) to all employees.

#### ***Purpose***

The St. Tammany Parish Fire Protection District 8 will provide confidential assistance and/or referral on a voluntary basis to employees when personal problems or concerns are troubling an employee personally or when they are contributing to, or may contribute to, deteriorating job performance. The EAP is provided as a service and benefit to employees. In itself, use of the EAP, by self-referral or supervisory referral, is not an indication of illness, inadequacy, or disability. All people have problems in their lives; thoughtful, intelligent people seek appropriate assistance with their problems.

#### ***Policy***

The FD 8 recognizes that a wide range of problems, not directly associated with one's job function, may have an adverse effect on an employee's job performance. Further, personal problems of a family member can also affect an employee's job performance.

When marital or family discord, financial or emotional crises, alcohol or drug problems, illness, or other difficulties interfere with or threaten job performance or conduct, FD 8 offers assistance through the EAP. There is no desire to intrude on the employee's private life. These problems are recognized as progressive and potentially destructive, but they are also recognized as treatable disorders. FD 8 stands ready to assist employees and their families who are willing to help themselves.

#### ***Practice***

Early recognition of the troubled employee, through application of job performance standards, is a proper function of management. Employees with identifiable performance problems that are not the result of deficits in knowledge, skills, education, and/or working conditions may have personal problems affecting job performance.

FD 8 actively supports rehabilitation efforts, when applicable and appropriate, through employee group health benefits, sick leave, and this EAP. An employee may be referred to the EAP by FD 8 supervisory personnel, colleagues, medical personnel, or family because of a condition that may affect his or her job performance or because the employee is troubled and seeks help. The decision to accept assistance is the responsibility of the employee. Employees are also encouraged to self-refer.

# **St. Tammany Fire District #8**

## **201.02 EMPLOYEE ASSISTANCE PROGRAM (Continued)**

### ***Confidentiality***

All records and information about referral, assessment, and treatment will be maintained by the EAP and treated as confidential. No information concerning a client's personal problems or participation in the EAP will become a part of the employee's personnel record. Except as set forth herein and in situations of dangerousness, or as may otherwise be required by law, no information, oral or written, will be disclosed without the express written permission of the employee.

If an employee is referred to the EAP because of performance-related issues or by the fire department physician, the only information the EAP will disclose to FD 8 is whether the employee has followed through on the referral. The only exception to this section shall be if the employee enters into a referral agreement under 201.01 - Drug and Alcohol Use Policy.

### **Employee Discipline and Job Security**

Employees participating in the EAP will not be given preferential treatment, nor will they be subject to any special regulations by FD 8. EAP participation will not shield an employee against discipline, including discharge, by reason of an infraction of work rules or the rules of conduct. All employees will be evaluated strictly on job performance criteria, irrespective of their participation in the EAP. An EAP client may be disciplined for his or her continued unsatisfactory job performance. An employee's job security or future career advancement will not be jeopardized as a result of his or her participation in the EAP.

### ***Procedure***

The immediate supervisor is responsible for monitoring an employee's job performance. In the case of deteriorating performance, the supervisor, following established procedures, should work with the employee in an effort to reestablish accepted levels of performance. Whether or not it appears that the substandard performance is or may be due to problems or impairment, the supervisor should refer the employee to the EAP only as part of a performance improvement plan.

- In the case of a job-performance-related referral, the supervisor will do all of the following:
- Document, as part of a performance improvement plan, that the employee was made aware of the EAP as a resource
- Notify the EAP that a referral has been made. Provide relevant documentation of the performance problem to the EAP
- The fire department physician may refer an employee to the EAP. They should both:
- Document the referral in the employee's medical record
- Notify the EAP of the referral
- Employees and their family members experiencing problems, whether or not they may affect the job performance of that employee, are encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

# **St. Tammany Fire District #8**

## **Joint District & Board Policies**

### **201.03**

## **ETHICS COMPLIANCE POLICY**

**Purpose:** St. Tammany Parish Fire District No. 8 will follow the Louisiana Code of Governmental Ethics with the following overarching goals in mind:

- To ensure public confidence in the integrity of St. Tammany Parish Fire District No. 8  
To ensure the independence and impartiality of Board Members and District Employees.
- To ensure that governmental decisions and policy are made in the proper channel of the government structure
- To ensure that District Board Member appointment and District Employment are not used for private gain.

### ***Exceptions***

Exceptions to this policy may exist within the full text of the Louisiana Code of Governmental Ethics; however, any express exception does not eliminate an obligation of Board Members or District Employees to disclose potential or actual violation of Ethics law to the Board of Ethics. (LA. R.S. 42:1161A) Telephone: 225-219-5600 or Mailing address P.O. Box 4368 Baton Rouge, LA 70821 Section 9.2

### ***Definitions***

Unless the context clearly indicates otherwise, words and terms used shall have the meanings as written within the Louisiana Code of Governmental Ethics. (ref. La. Rev. Stat. Ann. § 42:1102).

### ***Payments for non-public service***

No Board Member or District Employee shall receive anything of economic value other than compensation and benefits from the District to which he/she is duly entitled for the performance of the duties and responsibilities of his/her office or position. Such things include i) Finder's Fees; ii) payments for non-public service; iii) control or interests transaction; iv) payments for future services and v) payments for rendering assistance to certain persons. (ref. La. Rev. Stat. Ann. § 42:1111).

### ***Illegal Payments***

No Board Member or District Employee or other person shall give or offer to pay, loan, transfer, or deliver directly or indirectly, anything of economic value which such District Employee or other person would be prohibited from receiving by any provision of this Part. (ref. La. Rev. Stat. Ann. § 42:1117).

### ***Participation in Certain Transactions Involving the District***

No Board Member or District Employee shall participate in a transaction involving the District in which he/she has a personal substantial economic interest. (ref. La. Rev. Stat. Ann. § 42:1112).

# **St. Tammany Fire District #8**

## **Joint District & Board Policies**

### **201.03**

#### **ETHICS COMPLIANCE POLICY(continued)**

##### ***Disqualification***

Every Board Member and District Employee shall disqualify himself from participating in a transaction involving the District when a violation of the Louisiana Code of Governmental Ethics would result. (ref. La. Rev. Stat. Ann. § 42:1112(C) and (D)). Section 9.7 Prohibited Contractual Arrangements and Nepotism. No Board Member or District Employee or member of such a Board Member or District Employee's immediate family, or legal entity in which he/she or an immediate family member has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the District. (ref. La. Rev. Stat. Ann. § 42:1113(A)(1)(a)). Additionally, no member of the immediate family of an agency head shall be employed in his agency nor shall any member of the immediate family of a member of the Board of Commissioners or the Fire Chief of the fire district shall be employed by the fire district. LA Rev Stat § 42:1119

##### ***Declared Emergencies***

During a declared emergency or disaster, no Board Member or District Employee shall convert property or resources of the District or property or resources which have been loaned to it either for his personal use, or, offer, loan, or donate such property or resources for use by members of his/her immediate family in a manner which is preferential to members of his immediate family over members of the general public. (ref. La. Rev. Stat. Ann. § 42:1113.1).

##### ***Disaster or Emergency Contracts***

No Board Member or District Employee, their spouse, any corporation, partnership, or other legal entity in which he/she owns an interest of greater than five percent, except a publicly traded corporation or a legal entity in which the person owns a passive ownership interest (collectively the "Person"), shall enter into any contract with the District to which all of the following apply: i) the contract is directed to addressing needs directly emanating from a declared disaster or emergency; ii) The person knows or reasonably should know that the contract or subcontract is funded or reimbursed in whole or in part with federal funds distributed, paid, or allocated to or by the state or a state department, agency, or official (ref. La. Rev. Stat. Ann. § 42:1114.3).

##### ***Financial Disclosure***

Every Board Member and the Fire Chief and each member of his/her immediate family who derives anything of economic value, directly, through any transaction involving the District or derives anything of economic value from a person which i) is regulated by the District, or ii) has bid on or entered into or is in any way financially interested in any contract, subcontract, or any transaction under the supervision or jurisdiction of the District must immediately report 1) The amount of income or value of anything of economic value derived; 2) the nature of the business activity; 3) name and address, and relationship to the District Employee, if applicable; and 4) the name and business address of the legal entity, if applicable. (ref. La. Rev. Stat. Ann. § 42:1114). Additionally, Board Members and the Fire Chief shall provide

# **St. Tammany Fire District #8**

## **Joint District & Board Policies**

### **201.03**

## **ETHICS COMPLIANCE POLICY(continued)**

### ***Financial Disclosure(continued)***

annually upon request such information as may be required by the Louisiana Legislative Auditor to ensure compliance regarding family members and personal business interests. All Board members shall complete a Tier 2.1 Financial Disclosure Form and submit to the Louisiana Ethics Administration as required by May 15th of each year for the office or position held and the year following the termination of the office or position. The report filed by May 15th covers activity in the prior calendar year. (LA. R.S. 42:1124.2.1)

### ***Gifts***

No Board Member or District Employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such District Employee knows or reasonably should know that such person i) has or is seeking to obtain contractual or other business or financial relationships with the District; ii) Is seeking, for compensation, to influence the passage or defeat an action by the Board; ii) conducts operations or activities which are regulated by the District or state; or iii) has a substantial economic interests which may be substantially affected by the performance or nonperformance of the District Employee's official duty. (ref. La. Rev. Stat. Ann. § 42:1115).

### ***Limitation of Food, Drink and Refreshment***

Board Member or District Employee are prohibited from receiving anything of economic value such as food, drink, or refreshment, of which the total value exceeds fifty dollars for a single event at which food, drink, or refreshment is given. The total value of the food, drink, or refreshment given to a District Employee at any single event shall not exceed fifty dollars regardless of the number of persons subject to the provisions of this paragraph giving food, drink, or refreshment to the District Employee at the single event. (ref. La. Rev. Stat. Ann. § 42:1115.1).

### ***Political Activity***

No Board Member or District Employee shall use the authority of his office or position, directly or indirectly, in a manner intended to compel or coerce any person or other District Employee to provide himself, any other District Employee, or other person, with anything of economic value or directly or indirectly, in a manner intended to compel or coerce any person or other District Employee to engage in political activity. (ref. La. Rev. Stat. Ann. § 42:1116).

### ***Subterfuge to Avoid Compliance***

No Board Member or District Employee or other person shall transfer anything of economic value or any asset, interest, or liability to any person or governmental entity for the purpose of circumventing any provision of the LCGE, state and federal rule or regulation unless such transfer is irrevocable. (ref. La. Rev. Stat. Ann. § 42:1117.1).

# **St. Tammany Fire District #8**

## **Joint District & Board Policies**

**201.03**

### **ETHICS COMPLIANCE POLICY(continued)**

#### ***Influencing Action by Legislature or Governing Authority***

No Board Member or District Employee shall solicit or receive any thing of economic value, directly or indirectly, for, or to be used by him/her or a member of his immediate family, principally to aid in i) the accomplishment of the passage or defeat of any matter affecting the District by the legislature or Board, or ii) the influencing, directly or indirectly, of the passage or defeat of any matter affecting the District by the legislature or other governing authority. (ref. La. Rev. Stat. Ann. § 42:1118).

#### ***Assistance to Certain Persons after Termination of Public Service***

No former Board Member or District Employee, for a period of two years following the termination of his employment, shall assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving the District or render any service on a contractual basis to or for the District. (Ref. La. Rev. Stat. Ann. § 42:1121).

#### ***Annual Ethics Training***

Each Board Member and District Employee shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his/her public employment or term of office. The Fire District designates the administrative assistant to provide information, notices, and updates to District Employees and Board Members and assist the board in any way necessary to fulfill the education requirements. Newly appointed Board Members must receive training within 90 days of taking the oath of office. (R.S. 42:1170) The Fire District will use the Louisiana Ethics Administration online training portal for the annual training requirement unless otherwise stated. The training portal link is:

<https://eap.ethics.la.gov/EthicsTraining/login.aspx>

#### ***Compliance***

Each Board Member and District Employee shall complete annually an Ethics Compliance Form. The name of the form is called; Affidavit Acknowledgement and Receipt of Ethics Policy for St. Tammany Parish Fire District #8. These forms shall be kept on file either in hard copy or digitally with each Board Member and District Employees annual ethics training certificate.

Reports listing which Board Members and District Employees are not in compliance with the Ethics Training and who fail to provide an Ethics Compliance Form will be provided to the Fire Chief and Board of Commissioners. The Administrative Assistant to the Chief shall be responsible for providing the Ethics Compliance Report.



# **St. Tammany Fire District #8**

## **Joint District & Board Policies**

**201.03**

### **ETHICS COMPLIANCE POLICY(continued)**

#### ***Actions to Be Taken If an Ethics Violation Takes Place***

1. Protect the confidentiality of the informant
2. Fire Chief hold hearing with the employee
3. Share results of hearing with Board Chairman, HR and recommend action
4. Advise employee of disciplinary action
5. Place a record in employee's file
6. Disclose to the ethics board by agency head.

#### ***System to Monitor Possible Ethics Violations***

All employees, including elected officials, must turn in a signed copy of the Affidavit Acknowledgement of Ethics Policy with their training certificates verifying that they read and understand St. Tammany Fire Protection District #8 ethics policy.

## **St. Tammany Fire District #8**

### **202.01**

#### **CHANGE OF ADDRESS/TELEPHONE**

All employees of the St. Tammany Parish Fire Protection District 8 are required to maintain a phone at their residence to enable call outs in an emergency. Anytime an employee's address and/or telephone number changes, the employee is required to notify the District Fire Chief by turning in a Special Report within 24 hours of the change. The Firehouse Software Program and/or Secretary shall be the repository for maintaining and updating this information.

# **St. Tammany Fire District #8**

**202.02**

## **DRIVER'S LICENSE & EMT CERTIFICATION** **(Revised 9/12/12)**

All employees of the St. Tammany Parish Fire Protection District 8 are required to maintain a current, valid driver's license issued by the state of [Louisiana residency, per applicable state residency laws](#), regardless of their employment classification. All employees whose civil service job description requires that they maintain Emergency Medical Technician certification shall be required to maintain a current, valid certification. Any employee whose civil service job description DOES NOT require that they maintain Emergency Medical Technician certification, but DOES receive a monetary incentive for same shall maintain a current, valid certification or the monetary incentive will be revoked for the actual time the certification was not valid and current.

All personnel shall maintain proof of driver's license and, if certified, an EMT certification or First Responder and CPR card on their person while on duty.

# **St. Tammany Fire District #8**

## **202.03**

### **FIRE SCENE REPAIRS**

Members, as representatives of St. Tammany Parish Fire Protection District 8, shall not furnish information as to how repairs are to be made concerning any fire damage while on the scene. Also, members are not to recommend any organization or individual for any fire related repair work.

Public image is priority to our organization and 'Seeking Opportunities to Serve' as our logo, serve as a guideline as to the capability of the crew at the emergency incident. When members wish to expand the 'normal and regular' duties at these incidents, use good common sense as to what the department can do to assist the situation. This could be anything from removing water from carpets/floors to covering a hole in the roof with a tarp to simply laying out plastic carpet runners to protect the carpet when there was a small fire in the kitchen.

# **St. Tammany Fire District #8**

## **202.04 Daily Logs**

~~Each station shall maintain a log book in accordance with guidelines set forth by the Fire Chief. All entries in the log book on a given shift must be entered prior to shift completion. Each ranking officer on every shift shall review the log book at the commencement of the shift and advise subordinates of anything relevant from the log book.~~

Each station shall maintain a daily log in accordance with guidelines set forth by the Fire Chief. Daily Logs shall be maintained in The Emergency Reporting Program. All entries in the Daily Log on a given shift must be entered prior to shift completion. Each ranking officer on every shift shall review the Daily Logs from each station at the commencement of each shift and advise subordinates of anything relevant from the Daily Logs. Station 82 and Station 83 personnel shall review prior Daily Log entries at the commencement of the shift for any important items from the Daily Logs, that would require conveyance.

Daily Logs shall include the following information.

- A. on-duty personnel
- B. pertinent information regarding facilities
- C. pertinent information regarding apparatus
- D. pertinent information regarding equipment.
- E. pertinent information regarding personnel
- F. daily training
- G. daily activities
- H. any other important information that would require conveyance to other employees/officers.

# **St. Tammany Fire District #8**

## **203.01**

### **SALARY & PAYROLL**

All employees shall be paid in accordance with the pay scale adopted by the St. Tammany Parish Fire Protection District 8 Board of Commissioners.

#### ***Original Appointment Rate***

Original appointment to any position shall be at the minimum rate for that class. In addition to this minimum amount, the employee may be eligible for additional incentives as outlined in Policy, number 203.02, titled Payroll Incentives.

#### ***Rate of Pay upon Promotion***

When an employee is promoted, his/her pay shall be adjusted by placing the employee at the new pay rate beginning the next full pay period (no more than 14 days.)

#### ***Rate of Pay upon Demotion***

When an employee is demoted, his/her pay shall be fixed at a rate equal to his/her last rate in their former position, plus any step increases that would have been applicable.

#### ***Temporary Assignments***

Whenever a temporary vacancy exists in a classified position subject to the department's minimum staffing guidelines, the position shall be filled by another member of the department to maintain minimum staffing. If a member of the same rank is not available to fill a position, a member from the rank immediately below the vacant position may be appointed temporarily.

When personnel are given a temporary assignment, they shall be compensated per occurrence as per guidelines set forth by the administration.

When a temporary assignment ends, a member shall return to his/her previous position.

#### ***Annual Increases***

All personnel shall receive an annual minimum increase in pay of two (2%) percent on their anniversary date.

#### ***Change in Rate of Pay***

When any change is made in the rate of pay of an employee documentation of this change shall be reviewed by the Fire Chief or his designee and verified as correct by a CPA. A notation of this change shall be placed in the employee's personnel file.

# **St. Tammany Fire District #8**

## **203.01 SALARY & PAYROLL (Continued)**

### ***Overtime***

The St. Tammany Parish Fire Protection District 8 will compensate all employees for any overtime worked that is applicable based on the Fair Labor Standards Act.

The decision as to whether employees receive overtime pay or compensatory time shall be at the discretion of the Fire Chief or his designee.

The rate of overtime is calculated by adding 1/240th of the State Supplemental Pay to employee's regular hourly rate, including all hourly incentives, and then multiplying that total by one and one-half to attain the final overtime rate. Note: Employees not receiving State Supplemental Pay shall have their overtime rate calculated as one and one-half times the employee's regular hourly rate plus all hourly incentives.

### ***Scheduled Overtime***

Personnel who work on shift (24/48) have overtime built into their schedule. They shall be compensated for this scheduled overtime based on any hours exceeding 106 hours in a 14 day work cycle.

### ***Overtime (Extra-Pay)***

All extra duty in excess of regularly scheduled, depending on job classification shall be payable at a rate of time-and-one-half.

### ***Overtime – Leave Exceptions***

Personnel who are on sick leave because of an off-duty illness or injury shall not be entitled to scheduled overtime unless they have worked in excess of their prescribed hours within that particular pay cycle. Personnel who are on any other type of leave or sick leave because of an on-duty illness or injury shall continue to receive both scheduled overtime and any overtime to which he is entitled.

### ***Overtime – Premium Pay***

Personnel who are requested to respond and work on emergency calls (incidents) while not on duty are entitled to the same rate of pay as their overtime rate regardless of number of hours worked in a pay cycle and the requested time shall be logged in the respective shift's payroll book. This overtime shall be limited to 30 minutes if employee acknowledges that he/she is responding and is cancelled prior to arriving on scene; and 2 hours minimum shall be allotted for arriving and working on a scene, or the actual amount of time on scene, whichever is greatest.

Personnel who are allowed to work around the fire stations off duty, with previous permission from the Fire Chief, or attend mandatory meetings/training shall also be entitled to premium pay as stated above.

# **St. Tammany Fire District #8**

## **203.02**

### **PAYROLL INCENTIVES**

Effective 1/1/12, all employees with an EMT certification shall receive an additional \$50 a month. The employee is responsible to maintain the certification of EMT and all guidelines required to maintain this certification. Should the employee have the EMT certification revoked for any reason, the \$50 a month incentive is null and void. Additionally, the revoked notification must be forwarded immediately to the Fire Chief and Board Secretary to be maintained in the employee's personnel file.



# **St. Tammany Fire District #8**

## **204.01**

### **SCHEDULED WORK HOURS**

All employees are required to work their assigned schedule and any variation requires prior authorization from the Fire Chief or Management.

#### ***Shift Employees (24 hours)***

All normally scheduled shifts of the St. Tammany Parish Fire District 8 are scheduled in 24-hour shifts, which are two (2) consecutive 12 hours blocks (days). All shifts begin at 0700 hours and end at 0700 hours. All personnel are to be in full uniform, ready to work at their assigned station at the scheduled shift change or they will be considered late for work. Personnel who recognize the fact that they are going to arrive late for work for any reason should notify their immediate supervisor, if available, or the supervisor on duty at their assigned work station to allow proper arrangements to be made.

#### ***Staff Employees***

St. Tammany Parish Fire District 8 personnel who are normally scheduled in this category will work forty (40) hours each week as assigned by the Fire Chief or Management.

# St. Tammany Fire District #8

## 204.02

### Employee Performance Reviews/Evaluations

Policy: Performance Reviews/Evaluations for all employees shall be conducted in accordance with established timeframes, by applicable supervising (defined below) official and may include an employee's self-evaluation which will be submitted to his/her supervisor prior to the formal review. Other-than-satisfactory reviews will follow Civil Service policies as applicable. All reviews discussed by the Board of Commissioners during Board meetings shall be done in Executive Session. The SF-15 State Employee Performance Planning and Review Form shall be used but may contain additional performance factors.

Purpose: To prescribe actions to ensure that Fire District #8 is a professional, responsible, accountable and responsive organization that is able to meet its mission and safeguard public trust and assets.

Responsibility: The Board of Directors, Board Secretary, Fire Chief, Fire Captains, Fire Fighter personnel shall actively participate as required (new hires, probation, annually) as defined by their positions. Performance Review Standards shall be given to and acknowledged by employees as of their hiring, promotion or change of work positions by their supervisor within three days after hire, promotion or change of work position.

Implementation:

**FIRE CHIEF:** The Board Chairman or designee shall complete the Fire Chief's performance review after considering input from the Chief's self-evaluation (if submitted), the Board Secretary, the Board of Commissioners, and the Fire Captains.

- Review periods are quarterly for the probationary first year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

**FIRE CAPTAINS:** The Fire Chief shall complete the Fire Captain's performance review after considering input from the Captain's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary. If review is other than satisfactory, the Fire Chief shall discuss the evaluation with the Board of Commissioners prior to presenting to the Fire Captain.

- Review periods are quarterly for the probationary first year
- Thereafter after confirmation, annual reviews performed during the last quarter of each year.

**FIRE FIGHTERS (EMERGENCY RESPONDERS):** Each Fire Captain shall complete the evaluation of those Fire Fighters (supervised by him/her) performance after considering input from the Fire Fighter's self-evaluation (if submitted), and the Board Secretary. The Captain shall discuss the review with the Fire Chief prior to presenting to the Fire Fighter personnel. Suggest using the SF-15 State Employee Performance Planning and Review Form but may contain additional performance factors.

- Review periods are quarterly for the first probationary year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

# **St. Tammany Fire District #8**

## **204.02**

### **Employee Performance Reviews/Evaluations (continued)**

**FIRE PREVENTION OFFICER:** The Fire Chief shall complete the Fire Prevention Officer's performance review after considering input from the Fire Prevention Officer's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary.

- Review periods are quarterly for the first probationary year
- Thereafter annual reviews shall be performed during the last quarter of each year.

**BOARD SECRETARY:** The Board of Commissioners led by the Chairman shall complete a 360 degree performance review after input from the Secretary's self-evaluation (if submitted), the Fire Chief, Fire Captains and one Fire Fighter personnel (to be selected by all Fire Fighters). Discussion of evaluation shall be done at a Board meeting.

- For new hires, review periods are quarterly for the first year
- Thereafter annual reviews shall be performed during the third quarter of each year.

# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY**

### ***Hourly/Shift Employees Vacation – Eligibility***

Hourly/Shift Employees are eligible for vacation leave as it is accrued and upon approval. Vacation accrual begins on the first day of full time employment. Only one employee will be allowed to use annual leave per each shift. The employee who requests annual leave first in crew sense will be allowed the leave. (REV.10/19/2020)

Vacation hours and/or days earned are determined by the length of service on the employee's anniversary date as set forth by the following table:

<b><u>YEARS EXP.</u></b>	<b><u>HOURS</u></b>	<b><u># OF SHIFTS</u></b>
1- 10	216	9
11	228	9.5
12	240	10
13	252	10.5
14	264	11
15	276	11.5
16	288	12
17	300	12.5
18	312	13
19	324	13.5
20 +	336	14

### ***Salary Employees Vacation – Eligibility***

Salary Employees, who work a forty (40) hour work week, are eligible for vacation leave after they have completed one (1) year of full time service.

Vacation hours and/or days earned are determined by the length of service on the employee's anniversary date as set forth by the following table:

<b><u>YEARS EXP.</u></b>	<b><u>CALENDAR DAYS</u></b>	<b><u>HOURS</u></b>
1- 9	18	144
10	19	152
11	20	160
12	21	168
13	22	176
14	23	184
15	24	192
16	25	200
17	26	208
18	27	216
19	28	224
20	29	232
21	30	240

# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY (Continued)**

### ***Vacation – Carryover***

Hourly/Shift employees shall be allowed to carry over no more than the equivalent of one year's accrual of unused annual leave into the employee's next anniversary year. Salary employees shall also be allowed to carry over no more than one year's accrual of unused annual leave into the employee's next anniversary year.

All employees may request, in writing to the Fire Chief, to carry over additional annual leave based on extreme and unique circumstances. The Fire Chief shall provide written notice of approval or denial to the employee at least five (5) calendar days after the date of receipt of such request.

Employees shall not be paid for annual leave that cannot be carried over in accordance with this policy. In accordance with Louisiana Revised Statute 33:1996, annual leave shall not be forfeited. When an employee's annual leave balance towards the end of his/her anniversary year is exceeding the allowable carryover amount, the Fire Chief has the right to alter the employee's work schedule and place the employee on annual leave, in accordance with R.S. 33:2557, to ensure compliance with this policy. Written notice shall be provided to the employee at least fifteen (15) calendar days prior to the effective date of the employee's revised work schedule. Therefore, all employees are encouraged to periodically review their annual leave balance to ensure that they are using their annual leave in order to comply with this policy.

### ***Vacation – Other***

All Salary Employees must complete a "Vacation Taken Form" and inform the Board Chairman and/or Board Secretary two (2) weeks before the requested time.

A vacation request for all Hourly/Shift Employees should be submitted for approval to the Fire Chief by completing a "Request for Vacation Form". Submission of a vacation request should be done at least two (2) weeks before the requested time.

### ***Vacation – Other***

Should an Hourly/Shift Employee respond to an emergency call on a scheduled and approved vacation day, the employee will receive a minimum of two (2) hours overtime pay (in lieu of the employee's vacation hourly pay). The amount of hours (worked at the overtime rate) will be placed back into the employee's bank of vacation hours; to be used at a later date at the approval of the employee's captain, fire chief and/or board chairman.

### ***Administrative Leave with Pay***

The appointing authority may grant administrative leave with pay for periods not to exceed sixty (60) days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of an employee. This period may not extend beyond sixty (60) days without approval of the Civil Service Board.

### ***Administrative Leave without Pay***

Upon completion of the appointing authority's investigation while a member is on Administrative Leave with Pay, the appointing authority may, at its discretion, place the

# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY (Continued)**

member on Administrative Leave without Pay when it is in the best interests of the Fire District. This period may not extend beyond thirty (30) days without approval of the Civil Service Board.

### ***Sick Leave with Pay***

Sick leave with pay is granted for bona fide illness or injury of self and is covered under item 27, Section 15.1, Article XIV of the Louisiana Constitution, "Municipal Fire and Police Civil Service Law." Statutory Sick leave under RS 33:1995 and 1995.1 provides for job related injury or illness entitling employees to a period of fifty-two weeks sick leave with pay as long as there was no negligence or culpable indiscretion on the part of the employee.

### ***Sick Leave Allowance Regulations***

All employees' absence due to illness will require a doctor's excuse after missing four (4) days (Salary Employees)/two (2) shifts (Hourly/Shift Employees) of work.

Any individual absences exceeding eight (8) days for Salary Employees/four (4) Shifts for Hourly/Shift Employees in a calendar year, and/or at the discretion of St. Tammany Parish Fire District 8, the employee may be required to report to the departmental physician for medical evaluation. If in the opinion of the departmental physician the employee can return to duty, the employee shall return to duty or forfeit his/her day's pay and will subject himself/herself to further disciplinary action. Any anticipated leave longer than four (4) calendar days (Salary Employees) and two (2) shifts (Hourly/Shift Employees); the employee is required to provide a doctor's excuse indicating illness or condition justifying the absence and the expected date of return to duty. Failure to provide such excuse will classify employee as 'Absent without Leave and Pay' and be subjected to further disciplinary action.

### ***Extended Sick Leave***

The purpose of this policy is to ensure that STFD8 has healthy and non-impaired personnel to be available for any emergency. This policy applies to all employees.

1. Extended sick leave is defined as any individual absences exceeding eight (8) consecutive days for Salary Employees/four (4) consecutive Shifts for Hourly/Shift Employees.
2. Employee must provide a doctor's excuse and the estimated extended sick leave needed.
3. Before returning to work, employee must:
  - a. provide a doctor's release from the their doctor
  - b. take and pass a drug test
    - i. refusal to take the drug test will result in dismissal
    - ii. Failing the drug test will result in a curative period (see Section 101.08 Drug Testing Policy)
4. Any employee returning after extended sick leave will be required to take a Certification Fit for Duty test performed by St. Tammany Parish Hospital before returning to work.

# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY (Continued)**

- a. Should the employee refuse to take the test and/or fail the test, the employee will continue to be considered on extended sick leave. Employee will continue to be on extended sick leave as outlined in RS 33:1995
- b. Certification Fit for Duty is outlined in Firefighter Functional Job Description (copy of this description can be obtained by the Board Secretary).

### ***Sick leave general rules***

Upon requesting extended sick leave, the employee may be requested to execute the appropriate HIPPA form in order for the department to obtain the information needed to verify the sick leave.

When an employee is notified that a medical procedure or extended sick leave period is required, said employee shall immediately notify the Fire Chief and Board of the circumstances surrounding the request.

During said periods of recovery and/or extended sick leave, the employee shall notify the Fire Chief of his anticipated daily activities. In the event, the employee is the Fire Chief; notification shall be made to the Board.

During said periods of extended sick and/or recovery, said employee shall not engage in any work, in any capacity, whether part-time or full-time.

In cases where the attending physician cannot release the employee for regular duty the employee shall not work in any capacity (including self-employment) or engage in any activity similar to that of regular duty.

All call-in sick procedures, as well as providing the appointing authority with proper medical verification, is the sole responsibility of the employee requesting sick leave.

Sick leave may not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity, which is contrary to this endeavor, may be the basis for disciplinary action, which could include termination.

No payment in lieu of use may be made for unused sick leave.

When an employee is incapacitated due to illness and cannot report for duty, it is their responsibility to notify a Supervisor on-duty or the person designated by the Fire Chief not later than thirty (30) minutes prior to the start of an assigned duty period. Failure to call as indicated above, will result in forfeit of pay and is considered 'Absent without Leave and Pay' and may be the basis for disciplinary action.

An employee calling in sick shall be confined to their residence on the day he/she was scheduled to work and shall not leave without approval from the Fire Chief. In the event, the employee is the Fire Chief; notification shall be made to the Board. An employee who must visit personal physicians or purchase medicine or meals not available at his/her place of confinement, notification shall be made to the Fire Chief. In the event, the employee is the Fire Chief; notification shall be made to the Board.

The Fire Chief, or his designated representative, may visit or call the employee at his/her residence to verify the employee's confinement. If the employee cannot be contacted he will be considered 'Absent without Leave and Pay' and be subjected to possible disciplinary

# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY (Continued)**

action. Sick leave abuse, and/or falsification of sick leave records shall result in disciplinary actions, up to and including termination.

A request for sick leave constitutes an authorization for the release of any general medical information that can be provided to the department. Such information can be used to determine if absence due to illness was appropriate.

The employee shall be responsible for ensuring that his/her doctor's excuse is in conformity with the rules and regulations and is from a bona fide doctor's office that can be verified.

### ***Sick Leave Verification***

The Fire Chief, his designee and/or a Board Representative may call or visit any employee on sick leave for the verification that the employee is abiding by all sick leave policies. Refusal to allow this verification may result in disciplinary proceedings being initiated. The Fire Chief or his designee may call and check the status of each employee on sick leave each day to verify compliance with this policy.

### ***Perfect Attendance Incentive***

For employees who have served at least twelve months and who do not use sick leave for any off duty illness or injury for twelve consecutive months, they shall be eligible for the following:

- Hourly/Shift Employees – 24 hours straight regular pay

This incentive is to be paid with the paycheck following the employee's anniversary date.

### ***Holiday Compensation***

The St. Tammany Parish Fire Protection District 8 observes ten holidays per calendar year. They are as follows: New Year's Day, Mardi Gras, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Holidays which fall on a weekend will be officially designated for the office staff as follows: if the actual holiday is on a Saturday, it will be observed on the preceding Friday; if the actual holiday is on a Sunday, it will be observed on the following Monday.

Additionally, should a shift trade take place on one of the above holidays; the person working the actual holiday will be compensated with Holiday Pay.

### ***Funeral Leave***

Funeral leave without loss of pay is granted by the St. Tammany Parish Fire Protection District 8 to full time employees. Funeral leave is limited to two (2) calendar days for Salary Employees/one (1) shift for Hourly/Shift Employees. The following family members are covered in the funeral leave policy: parents, spouse, parents of spouse, brother or sister, brother or sister of spouse, grandparents, grandparents of spouse, children, grandchildren and stepchildren and friend or relatives living under the same roof of said employee. Time off



# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY (Continued)**

required in excess of the above may be made up from vacation time, leave without pay or shift trades.

### ***Leave without Pay***

Leave without pay may be utilized by the employee when they require time off from work but do not have any other available time. Leave without pay requires the express permission of the Fire Chief.

### ***Emergency Leave***

Emergency leave is defined as an unforeseeable major life crisis that requires the employee to be absent from work on vacation, leave without pay or funeral leave without being able to give notice. Emergency leave (using one of the aforementioned leave times) may be granted by the Fire Chief or his designee. Upon return to work, the employee is required to complete all appropriate leave forms to account for the time off work.

### ***Military Leave***

Military leave is granted to those employees who are active in the armed forces of the United States reserves as indicated by state and federal law. Employees are eligible for 15 work shifts of military leave per calendar year. Any portion of a shift taken off counts as one shift towards the aggregate of 15 shifts. Employees who are on military leave during a regularly scheduled work day and who are serving their time within the local area are required to return to work upon being discharged for the day. Employees wishing to participate in military activities after their 15 shifts of military leave have been utilized are allowed to use any other available leave time that they have earned in accordance with the guidelines established for desired leave or may receive leave without pay.

### ***Civil Leave (Revised 9/12/12)***

Civil leave without loss of pay shall be granted when an employee is performing jury duty in any local, state or federal court. On duty employees are required to return to work to complete any time left on their scheduled shift after they are released from jury duty either for the day or completely released from service. Employees shall present a copy of the jury duty notification to their supervisor as soon as they receive it. Civil leave shall also be granted without loss of pay when an employee is subpoenaed to appear before a court, public body, commission or board [for the purpose of representing or in matters concerning St. Tammany Parish Fire Protection District 8](#) and they receive no compensation. If an employee receives any compensation beyond mileage and meal stipend to appear before a court, public body, commission or board, the employee must use either vacation or complete a shift swap. In regards to the performance of their duties with the St. Tammany Parish Fire Protection District 8 or if the subpoena is issued by a governmental agency, the employee shall notify their supervisor and provide him with a copy of all subpoenas that the employee has received in direct performance of their job duties or that has any bearing, effect or relevance to the St. Tammany Parish Fire Protection District 8.

# **St. Tammany Fire District #8**

## **205.01 LEAVE POLICY (Continued)**

### ***Civil Leave - Off Duty***

Any employee (Full-time, Contract or Volunteer) who is issued a subpoena for a day they are not scheduled to work, in regards to the performance of their duties as a member of the St. Tammany Parish Fire Protection District 8 shall be compensated as if they are working extra-duty.

### ***Family / Medical Leave***

An eligible employee (defined as being an employee with at least one year of full time service) shall be entitled up to twelve (12) weeks of family/medical leave during any calendar year. For purposes of this section, a calendar year is defined as beginning on January 1, and ending on December 31. Family/medical leave may be taken for one or more of the following reasons:

The birth of a son or daughter and in order to care for such son or daughter, the placement of a son or daughter with the employee for adoption or foster care, the care of children, spouse, or parents when such care is medically necessary, or a serious health condition that makes the employee unable to perform their job functions. A doctor's certificate may be required to verify whether family medical leave is necessary.

The amount of time credited towards family/medical leave shall be in direct proportion to the employee's regular scheduled workdays. The employee may exhaust all current leave they have available prior to taking leave without pay under the family/medical leave act. An employee meeting the above requirements who wishes to utilize family/medical leave shall submit such request to the Fire Chief at least 30 days in advance (unless it is an unforeseeable emergency) stating the reason for leave, and indicating the amount of paid leave and the amount of leave without pay the employee desires.

### ***Securing Authorized Leave***

Any personnel desiring to obtain authorized leave shall follow the guidelines for doing so as set forth by the administration.

### ***Shift Trade***

Shift swaps must be signed prior being absent from scheduled shift. See Policy 205.02 for detailed guidelines for Shift Trades.

# **St. Tammany Fire District #8**

## **205.02 SHIFT TRADES**

The practice of trading shifts among St. Tammany Parish Fire Protection District 8 full-time Civil Service members of the same rank (or one level higher or lower) are permissible with the following guidelines:

- A) Members are limited to 2 shift trades within 2 consecutive 14 day cycles.
- B) The shift trade must be completed within the same or subsequent 14 day pay cycle.
- C) Must be signed by Management or Fire Chief.

The following guideline is being adopted in order to allow shift trades between personnel without being too restrictive, yet accountable. Shift trades for approved educational purposes (Fire Science, test taking, or other approved curriculum – see Management for approval) shall not be counted toward the limit of two (2) per month.

The length of a shift trade is between one (1) hour and twenty-four (24) hours. Members may relieve another member for less than one (1) hour without filling out a Shift Trade form.

### ***Documentation***

A shift trade must be documented in writing on a Shift Trade form with the person initiating the shift trade clearly noted. It must contain the date(s) that are being asked to shift trade, the person who will be filling in and the date(s) when the shift trade will be paid back. Both personnel must sign the form and then the person initiating the shift trade must forward it to Management and or Chief for approval. If a subsequent change in the date the shift trade will be paid back is requested (a new form must be submitted), this shall not be considered an initiated shift trade (of the two (2) allowed).

The official shift payroll log book for that day shall carry the original person scheduled with the person working the shift trade to be noted in the comments section. This shall be noted on the manpower report and turned in to administration. The actual person working shall be listed on the manpower report sheet. For payroll purposes, the original person scheduled shall be carried on the official payroll. This is allowed by virtue of Louisiana Revised Statute 14:138 and Fair Labor Standards Act.

Management shall maintain a list that tracks the number of times a person has initiated a shift trade and when he has reached the maximum for the pay cycle, he shall not be allowed to initiate any additional shift trades within that pay cycle.

Any member being relieved by another member for less than one (1) hour, must clearly indicate same in the station log book, and not on the manpower report nor the official payroll log book.

Personnel shall not pay, offer to pay or receive compensation to, for or from anyone working their assigned shift, or part thereof as outlined, for any reason. Any actions contrary to this guideline could constitute payroll fraud and shall be grounds for disciplinary actions, including termination.

The Fire Chief shall have the right to disapprove shift trades where abuse is suspected.

Should the substitute member fail to report or to complete the tour of duty in question, the substitute member shall be charged the use of annual vacation leave for the hours not worked by the substitute for the scheduled member. Should the substitute member fail to report or complete the tour of duty in question, except for illness certified by the fire department physician or reasons accepted by the Fire Chief, both the substitute member and the scheduled member may receive disciplinary actions.

# **St. Tammany Fire District #8**

## **206.01**

### **UNIFORMS & GROOMING**

#### ***Shift Employees (24 hour)***

Each employee in this category shall be provided with work uniforms. All on duty personnel shall keep an extra work uniform with them while at work in the event that their current one becomes soiled or unusable. All parts of the uniform should be clean and neat and reflect a professional appearance.

All employees shall have in their personal inventory at all times the following, as approved by the Fire Chief:

- Pair of black shoes or boots
- Black socks (if socks are to be visible outside of the footwear)
- Blue work pants (approved by the Fire Chief )
- Black belt
- Pullover-collared shirt
- Dress shirt, appropriate for your rank and with properly affixed patches and accessories
- Badge, appropriate for your rank
- Nametag, appropriate for your rank
- Collar pins, appropriate for your rank.

Optional accessories can include the following (as approved by the Fire Chief)

- Sweatshirt
- Baseball style cap
- Merit pin
- Tie clip
- Angel pin

#### **Class A**

- The formal dress uniform (if available) shall be utilized for representing the department at formal or special functions such as ceremonies, funerals and any other time as directed by the Fire Chief. The only patches and/or attachments allowed on dress uniforms are FD 8 shoulder patch, EMT patch, issued badge, collar pins, and nametag; and they shall be properly and neatly affixed to the uniform. When wearing undershirts such as T-shirts, insulated undershirts, etc., they should not be visible outside of the uniform shirtsleeves. Officers shall utilize a white T-shirt, while Operators, Firefighters and Reserves shall utilize a gray T-shirt. The Class A uniform as approved by the Fire Chief consists of:
- Formal jacket
- Dress shirt
- Tie (long sleeve dress shirt shall be worn when the tie is worn)
- Dress pants that match the tie, with sharp creases
- Black belt
- Black socks
- Patent leather shoes, highly polished

# **St. Tammany Fire District #8**

## **206.01**

### **UNIFORMS & GROOMING(continued)**

#### **Class B**

The dress uniform shall be utilized for representing the department at other events or special functions such as public education demonstrations at schools or at the fire stations, giving scheduled fire station tours, preplanning activities, and any other time as directed by the Management or Fire Chief. The only patches and/or attachments allowed on dress uniforms are FD 8 shoulder patch, EMT patch, issued badge, collar pins, and nametag; and any other approved item by the Fire Chief, and they shall be properly and neatly affixed to the uniform. When wearing undershirts such as T-shirts, insulated undershirts, etc., they should not be visible outside of the uniform shirtsleeves. . The Class B uniform, as approved by the Fire Chief, consists of:

- Dress shirt
- Tie (long sleeve dress shirt shall be worn when the tie is worn)
- Navy Blue pants (either BDU or Lyon's style)
- Black belt
- Black socks (if visible outside of the footwear)
- Black shoes or boots (if boots are worn, the pants shall not be tucked into the boots)  
This footwear shall be polished.
- Note – Ties shall be worn only when directed to do so by Management or the Fire Chief.

#### **Class C**

All shift personnel shall wear their complete Class C uniform (polo shirt, pants, specified belt & shoes) from 0700 hours to 1700 hours and at any time they leave the station except for the following circumstances:

- Responding to/ or working at calls that require you to wear your bunker gear, in this case the polo shirt is optional.
- While participating in physical fitness activities.
- While participating in work activities (apparatus checks, washing down bay, outside training, and general station duties, etc.)
- A gray or blue department T-shirt under the polo shirt is acceptable.
- Note – if members find themselves in the above situations and wish to go into a grocery store or other activity, the polo shirt shall be utilized. Members are expected to keep their polo shirt with their apparatus when T-shirts are worn.

#### **Shorts**

From 0700 hours to 1700 hours, department approved BDU style shorts can be utilized by shift members. Black shoes and black socks are to be utilized. Socks must cover the ankle and not have any over-powering logos visible. Shoes must be black in color and not have any over-powering logos.

Members choosing to wear shorts around the station after 1700 hours or during physical fitness may do so as long as they are either gray or blue and a departmental T-shirt or polo

# **St. Tammany Fire District #8**

## **206.01**

### **UNIFORMS & GROOMING(continued)**

shirt is worn in conjunction. This includes while jogging outside of the station. Wearing of shorts during training evolutions must be approved by the Fire Chief.

Note – Uniform pants shall be nearby in order to change into prior to going on an emergency call. No shorts are to be worn while responding to an emergency call and/or under the bunker pants when engaging in (live fire) structural firefighting activities.

#### ***Grooming***

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Facial hair and sideburns that extend into the seal area of the SCBA are not permitted. Beards are not permitted. Hair must be off the collar. Mustaches must be groomed to meet the bottom corner of the lip. Sideburns not to extend below the earlobe. Earrings, bracelets (except for medic alert and similar bracelets) are not permitted for duty wear by employees in this category. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

#### ***Uniformed Staff Employees***

##### ***Uniforms***

Staff employees who are part of the uniformed service are required to wear their assigned uniforms at all times in compliance with the uniform policy. Each employee shall be provided with dress uniform shirts, dress uniform pants, pullover collared shirts, badge, collar pins, and nametag. All parts of the uniform should be clean and neat and reflect a professional appearance. The dress uniform shall be utilized for Public Education Demonstrations, Fire Inspections, and any other similar type events. The only patches and/or attachments allowed on dress uniforms are FD 8 shoulder patch, EMT patch, issued badge, collar pins, nametag, and other accessories approved by the Fire Chief; and they shall be properly and neatly affixed to the uniform.

##### ***Grooming***

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Beards are not permitted. Mustaches must be groomed to meet the bottom corner of the lip. One pair of earrings may be worn as long as they are not loud, flashy, or distracting and compliment the uniform. Large loop type or dangling earrings are not permitted. The Fire Chief will have the final decision if a controversy over earrings arises. Bracelets (except for medic alert and similar bracelets) are not permitted for duty wear. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

##### ***Off Duty Use of Uniform (Added 8/21/13)***

Personnel are encouraged to only wear Fire District 8 uniforms while on duty. Personnel shall not engage in any activity while wearing Fire District 8 uniforms which is illegal, unethical or which shall cast the department in a negative light.

# **St. Tammany Fire District #8**

## **206.02**

### **Uniform allowance**

Annual uniform allowances are allotted to full time personnel by Fire District #8. The amount of allotment per employee shall be determined by the St. Tammany Fire District 8 Board of Commissioners during the budget process. Annual uniform allowances shall only be used on items that are listed in section 206.01 (uniforms and grooming) of St. Tammany Fire District 8 policy and procedures.

Any items not listed are strictly prohibited, unless otherwise authorized by the Fire Chief. Payroll deductions will be enforced for items not meeting these criteria.

# **St. Tammany Fire District #8**

**207.01**

## **DISCIPLINARY POLICY** **(Revised 12/2020)**

### **Purpose**

To establish a procedure by which the Fire Chief, Superior Officers, and Temporary Appointment Officers may use corrective action procedures and/or disciplinary procedures in a progressive manner to correct unsatisfactory behavior of personnel under their command.

### **Policy Statement**

Corrective Action and/or Discipline is to change and/or improve behavior. It is imperative for employees who serve the public to follow rules and regulations regarding work performance and personal conduct. When an employee's behavior departs from the standards set forth by St. Tammany Fire District 8, then disciplinary action shall be warranted.

- A. Positive discipline encourages an employee to do better, while poor discipline disillusiones and antagonizes an employee. Promptness and fairness can be more effective than severity when trying to improve employee performance. It is important when taking disciplinary action that the actions are:  
    Prompt and specific; Consistent among employees and Progressive with repeated offenses.
- B. All Officers will make every effort to employ the Corrective Action and Progressive Discipline concept when applying disciplinary action within their area of command; however, it may be necessary to start the discipline process at an appropriate level due to the infraction. No part of this disciplinary policy shall be interpreted as requiring that all stages of progressive discipline be used for a particular infraction.
- C. If an employee believes that he/she is being disciplined unfairly or in a discriminatory manner he/she should report his/her concerns immediately to the Fire Chief or Board of Commissioners should the complaint be directed toward the Fire Chief. Good faith reports of abuse of discipline will be managed with the attention they deserve, including investigation of the charges. False reports of abuse can lead to more discipline, including termination. Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience what you believe is unfair discipline, you must make a reasonable effort to make the perceived wrong known as soon as you experience or discover it, or soon after. Discussing or reporting acts of unfair discipline to any person other than the Board of Commissioners or Fire Chief does not constitute a report.
- D. The issuance of Corrective Action/disciplinary action shall be carried out in a manner outlined as a presentation of facts concerning a performance issue in relation to a violation of rules, regulations or guidelines of St. Tammany Fire District 8.



# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

- E. Disciplinary action or Corrective Action to include personnel regardless of employment status. (example- Career Paid or Part-Time)

### **Infractions**

STFD8 adheres to the following provisions provided in the Louisiana Revised Statute 33:2500 Corrective and disciplinary action for maintaining standards of service. The purpose of the following list is to be illustrative of the class of various infractions. It is impossible to develop a totally encompassing list that delineates the class for every infraction. Each infraction or violation will be rated on the merits of the case, the situation and the employee's past performance. The Fire Chief and/or appointing authority reserves the final decision as to the penalty issued for any infraction and may deviate from the policy based on the events surrounding the incident. All final decisions shall be subject to appeal to the STFD8's Civil Service Board for those individuals covered by Civil Service.

- A. The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such corrective action and/or disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:
- (1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.
  - (2) The deliberate omission of any act that it was his duty to perform.
  - (3) The commission or omission of any act to the prejudice of the departmental service or contrary to the public interest or policy.
  - (4) Insubordination.
  - (5) Conduct of a discourteous or wantonly offensive nature toward the public, any municipal officer or employee; and, any dishonest, disgraceful, or immoral conduct.
  - (6) Drinking vinous or spirituous liquors while on duty or reporting for duty while under the influence of liquor.
  - (7) The use of intoxicating liquors, or habit forming drug, liquid, or preparation to an extent which precludes the employee from performing the duties of his position in a safe or satisfactory manner.
  - (8) The conviction of a felony.
  - (9) Falsely making a statement of any material fact in his application for admission to any test for securing eligibility or appointment to any position in the classified service, or, practicing or attempting to practice fraud or deception in any test.

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

- (10) Using or promising to use his influence or official authority to secure any appointment to a position within the classified service as a reward or return for partisan or political services.
- (11) Soliciting or receiving any money or valuable thing from any person for any political party or political purpose.
- (12) Inducing or attempting to induce by threats of coercion, any person holding a position in the classified service to resign his position, take a leave of absence from his duties, or waive any of his rights under the provisions of this Part, or of the rules.
- (13) The development of any defect of physical condition which precludes the employee from properly performing the duties of his position, or the development of any physical condition that may endanger the health or lives of fellow employees.
- (14) The willful violation of any provision of this Part or of any rule, regulation, or order hereunder.
- (15) Any other act or failure to act which the board deems sufficient to show the offender to be an unsuitable or unfit person to be employed in the respective service.

### **Minor Infractions**

Minor infractions are of a nature where a warning notice should correct the unacceptable behavior, however a system of progressive discipline is available should it be needed. Listed below are some examples of minor infractions:

- Attendance
- Tardiness
- Engaging in any activity which delays a response
- Improper uniform, grooming or personal hygiene
- Failure to follow policy
- Failure to carry out routine assigned duties
- Failure to maintain issued equipment
- Felony convictions that are not related to crimes against people, property, or drug related
- Improper demeanor, attitude or decorum when dealing with the public or other public safety agencies
- Telephone or fax transmission of a harassing, lewd or obscene nature
- Use of tobacco of any kind where prohibited
- Using any FD property or equipment for personal reasons without authorization

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

- Having personal visitors in the station past 2200 hours
- Driving with an expired, suspended, or invalid driver's license

### **Major Infractions**

Major infractions represent a serious breach of policy or unacceptable behavior, which must be corrected immediately. Due to the facts of the case, some major infractions may result in termination of employment for a first offense. Listed below are some examples of major infractions:

- Insubordination
- Harassment, sexual, ethnic, hazing, etc.
- Felony convictions, crimes against persons, property, or involving drugs
- Theft of department equipment or property
- Theft of property while on duty
- Fighting on duty
- Engaging in illegal, unlawful or other acts that are contrary to the operation of the fire department
- Possession of a firearm in the station
- Possession of any pornographic or sexually explicit material in the station
- Engaging in any sexual activity while on duty, or in the station
- Leaving without being properly relieved
- Intentional damage to equipment or property
- Failure to perform proper truck/equipment checks, where the omission results in an accident, injury, or equipment becomes disabled due to the omission
- Accepting money, bribes or gifts of value in exchange for special considerations or leniency in the performance of their job
- Falsely making any statement or act during an investigation or questioning relating to any activities of the fire department to a superior officer
- Injuring, damaging, or falsifying a public record or document
- Payroll fraud
- Being absent without proper leave
- Abuse/misuse of sick leave

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

### **Disciplinary System Framework**

St. Tammany Fire District 8 adopts the following framework for actions to be taken in the event that rules, regulations, and guidelines are violated by any employee/member. St. Tammany Fire District 8 reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious

enough to warrant a certain step. The determination of severity of such violations shall be guided by the major/minor infraction schedule listed in Section 207.01 of the St. Tammany Fire District 8 Disciplinary Policy. Such steps shall be documented on a St. Tammany Fire District 8 Disciplinary Form.

Any offense against the rules, regulations, guidelines or direct order by a superior officer of St. Tammany Fire District 8 may result in, or include the following Corrective Action/Disciplinary Action from the least to the most severe.

- A: Verbal Counseling
- B: Written Warning
- C: Written reprimand
- D: Administrative Leave (With or Without pay)
- E: Demotion (as applicable)
- E: Termination of Employment

### **Disciplinary Action Defined**

- A. Verbal Counseling - A positive and constructive supervisory tool used by the Officer to advise an employee that his/her performance, behavior, and/or attitude is not meeting expectations, or is not acceptable; and to improve the employee's performance, behavior, or attitude, which may focus on a specific incident, a particular aspect of the member's performance that the Officer has identified is in need of improvement, or in some instances, the employee's overall performance, behavior, attitude or general misunderstanding of the rules, regulations, and guidelines of St. Tammany Fire District 8. It is a discussion between the Officer and the employee, to communicate the Officer's concerns to the employee, to determine the cause of the employees actions, identify avenues for improvement and/or development, and to improve the employee's performance, behavior, and/or attitude. A Verbal Counseling serves to notify employees/members that certain behaviors or performance/deficiencies need changing/improving or that a higher level of discipline will take place. Verbal Counseling is documented on a St. Tammany Fire District 8 Corrective Action/Discipline Form, signed by the Officer and acknowledged by the employee to establish continuity of progressive discipline. Completed forms are placed in the employee/member personnel file for future reference. Verbal Counseling is not a pre-requisite before issuing a Verbal Warning or Written Reprimand.

# **St. Tammany Fire District #8**

## **207.01**

### **DISCIPLINARY POLICY (con't)**

- B. Written Warning - A form of discipline and notice that a member should discontinue some action, performance, behavior, or attitude, or to take action immediately. A Written Warning serves to notify employees that certain behaviors or performance/deficiencies need changing/improving or that a higher level of discipline will take place. Written Warnings are documented to establish continuity of the progressive discipline. More than one warning per infraction shall lead to a Written Reprimand, suspension, or termination. Written Warnings are recorded in writing on a St. Tammany Fire District 8 Discipline Form, signed by the Officer and acknowledged by the employee. Written Warnings are placed in the member's personnel file. Written Warnings are not a pre-requisite before issuing a Written Reprimand or suspension.
- C. Written Reprimand - Written Reprimand is reserved for repetitive minor violations of conduct, policy or procedures, when Written Warning has failed to correct a situation or for severe violations of conduct, policy or procedures that occur for the first time. Written Reprimand is a form of discipline that is more serious than a warning. Supervisors may elect to use formal written reprimands to document a repeat offense of a minor infraction, or a more serious single infraction. A written reprimand is documentation that an employee is failing to meet the requirements of St. Tammany Fire District 8 and must take action to correct behavior or serious levels of discipline will be administered. A Written Reprimand is a written rebuke or admonishment for an action taken or not taken, or for poor performance, behavior, or attitude. It is signed by the Officer and acknowledged by the employee. A Written Reprimand is permanently placed in the member's personnel file. Written Reprimands will be reviewed by the Fire Chief for determination of further Disciplinary Action. Written Reprimands are not a pre-requisite before issuing administrative leave.
- D. Administrative Leave- Administrative Leave is the temporary removal of an employee from performing his/her work duties, as a disciplinary measure. Administrative Leave for disciplinary reasons shall be subject to loss of wages (without pay) for the duration of the levied Administrative leave period (shifts for shift/hourly employees, days for salary employees)
- Demotion- A change of an employee in the classified service from a position of one class to a position of a lower class which generally involves less responsibility and provides less pay.
- Termination of Employment- an employee's departure, and the end of an employee's duration

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

with St. Tammany Fire District 8. Termination may be voluntary on the employee's part, or it may be carried out by the appointing authority of St. Tammany Fire District 8.

### **Implementation**

In an effort to maintain an effective, efficient, and motivated workforce, FD 8 has instituted an aggressive discipline policy that ensures fair and equal treatment of all employees. FD 8, through the adoption of this policy, has attempted to reduce inequities in the implementation of discipline by being as specific as possible with regard to infractions and their consequences.

A. Unless the cause or condition justifies an employee being permanently removed from the service, disciplinary action may extend to suspension without pay for a period not exceeding the aggregate of ninety days in any period of twelve consecutive months, reduction in pay to the rate prevailing for the next lower class, reduction or demotion to a position of any lower class and to the rate of pay prevailing therefor, or such other less drastic action that may be appropriate under the circumstances. Nothing contained herein shall prevent any employee who is physically unable to perform the duties of his position from exercising his rights of voluntary retirement under any applicable law.

B. Although it is incumbent upon the appointing authority to initiate corrective or disciplinary action, the board may, and shall upon the written request of any qualified elector of the state which sets out the reasons therefor, make an investigation of the conduct and performance of any employee in the classified service and, thereupon may render such judgment and order action to be taken by the appointing authority. Such action shall be forthwith taken by the appointing authority.

C. In every case of corrective or disciplinary action taken against a regular employee of the classified service, the appointing authority shall furnish the employee and the (civil service) board a statement in writing of the action and the complete reasons therefor.

#### **1. Minor Infractions**

1st Offense – Employee receives verbal counseling

2nd Offense – Employee receives a written warning

3rd Offense – written reprimand. 2 shifts (hourly/shift employees) & 4 days (salary employees) Administrative Leave without Pay

4th – Offense - Employee is demoted (if applicable)

5th – Offense - Employee is terminated

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

### **2. Major Infractions**

1st Offense – Written Reprimand. 2 shifts (hourly/shift employees) & 4 days (salary employees) Administrative Leave without Pay

2nd Offense – Written Reprimand. 4 shifts (hourly/shift employees) & 8 days (salary employees) Administrative Leave without Pay

3rd Offense - Employee is demoted (if applicable)

4th Offense - Employee is terminated

### **INTERNAL DEPARTMENT DISCIPLINARY AUTHORITY**

1. The Fire Chief shall have the authority to discipline all members of the Department including Full-time and Part Time employees in accordance with the St. Tammany Fire District 8 policies and procedures.
2. The Fire Chief may discipline an employee for any violation of the St. Tammany Fire District 8 policies and procedures, St. Tammany Fire District 8 Department Rules and Regulations existing at the time of the act constituting the alleged offense, verbal or written direct order given by a superior or any other reason in law or equity. Part Time, and volunteer employment relationships should be considered at-will employment relationships.
3. The Fire Chief shall have the authority and final determination as to the nature and level of discipline to any subordinate.
4. Any Officer, in addition to the Fire Chief (Deputy Fire Chief, Captain, Temporary Appointment Captain) shall document unsatisfactory behavior, Any offense against the rules, regulations, and guidelines of St. Tammany Fire District 8, and/or violations of the St. Tammany Fire District 8 policies and procedures. Documentation shall be submitted to the Fire Chief for necessary actions. Documentation by superior officers shall be considered part of the disciplinary/Corrective action procedure within St. Tammany Fire District 8 regarding discipline to a subordinate employee pursuant to this policy by issuing the following discipline in a progressive manner. The severity of the infraction and nature of discipline levied against any employee shall be determined by the Fire Chief in any one occurrence. Future occurrences of the same infraction, by the same employee shall be disciplined at a greater level of discipline from the initial and/or prior occurrence.

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

### **DOCUMENTATION**

1. All Fire Department disciplinary actions/corrective actions shall be documented by the Officer initiating the discipline and/or corrective action on St. Tammany Fire District 8 Disciplinary Form.
2. For all personnel, St. Tammany Fire District 8 Disciplinary Form, once completed by the reporting officer, shall be forwarded to the Fire Chief for further actions to be taken. Completed Disciplinary Forms shall be placed in the employee's personnel file for future reference.
3. Prior Disciplinary Forms present, in any employee's file, in which were a result of the same infraction on any prior occurrence, shall be used as evidence to support the Progressive Discipline process when levying Disciplinary Action against any one employee for repeated violations of the St. Tammany Fire District 8 policies and procedures, St. Tammany Fire District 8 Department Rules and Regulations existing at the time of the act constituting the alleged offense, verbal or written direct order given by a superior or any other reason in law or equity.

### **Due Process**

Any employee who faces disciplinary action shall be given a hearing to explain his/her actions and/or inactions and to present evidence to support their claims. This hearing shall be conducted prior to the administration of disciplinary action.

### **Appeals**

Any employee may appeal any disciplinary action in accordance with either applicable civil service laws or rules & regulations of the FD8. All appeals made by non-civil service employees must be made in writing to the Fire Chief within 15 days of the disciplinary action.

### **MISCELLANEOUS**

1. It should be understood that the language contained in this policy should not be interpreted in such a way as to prevent the department from considering a firefighter's complete past employment record when evaluating that firefighter's performance.



# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

2. If an officer superior to the one initiating the disciplinary action determines that the offense in question requires more severe action, then that superior officer may overrule the decision of the officer administering the discipline.
3. The signature of an employee acknowledging a Disciplinary Action of any nature shall not be considered an Admission of Guilt. The requiring of the employee to sign any disciplinary action is solely for the reason of the employee acknowledging the complaint or complaints.
4. If a firefighter refuses at any time to sign or initial a disciplinary action, the superior officer will notify the Fire Chief immediately. The Fire Chief shall intervene and act as witness and sign the disciplinary action to validate the occurrence.
5. The St. Tammany Fire District 8 Disciplinary Form shall serve as the initial documentation to all levels of Discipline. One St. Tammany Fire District 8 Disciplinary Form shall be completed for each infraction in any one occurrence.

~~STFD8 adheres to the following provisions provided in the Louisiana Revised Statute 33:2500  
Corrective and disciplinary action for maintaining standards of service~~

~~A. The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:~~

- ~~(1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.~~
- ~~(2) The deliberate omission of any act that it was his duty to perform.~~
- ~~(3) The commission or omission of any act to the prejudice of the departmental service or contrary to the public interest or policy.~~
- ~~(4) Insubordination.~~
- ~~(5) Conduct of a discourteous or wantonly offensive nature toward the public, any municipal officer or employee; and, any dishonest, disgraceful, or immoral conduct.~~
- ~~(6) Drinking vinous or spirituous liquors while on duty or reporting for duty while under the influence of liquor.~~
- ~~(7) The use of intoxicating liquors, or habit forming drug, liquid, or preparation to an extent which precludes the employee from performing the duties of his position in a safe or satisfactory manner.~~

# **St. Tammany Fire District #8**

## **207.01**

### **DISCIPLINARY POLICY (con't)**

- ~~(8) The conviction of a felony.~~
- ~~(9) Falsely making a statement of any material fact in his application for admission to any test for securing eligibility or appointment to any position in the classified service, or, practicing or attempting to practice fraud or deception in any test.~~
- ~~(10) Using or promising to use his influence or official authority to secure any appointment to a position within the classified service as a reward or return for partisan or political services.~~
- ~~(11) Soliciting or receiving any money or valuable thing from any person for any political party or political purpose.~~
- ~~(12) Inducing or attempting to induce by threats of coercion, any person holding a position in the classified service to resign his position, take a leave of absence from his duties, or waive any of his rights under the provisions of this Part, or of the rules.~~
- ~~(13) The development of any defect of physical condition which precludes the employee from properly performing the duties of his position, or the development of any physical condition that may endanger the health or lives of fellow employees.~~
- ~~(14) The willful violation of any provision of this Part or of any rule, regulation, or order hereunder.~~
- ~~(15) Any other act or failure to act which the board deems sufficient to show the offender to be an unsuitable or unfit person to be employed in the respective service.~~

~~B. Unless the cause or condition justifies an employee being permanently removed from the service, disciplinary action may extend to suspension without pay for a period not exceeding the aggregate of ninety days in any period of twelve consecutive months, reduction in pay to the rate prevailing for the next lower class, reduction or demotion to a position of any lower class and to the rate of pay prevailing therefor, or such other less drastic action that may be appropriate under the circumstances. Nothing contained herein shall prevent any employee who is physically unable to perform the duties of his position from exercising his rights of voluntary retirement under any applicable law.~~

~~C. Although it is incumbent upon the appointing authority to initiate corrective or disciplinary action, the board may, and shall upon the written request of any qualified elector of the state which sets out the reasons therefor, make an investigation of the conduct and performance of any employee in the classified service and, thereupon may render such judgment and order action to be taken by the appointing authority. Such action shall be forthwith taken by the appointing authority.~~

~~D. In every case of corrective or disciplinary action taken against a regular employee of the classified service, the appointing authority shall furnish the employee and the (civil service) board a statement in writing of the action and the complete reasons therefor.~~

~~In an effort to maintain an effective, efficient, and motivated workforce, FD 8 has instituted an aggressive discipline policy that ensures fair and equal treatment of all employees. FD 8, through the adoption of this policy, has attempted to reduce inequities in the implementation~~

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

~~of discipline by being as specific as possible with regard to infractions and their consequences.~~

### ***Infractions***

~~The purpose of the following list is to be illustrative of the class of various infractions. It is impossible to develop a totally encompassing list that delineates the class for every infraction. Each infraction or violation will be rated on the merits of the case, the situation and the employee's past performance. The Fire Chief and/or appointing authority reserves the final decision as to the penalty issued for any infraction and may deviate from the policy based on the events surrounding the incident. All final decisions shall be subject to appeal to the STFD8's Civil Service Board for those individuals covered by Civil Service.~~

### ***Minor Infractions***

~~Minor infractions are of a nature where a warning notice should correct the unacceptable behavior, however a system of progressive discipline is available should it be needed. Listed below are some examples of minor infractions:~~

- ~~• Attendance~~
- ~~• Tardiness~~
- ~~• Engaging in any activity which delays a response~~
- ~~• Improper uniform, grooming or personal hygiene~~
- ~~• Failure to follow policy~~
- ~~• Failure to carry out routine assigned duties~~
- ~~• Failure to maintain issued equipment~~
- ~~• Felony convictions that are not related to crimes against people, property, or drug related~~
- ~~• Improper demeanor, attitude or decorum when dealing with the public or other public safety agencies~~
- ~~• Telephone or fax transmission of a harassing, lewd or obscene nature~~
- ~~• Use of tobacco of any kind where prohibited~~
- ~~• Using any FD property or equipment for personal reasons without authorization~~
- ~~• Having personal visitors in the station past 2200 hours~~
- ~~• Driving with an expired, suspended, or invalid driver's license~~

### ***Major Infractions***

~~Major infractions represent a serious breach of policy or unacceptable behavior, which must be corrected immediately. Due to the facts of the case, some major infractions may result in termination of employment for a first offense. Listed below are some examples of major infractions:~~

- ~~• Insubordination~~
- ~~• Harassment, sexual, ethnic, hazing, etc~~

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

- ~~Felony convictions, crimes against persons, property, or involving drugs~~
- ~~Theft of department equipment or property~~
- ~~Theft of property while on duty~~
- ~~Fighting on duty~~
- ~~Engaging in illegal, unlawful or other acts that are contrary to the operation of the fire department~~
- ~~Possession of a firearm in the station~~
- ~~Possession of any pornographic or sexually explicit material in the station~~
- ~~Engaging in any sexual activity while on duty, or in the station~~
- ~~Leaving without being properly relieved~~
- ~~Intentional damage to equipment or property~~
- ~~Failure to perform proper truck/equipment checks, where the omission results in an accident, injury, or equipment becomes disabled due to the omission~~
- ~~Accepting money, bribes or gifts of value in exchange for special considerations or leniency in the performance of their job~~
- ~~Falsely making any statement or act during an investigation or questioning relating to any activities of the fire department to a superior officer~~
- ~~Injuring, damaging, or falsifying a public record or document~~
- ~~Payroll fraud~~
- ~~Being absent without proper leave~~
- ~~Abuse/misuse of sick leave~~

### ***Implementation***

~~The following progression may be used for minor and major infractions (each offense shall prescribe in thirty-six months):~~

### ***Minor Infractions***

- ~~1st Offense — Employee receives verbal notice~~
- ~~2nd Offense — Employee receives a written notice~~
- ~~3rd Offense — 1 shift (hourly/shift employees) & 2 days (salary employees) Administrative Leave without Pay~~
- ~~4th Offense — 2 shifts (hourly/shift employees) & 4 days (salary employees) Administrative Leave without Pay~~
- ~~5th Offense — Employee is demoted~~
- ~~6th Offense — Employee is terminated~~

### ***Major Infractions***

- ~~1st Offense — 1 shift (hourly/shift employees) & 2 days (salary employees) Administrative Leave without Pay~~

# **St. Tammany Fire District #8**

## **207.01 DISCIPLINARY POLICY (con't)**

- ~~2nd Offense — 4 shifts (hourly/shift employees) & 8 days (salary employees)  
Administrative Leave without Pay~~
- ~~3rd Offense - Employee is demoted~~
- ~~4th Offense - Employee is terminated~~

### ***Due Process***

~~Any employee who faces disciplinary action shall be given a hearing to explain his/her actions and/or inactions and to present evidence to support their claims. This hearing shall be conducted prior to the administration of disciplinary action.~~

### ***Appeals***

~~Any employee may appeal any disciplinary action in accordance with either applicable civil service laws or rules & regulations of the FD8. All appeals made by non-civil service employees must be made in writing to the Fire Chief within 15 days of the disciplinary action.~~

# **St. Tammany Fire District #8**

**208.01**

## **JOB DESCRIPTIONS**

### **Firefighter/Operator (Competitive Class)**

#### **DISTINGUISHING FEATURES OF CLASS**

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as answering fire department emergency telephones, controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and are supervised by a Fire Chief or the ranking officer left in charge.

#### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned. Neither are they intended to exclude other duties which may be logical assignments to this class.

- Participates in assigned training drills either as an individual or as a member of a group, or if qualified, as an instructor.
- Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.
- When qualified, administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.
- Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.
- Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors, bathrooms, and windows, emptying trash cans, mowing grass, or related duties.
- Answers fire department telephone and takes all necessary information to direct department employees to the emergency scene; performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.
- Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, preplans, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.
- When qualified, drives fire equipment to and from fire; operates fire equipment at fire scene.
- Performs related fire department duties as assigned.

# **St. Tammany Fire District #8**

**208.01**

## **JOB DESCRIPTIONS(Continued) Firefighter/Operator (Competitive Class) (Continued)**

### **QUALIFICATION REQUIREMENTS (Revised 7/19/19)**

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- Must be 18 years of age.
- After offer of employment, but before beginning work in this class, must pass a medical/physical Examination. The selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency.  
A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.
- Must possess AND MAINTAIN a valid motor vehicle operator's license.

During the working test period must achieve IFSAC certifications of Fire Fighter I and Driver/Operator Pumper, as well National Incident Management System (NIMS) 100, 200, 700, and 800 certifications

Within the first year after confirmation must achieve IFSAC certifications of Fire Fighter II.

Firefighter/Operator QH Original Adoption: 06-13-03 Revision Dates: 09-09-19
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# **St. Tammany Fire District #8**

—208.01

## **JOB DESCRIPTIONS (Continued)**

### **Fire Captain (Promotional Class)**

#### ***DISTINGUISHING FEATURES OF THE CLASS***

This class encompasses responsible supervisory positions, the primary duties of which involve assisting in the management of department operations, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Fire Captains respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide emergency medical services, oversee the maintenance and operation of equipment, and participate in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of Fire Chief.

#### ***EXAMPLES OF WORK***

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises or personally responds to fire alarms from dispatcher, records pertinent data, supervises driving of fire apparatus and assists with the positioning of such at the fireground, and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior officer. Assists with the size-up of an emergency scene. Participates and supervises subordinate employees in fighting fire, handling hazardous materials, searching for and rescuing persons in life threatening situations, salvage and overhaul, and emergency medical services. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information at the emergency scene. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency. Identifies hazardous materials and assists with handling emergencies involving hazardous incidents. Serves as fire safety officer at the scene of an emergency until relieved of command.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects homes, businesses, and schools for fire hazards and unsafe conditions or practices. Reports fire hazards or safety violations to the appropriate authority. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson.

Assists in the management of department operations on one shift, as well as fire personnel and equipment management. Investigates all accidents involving department personnel and



# **St. Tammany Fire District #8**

—208.01

## **JOB DESCRIPTIONS (Continued)**

### **Fire Captain (Promotional Class) (continued)**

equipment, and complaints against personnel as directed by superior officers. Recommends procedures or actions in response to such accidents or complaints. Evaluates the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Participates in the research and planning for programs and activities of the department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in the department policies and procedures are needed. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Assists in the supervision of fire department personnel by inspecting the appearance of assigned equipment and subordinate personnel and reviewing reports written by subordinates. Provides assistance to subordinates in technical areas of work and informal or on-the-job training for new employees. Participates in a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts drills and evolutions as well as provides training in the classroom.

Completes assigned forms, records, or reports required, such as maintenance reports, incident reports, preliminary investigation reports, and NFIRS reports. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required.

Conducts tests or directs the testing of fire department apparatus and equipment. Supervises and performs inspections on fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

### **QUALIFICATIONS REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

# **St. Tammany Fire District #8**

**A—208.01**

## **JOB DESCRIPTIONS (Continued)**

### **Fire Captain (Promotional Class) (continued)**

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid drivers license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

### ***OTHER REQUIREMENTS***

During the working test period must achieve IFSAC certifications of Instructor I and Officer I as well as National Incident Management System (NIMS) 300, and 400 certifications.

Within the first year after confirmation must achieve IFSAC certifications of Inspector I and Vehicle Rescue.

\* If an IFSAC certification is unavailable or not offered an equivalent certificate of completion is required.

Fire Captain QH Original Adoption: 10-09-13 Revision Dates:
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# **St. Tammany Fire District #8**

## **208.01 JOB DESCRIPTIONS (Continued)**

### **District Fire Chief (Promotional Class)**

#### ***DISTINGUISHING FEATURES OF THE CLASS***

This class encompasses highly responsible supervisory positions in the fire suppression division. Employees of this class are responsible for supervising all employees on an assigned shift, for coordinating work schedules and daily activities to see that all stations are manned, for the training of subordinate personnel, and for administrative duties related to the assigned shift. The District Fire Chief also controls fire ground operations until relieved by a superior officer. Employees of this class work with a high degree of independence, receiving general instructions only from the Fire Chief. This class ranks directly below that of Fire Chief.

#### ***EXAMPLES OF WORK***

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

- Supervises all department employees on an assigned shift; conducts inspections of equipment and subordinate personnel; assigns work for the day; holds meetings to receive reports and disseminate information; investigates employee complaints and takes appropriate action; writes employee evaluation reports; maintains discipline; provides assistance in technical areas of work.
- Develops a training program and sees that personnel receive classroom as well as on-the-job training through drills and evolutions in all basic firefighting area. Consults with local volunteer fire departments providing them with technical expertise, assistance and training when required.
- Assumes command of fire scene operations and directs all firefighting and rescue operations unless relieved by the Chief, making decisions on matters such as the need for ventilation, nozzle and hose handling, protection of exposures, use of sprinkler and standpipe systems, forcible entry, rescue, salvage and overhaul; oversees the handling of hazardous materials; and directs the administering of first aid and CPR.
- Investigates causes and circumstances of fires by collecting and preserving evidence of suspected arson, and testifies in court when required.
- Directs the testing of equipment seeing that it meets all the required standards. Maintains inventory of supplies and equipment, provides for the repair and upkeep of equipment and facilities.
- Performs related duties assigned.

# **St. Tammany Fire District #8**

**208.01**

## **JOB DESCRIPTIONS (Continued)**

### **District Fire Chief (Promotional Class) (Continued)**

#### ***QUALIFICATION REQUIREMENTS***

Unless otherwise specified, all requirements must be met before admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Must be a regular and permanent in the class of Fire Captain for a period of three (3) years.
- Must have achieved Firefighter II, Instructor I, and Vehicle Rescue as measured by N.F.P.A. standards. Prior to promotion, must have a valid driver's license which would qualify the applicant to operate all department vehicles.

# **St. Tammany Fire District #8**

**208.01**

## **JOB DESCRIPTIONS (Continued)**

### **Fire Chief (Competitive Class)**

#### **DISTINGUISHING FEATURES OF CLASS**

This class encompasses the position of the chief officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for public relations, and for employee supervision.

The Chief is also responsible for public education and fire prevention, as well as directing all fire suppression operations of the department. The Fire Chief has the authority and responsibility to operate independently in planning and overseeing the work of the department and is accountable to the St. Tammany Parish Board of Commissioners, Fire Protection District #8, hereinafter referred to as "Board of Commissioners."

#### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned. Neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department. Develops management policies and determines goals and objectives for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Develops and implements a safety program and a report review system for the department. Monitors any local conditions which may create situations the department may be called upon to handle. Evaluates the training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources.

Organizes the personnel management functions of the department. Interviews prospective employees and makes recommendations for hire to the Board of Commissioners. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes and maintains a system of personnel inspections, grievance resolution procedures, and a departmental program for internal affairs. Determines performance standards for department personnel and procedures by which performance may be evaluated. Uses information gathered in performance evaluations to make decisions concerning the need for job rotation or specialized training. Acts as department representative to the news media and the public, releasing information and answering questions concerning the work of the department. Coordinates special projects and other work of the department with related federal, state, and local agencies. Promotes a positive image of the department in the daily performance of duties by interacting with community members, including making speeches before school or civic groups. Develops a public education program to meet identified community needs and determines target areas for fire prevention effort

# **St. Tammany Fire District #8**

**208.01**

## **JOB DESCRIPTIONS (Continued)**

### **Fire Chief (Competitive Class) (continued)**

#### **EXAMPLES OF WORK (Continued)**

Directs and controls fireground operations. Supervises and directs subordinate employees at the scene of an emergency in all procedures relating to fire suppression, including the containment of hazardous materials, rescue, emergency medical services, fireground communications, salvage and overhaul, pre-fire planning, fire investigations, and related duties. Holds meetings with subordinates in order to receive reports and disseminate information. Adjusts work schedules and approves leave. Evaluates the performance of subordinates and writes evaluation reports. Handles employee complaints, grievances and maintain discipline. Determines what information should be included in all records of the department and in what form these records should be kept. Provides for the security and maintenance of all department records. Personally, completes forms and records, compiles and organizes data needed for reports, and writes letters to address the needs of the fire service. Supervises the general care and maintenance of all fire department apparatus and equipment, including seeing that repairs are performed as required. Assists the Board of Commissioners in purchasing equipment and supplies and evaluating specifications for new fire department equipment. Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical/physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**MUST POSSESS AND MAINTAIN A VALID MOTOR VEHICLES OPERATORS LICENSE**

# **St. Tammany Fire District #8**

## **208.01 JOB DESCRIPTIONS (Continued)**

### **Fire Chief (Competitive Class) (continued)**

- **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS:**

#### **EITHER**

Must have a bachelor's degree in fire science, fire administration business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, Or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

#### **OR**

Applicant must possess one of the following high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief QH Original Adoption: 10-12-99 Revision Dates: 09-09-19
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# **St. Tammany Fire District #8**

**208.01**

## **JOB DESCRIPTIONS (Continued)**

### **Fire Chief (Competitive Class) (Continued)**

#### ***OTHER REQUIREMENTS(Board Requirements)***

- The Fire Chief's position is a "salary position" with no overtime unless otherwise noted.
- For tracking purposes, the Fire Chief's normal work week is forty (40) hours; 7am to 4pm (1 hour for lunch); 5 days a week.
- The Fire Chief, as part of his regular duties, is expected to attend all fire district association meetings, during normal working hours or after hours, including all District Board Meetings and Civil Services.
- The Fire Chief must live in the district (Ward 10) or as agreed to by the board.
- The Fire Chief is allowed a take home vehicle for the purpose of responding to major calls (as noted below) after hours. Also, the vehicle must only be used for fire district business as follows:
  - House Fires
  - Major Accidents
  - Medicals with death involved
  - Any other calls Chief deems necessary
- Any after-hour response time the Fire Chief responds, at a rate of not less than one hour for each hour worked for an after-hour response, is to be deducted from his normal work week so as it adds up to the 40 hour normal work week and said hours shall be documented, hours accumulated as such in excess of 24 shall be forfeited unless specifically approved by the Board.. Time used and accrued shall be noted in the payroll.
- Normal vacation days need to be scheduled at least two (2) weeks in advance. Vacation Taken Form is to be completed.
- Overtime is allowed for the Fire Chief only during declared emergencies by the "Parish President" or "Mayor of Abita Springs". Overtime hours are to be tracked by the Board on an approved form. Pay for overtime is based and calculated on the hourly rates of approved by the applicable federal authority.
- When the Fire Chief is away from the station and outside of the District's boundaries during normal working hours, his whereabouts and time of return are to be communicated to the "Shift Supervisor" (with the exception of lunch time).



# **St. Tammany Fire District #8**

## **300.01**

### **Fire Prevention Bureau**

#### **Mission statement:**

“St. Tammany Fire District 8 is committed to the fact that Fire Prevention is the single most effective strategy for eliminating the loss of life and property and reducing injuries due to fire. St. Tammany Fire District No.8 shall practice this strategy through education, outreach, and enforcement. We will work to achieve a safer environment for the firefighters and the community, and we will seek new proactive measures to enhance our effectiveness.”

#### **Purpose:**

This document is intended to set forth policies which will govern members of the St. Tammany Fire District 8 Bureau of Fire Prevention in their enforcement of the state and local laws pertaining to fire safety and prevention within the boundaries of St. Tammany Fire Protection District 8 and the Town of Abita Springs, Louisiana in those endeavors. In 2017, the St. Tammany Parish Council enacted an Ordinance (Ordinance Calendar No: 5752, Council Series No. 17-3689) which adopted the most current edition of the National Fire Protection Association Life Safety Code (NFPA 101) and the National Fire Protection Association Fire Code (NFPA 1) and enabled St. Tammany Fire District No. 8 to adopt and enforce these same codes. The Louisiana State Fire Marshal's Office recognizes certain trained members of St. Tammany Fire District No. 8 to conduct fire inspections and/or arson investigations under authority of Louisiana Revised Statutes Title 40:1563.

#### **Scope:**

The duties of the members of the Bureau of Fire Prevention may be broken down into three main areas of investigation, inspection and public education. As these different areas of duty are covered by different laws and procedural requirements, each area shall be addressed separately.

#### **Fire Prevention will:**

Work as a team and utilize resources wisely to achieve a safer environment for firefighter and the community where tragic lessons of the past are not repeated.

Monitor statistical trends and seek ideas for new proactive measures to enhance effectiveness of the division.

# **St. Tammany Fire District #8**

## **300.02**

### **Fire Prevention Bureau Duties and Authority**

#### **1. Duties and Authority**

- A. The duties of the Bureau of Fire Prevention are broken down into three categories, Inspection, Investigation, and Public Education. As these areas of duty are covered by different laws and procedural requirements, each shall be addressed.
- B. Fire Inspector(s) will be employed part time, hours will vary based on demand but will facilitate ample time for all necessary inspections, and public education. On-duty and off-duty personnel may at times be summoned to carry out and/or assist in fire prevention activities. These personnel shall be compensated as required by state law. Fire Investigations will be conducted on call-outs. On days with scheduled assignments, the Fire Inspector(s) shall report promptly at the pre-assigned time. Inspector shall supervise any personnel assigned to them during any Fire Prevention activity.
- C. Under Title 40:1566 of the Louisiana Revised Statutes, the Fire Department of any jurisdiction in the state is required to investigate the cause, origin, and circumstances of every fire occurring in their jurisdiction. Insofar as possible the Officer in Charge of any fire in which damage or destruction to property has occurred shall determine the cause, origin and circumstances surrounding the fire. If the Officer in Charge cannot determine the cause, or if it is deemed the cause to be suspicious or incendiary, a Fire Prevention Officer/fire investigator shall be requested to respond. A request for the Investigator shall also be made if there is any loss of life, or injuries to persons or if it is determined that the fire is a result of criminal neglect or carelessness on the part of the owner, occupant, or a third party.

#### **2. Personal Appearance**

Members of the Bureau of Fire Prevention shall wear the Class B uniform as described in Departmental SOG 206.51 for all Fire Prevention activity. Exception will be made for call out investigations. Fire Prevention personnel shall also follow the general grooming section of 206.51. It is recognized that it is not always advisable or possible for members of Fire Prevention to wear the departmental uniform assigned to their rank.

# **St. Tammany Fire District #8**

**300.03**

## **Fire Prevention Bureau Fire Prevention Officer Qualifications**

**1. Fire Prevention Officer must hold the following certifications:**

Emergency Medical Responder (EMR) or higher  
Firefighter 1  
Firefighter 2  
Hazardous Materials Awareness  
NIMS 100,200,700,800  
Fire Service Inspector 1  
Fire Service Instructor 1  
Fire Service Investigator 1

**The following is for persons who wish to assist in the Division:**

All categories do not need to be met for consideration on the list. Example if you are only interested in being considered for Public Fire Education events then only those requirements need to be met.

**A. For Inspections:**

IFSAC Fire Inspector I Certificate with 24 hours of CEUs as required by PIAL

**B. For Investigations:**

IFSAC Fire Investigator 1 Certificate and/or IFSAC Fire Officer 1 with 8 hours of CEUs as required by PIAL

**C. For Public Fire Education:**

IFSAC Fire Instructor 1 with 10 hours of CEUs as required by PIAL

**Along with:**

40 hours of documented practical field training with Fire Prevention Officer(s).

Field Training Requirements: Field training may only occur while personnel are on duty and manpower allows. Overtime will not be paid for field training. Personnel may participate in 2 eight hour field training sessions prior to obtaining the following certifications: IFSAC Fire Inspector I, and IFSAC Fire Investigator. Additional field training may be granted by the Fire Chief.

Personnel with the required certificates may request field training in excess of 2 eight hour sessions up to 40 hours. All field training must be approved by the Fire Chief.

Fire Prevention field training requests are to be forwarded through the chain of command to the Fire Chief. The Fire Chief will grant or deny requests and forward the outcome back to the Fire Prevention Officer.

Fire Prevention Officers will be required to obtain the following annual training: 24 hours in Inspections, 10 hours in Public Fire Safety Education Techniques, and 40 hours in Fire Investigation training.

# **St. Tammany Fire District #8**

**300.03**

## **Fire Prevention Bureau Fire Prevention Officer Qualifications (continued)**

All Fire Chiefs and Captains are required to obtain 8 hours of CEUs in Fire Investigations as they are responsible for determining basic origin and cause.

- 2. Paid Fire Watch Detail**  
Confirmed employee with a minimum of EMR

# **St. Tammany Fire District #8**

## **300.04**

### **Fire Prevention Bureau Job Assignments**

- A. While on duty, Inspectors are assigned a department unit as their work vehicle. Upon arrival, the Fire Inspector will receive the assigned vehicle from the Shift Captain. Upon completion of field work, the Inspector(s) will return to Station 81 to complete any necessary paperwork and to turn in vehicle.
- B. Inspectors shall report to Station-81. They will pick up the assigned unit and receive assignments and briefings from the Chief. New Occupancy inspections will be assigned as the requests are received. The Inspector is responsible for cleaning the assigned area and the assigned unit. The vehicle shall be left at the station whenever the inspector is NOT on official department duties.
- C. The Inspector is expected to perform at least 8 to 10 units of work per shift. A unit of work is defined as the inspection of a building of up to 5,000 sq. ft. or an hour at an Inspection, an hour of public fire education duty or an hour of fire investigation. Larger buildings or longer assignments in the other job areas will be counted as additional units of work. Inspectors will be expected to perform certain evening and/or weekend inspections and any evening and/or weekend talks or demonstrations that would be requested and scheduled by the public.
- D. Inspectors shall supervise all personnel assigned to them during any Fire Prevention duty and on all fire scene investigation once the officer in charge has requested his assistance.

# **St. Tammany Fire District #8**

## **300.05**

### **Fire Prevention Bureau Inspections**

There are several different types of building inspections. For purposes of St Tammany Fire District 8, there are 2 primary inspections that will be conducted.

#### **Maintenance Inspections**

Maintenance inspections are performed periodically on already occupied buildings to check for illegal building alterations, as well as the operational status of required safety equipment and exits. If equipment is found to be out of the test date or inoperative, orders of correction are issued to repair or replace the defective items.

#### **Complaint Inspection**

The second type of inspection made is complaint inspection. This type of inspection is made upon complaint of any member of the public to the Fire Department, either orally or in written form, it is Department Policy to hold the name of the complaining party confidential, Do not tell the owners or operators of the business who filed the complaint. Simply advise them that the complaint was received and that you are there to check on it. If it is found that the complaint is valid, an order of correction shall be issued to correct the problem. The order shall also act as a warning to the management not to continue the practice that caused the complaint to be generated. The order shall also document the findings for possible future litigation.

# **St. Tammany Fire District #8**

## **300.06**

### **Fire Prevention Bureau Inspection Procedures**

The following instructions are designated to set the formal policy and procedures to be used by Inspectors of St. Tammany Parish Fire Protection District No. 8 in the performance of their official duties.

#### **Initiating the Inspection**

Always be courteous and professional. Never engage in hostile disagreements with occupants or their representatives. Inspections shall be informative and educational. Should a confrontation occur, the inspector should attempt to diffuse the situation. If unable to diffuse the situation, the inspector shall immediately exit the premises and notify the Fire Chief.

Upon entering the premises of any occupancy to conduct any of the above outlined fire inspections, the Inspector shall:

- A. Verbally identify themselves and request to speak to the person in charge of the premises, or their representative.
- B. Show their official department identification card.
- C. Explain the nature and purpose of the visit.
- D. Request permission of the person in charge to carry out the inspection
- E. Make sure before the inspection begins the person in charge or a designated representative has access to all area of the property and can accompany the Inspector on the inspection tour.
- F. The Inspector must have a delegate of the business to accompany him for several reasons. It will allow the Inspector to summarily abate any easily corrected violations. It allows the Inspector to explain any problems found in detail at the time of its discovery. It also protects the Inspector from future possible accusations of impropriety about missing articles or property damages.

#### **Conducting the Inspection**

After gaining entry and receiving permission to perform the inspection, obtain or check the pertinent contact information such as:

- A. Name, address, and phone number for occupancy
- B. Begin inspection on the outside of the building, noting fire department access, hydrant accessibility, condition and access of outside indicating valve, and viability of exit discharges. The Inspector shall inspect the premises in a systematic manner, either from lowest floor to top floor or top floor to lowest floor, for violations of the applicable fire codes for the type and location of the occupancy, while making notes on the inspection form.
- C. Inspect every room and space within the building to include attics, closets, concealed spaces, and other out of the way places.
- D. If a violation is found that does not present immediate danger to life, the Inspector shall order the violation corrected "as soon as possible".

# **St. Tammany Fire District #8**

## **300.06**

### **Fire Prevention Bureau Inspection Procedures (continued)**

- E. All violations shall be documented with proper code citations given. The Inspector shall explain all violations and recommendations noted. The inspector shall also discuss any options for the correction of the violation. While doing so, however, the Inspector shall not recommend any particular product or organization to correct the problem.

#### **Immediate Danger to Life Defined**

A condition shall be considered an immediate danger to life when any of the following conditions exist or are believed to exist:

1. The presence of an explosive atmosphere
2. The presence of a toxic atmosphere
3. A condition which would quickly overcome building occupants if a fire should occur or which would allow a fire to spread with such speed that occupants would not have time to use the buildings exits
4. Any condition which is located in such a manner as to allow building occupants to come into contact with it, with such contact able to cause injury or death.
5. Any of the conditions outlined in Louisiana Revised Statutes Title 40:1575
  - a. Want of repairs
  - b. Age of deteriorated condition
  - c. Lack of sufficient fire alarm or fire extinguishing apparatus
  - d. Lack of adequate means of ingress and egress
  - e. Lack of adequate, unrestricted passageways to entrances and exits
  - f. Presence of combustible, explosive or inflammable materials.
  - g. Any other condition other than above which an Inspector, due to his knowledge and training, considers to be extreme emergency situation requiring immediate action to avoid injury or death of building occupants.

Whenever an Inspector finds any such dangers to life or property, he shall order the dangerous materials removed or the condition of the premises remedied. The occupants may not be allowed use of the building until the conditions are corrected. The Fire Marshal and Fire Chief will be notified immediately when these types of conditions are found.

The Inspector shall have the authority to summarily abate any condition which is in violation of any provision of the applicable code which presents immediate danger to life. Anytime a life safety or hazardous condition exists, request immediate compliance. In the event immediate compliance is unable to be attained the Fire Chief shall be notified.

The inspector shall explain the appeals procedure and arrange a time for the follow-up inspection. Time limits for correction of violations shall not be given. All violations shall be marked to correct "As Soon As Possible."



## **St. Tammany Fire District #8**

### **300.06**

#### **Fire Prevention Bureau Inspection Procedures (continued)**

Upon completion of the inspection, the Inspector shall complete and present to the person in charge of the premises or his delegate with a copy of the SIGNED report, either by email or printed copy of the report. Report notes should include the receivers name along with the date and time the report was presented to the receiver. Express appreciation to the occupants for their time and for their efforts in promoting fire safety in their business.

# **St. Tammany Fire District #8**

## **300.07**

### **Fire Prevention Bureau Re-Inspection Procedures**

#### **1. Re-Inspection Procedures**

- A. It shall be the policy of this department to re-inspect premises found in violation after 30 days, but no later than 60 days on the first re-inspection. The second re-inspection shall occur not more than 30 days from the first re-inspection. At no time shall this department give permission for a violation to continue. Any violation that may be immediately corrected without undue hardship shall be completed before the Inspector's departure.
- B. It is important for follow-up inspection to be performed to establish and maintain the credibility of the inspection program. If for any reason a follow-up cannot be performed as scheduled, the Fire Prevention Bureau must reschedule as soon as time permits.
- C. If upon re-inspection all violations are corrected, the Inspector will provide proper documentation stating that occupancy meets all requirements.
- D. If all violations have not been corrected, the Inspector will re-issue another inspection date and note what items are not in compliance.
- E. If occupant indicates that he/she will not comply, or has not made the necessary corrections after the second re-inspection attach all paperwork to the original inspection and refer the case to the State Fire Marshal's Office.

# **St. Tammany Fire District #8**

**300.08**

## **Fire Prevention Bureau Entry Refusal**

### **Entry Refused**

1. Permission to inspect must be obtained prior to conducting the inspection.
2. If entry is denied because it is not a convenient time, make an appointment that is agreeable to both yours and the occupants schedule.
3. If the occupants refuse entry and refuse to schedule an appointment, leave in a courteous manor and notify the Fire Chief verbally and in writing.
4. Visible violations from a public way do not require owner's permission and should be properly documented.

# **St. Tammany Fire District #8**

**301.09**

## **Fire Prevention Bureau Outside Agencies Notification**

### **Hazards Pertaining to Other Agencies/Departments**

When hazardous conditions exist that fall into the jurisdiction of other agencies such as the St. Tammany Parish Department of Code Enforcement, water or gas companies, or other Fire Districts, the Fire Prevention Bureau shall forward the inspection report to the appropriate agency with a brief description of the problem.

# **St. Tammany Fire District #8**

## **301.10**

### **Fire Prevention Bureau Records Maintenance**

#### **Maintenance of Records**

All records on occupancy, including Fire Marshal Review Letters, Orders of Corrections, plans and drawings, photos, correspondence, etc., shall be kept in a permanent file folder and/or electronically.

The files shall be sorted and filed according to address. A file on a particular address is to be maintained unless or until the building is demolished. Any files removed to conduct required inspections of the premises shall be returned to the Fire Prevention Bureau at the end of the day in order to maintain proper security of these files. Information obtained from inspection is to be entered into the District's computer database as soon as possible. This data is used to create re-inspection reports and to keep emergency information on the structure current.

Inspections shall be documented via departmental Electronic devices (laptops or I-pads) in which have wireless internet connectivity and access to Emergency Reporting software for the entire duration of the inspection period.

St. Tammany Fire District 8 Inspection Software:

Emergency Reporting shall be the only accepted software utilized when performing inspections

# **St. Tammany Fire District #8**

**301.11**

## **Fire Prevention Bureau Information Sharing**

### **Sharing of Information**

Inspectors shall notify the Fire Chief of any unsafe situation or any other information in which they deem vital to the safety of our employees.

# **St. Tammany Fire District #8**

## **301.12**

### **Fire Prevention Bureau Public Information**

#### **Public Information - Press Releases**

One of the responsibilities of the Fire Chief and/or Fire Prevention officer is to act as the public information officer. Information concerning public fire safety, the occurrences of fires and announcements of arson arrests are released by only those designated individuals unless otherwise authorized. In all other matters, information released shall be coordinated with the Fire Chief.

Information given to the press concerning fires shall be limited to general public information contained in the fire incident report, including the cause of the fire, if known. If a fire has been listed as incendiary or suspicious, no details pertaining to the investigation of the fire shall be given to the press until the investigation is concluded. If arrests are made, information concerning the arrests shall be coordinated with the arresting agency and/or fire investigator(s).

# **St. Tammany Fire District #8**

**301.13**

## **Fire Prevention Bureau Inspection Procedures References**

Codes Referenced:

NFPA 1 – Fire Code

NFPA 101- Life Safety Code

NFPA 13 – Standard for Installation of Sprinkler Systems

NFPA 25- Standard for Inspection, Testing and Maintenance of Water-based Fire Protection Systems

NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

NFPA 1031 – Standard for professional Qualifications for Fire Inspector.

NFPA 1620 – Standard for Pre-incident Planning

NFPA 5000 – Building Construction and Safety Code.



# **St. Tammany Fire District #8**

**302.00**

## **Fire Prevention Bureau Investigations**

### **Purpose:**

This document seeks to define the minimum recommended practices needed in all operations that require fire investigations and establish guidelines for the initiation of fire investigations within the boundaries of St. Tammany Fire District 8 response area.

Under the direction of the fire marshal, the chief of the fire department in each jurisdiction where a fire department is established, shall investigate the cause, origin, and circumstances of every fire occurring within their respective jurisdictions. This investigation shall specifically determine, insofar as possible, the cause of and circumstances surrounding the fire. The investigation shall be made at the earliest possible time following the start of the fire. The officer making the investigation shall immediately notify the fire marshal if the circumstances indicate that the possible cause of the fire is human design or criminal neglect. (Louisiana Revised Statue 40:1566)

### **Guideline**

This guideline outlines general procedures for initiating and performing fire investigations and the responsibilities of the personnel involved in the performance of those duties.

St. Tammany Fire District 8 employees who hold Fire Officer I and Investigator I IFSAC certifications are presumed to possess the skills necessary to initiate and complete a basic fire investigation. The Incident Commander is ultimately responsible for the completion of the investigation of any and all fire scenes in St. Tammany Fire District 8 response area. If line personnel are able to determine cause and origin of a fire with reasonable certainty and there is no need to request an investigator, the probable cause of the fire should be stated in the incident report narrative along with the name of the member who made the determination. In addition, the Incident Commander shall forward an email with the details of the incident and probable cause to the Fire Chief and Fire Prevention Bureau.

All requests for a Fire Investigator shall be made through the Incident Commander. The Incident Commander shall make his request through dispatch, who shall notify a Fire Investigator for any of the following:

- a. All multiple alarm fires.
- b. Incendiary, suspicious or attempted fire in a structure. This also includes incidents where preparations were made to set a fire, but an actual fire did not occur.
- c. Where there is doubt as to the cause of the structure fire.
- d. Grass, dumpster or rubbish fires when there is a known suspect(s) or there is physical evidence that is sufficient to aid in the prosecution of the crime.
- e. Any fire which the Incident Command/Company Officer on scene cannot determine origin and/or cause.

# **St. Tammany Fire District #8**

## **302.00**

### **Fire Prevention Bureau Investigations**

- f. Any situation or condition in which the Incident Command/Company Officer deems an investigator is necessary.
- g. Fires or an explosion where there are fatalities, serious injuries or major burns involving citizens or fire fighters (immediate or delayed patients).
- h. Any incident involving bombs, explosives or Molotov cocktails, excluding bomb threats.
- i. When law enforcement officers have made an arrest and /or a suspect has been taken into custody or detained for a fire or explosive related incident at an emergency that we attended.
- j. Vehicle fire had been deliberately set (e.g. flammable liquids present, container on scene, multiple points of origin, and a witness to the setting of the fire, an explosion not involving the fuel tank).
- k. Anytime evidence is to be collected.
- l. There is a serious bodily injury as a result of the fire; civilian or fire service.
- m. There is a death as a result of the fire; civilian or fire service.
- n. There is a possibility of a criminal act being involved.
- o. At the request of the Police Department.
- p. If another agency investigator is contacted.

If there is any question about the need for an investigator to be present at any incident, the Incident Commander should contact the Fire Prevention Bureau immediately.

# **St. Tammany Fire District #8**

## **302.01**

### **Fire Prevention Bureau Investigations: Duty and Authority**

#### **Investigating**

Based upon information provided and observed, additional Investigators or agencies may be contacted as deemed necessary.

Upon arrival of responding investigators, the Incident Commander or lead investigator will brief all members on the basic incident information known. This includes, but is not limited to the following:

- Location of the incident.

- Time

- Date

- Weather conditions

- Size of the incident

- Complexity of the incident

- Type of structure

- Current use of structure

- Nature of damage

- Extent of damage

- Known injuries / death, either civilian or fire service.

- Purpose of the investigation (cause / origin only or possible criminal act)

All reports, sketches, statements, photos, etc. are to be placed in a permanent file folder and filed with the Bureau of Fire Prevention. This file is not to be made public while the investigation is still in progress. The Fire Investigator will work with any local, state or federal authorities having jurisdiction in the matter to conclude the investigation. Copies of all pertinent material shall be forwarded to the District Attorney's Office for prosecution.

In any investigation involving juveniles, the identities and places of residence of the juveniles will be held strictly confidential. The Fire Investigator will work with any local, state or federal authorities having jurisdiction in the matter to conclude the investigation.

#### **The Investigator(s) shall use the following outline when responding to fire scene:**

##### **1. Dispatch to the Scene**

- A. Observe weather conditions, road conditions.

- B. Check for Fleeing Persons/Vehicles.

- C. Observe color of smoke and flames.

- D. Interview Firefighters

- E. Secure the Scene (Barricades, Fire Line Tape etc.)

- F. If Fire Deaths are involved, notify the Fire Chief, the Chief of Fire Prevention, Coroner and the State Fire Marshal's Office.

# **St. Tammany Fire District #8**

## **302.01 (continued) Fire Prevention Bureau Investigations: Duty and Authority**

- 2. When Fire is Under Control and The Structure May be Safely Entered:**
  - A. Take air samples from all accessible areas with vapor detector.
  - B. Determine Point of Origin (Low Point) Locate area of most severe damage.  
Check to see if fire originated outside building.
  - C. Record Path of Fire Through Structure
    1. Note available combustibles.
    2. Check char patterns on all surfaces.
  
- 3. Determine Cause of the Fire.**
  - A. Determine if cause was accidental.
    1. Rule In/Out all accidental and natural causes.
  - B. Determine if Fire was Set
    1. Check for "plants"
    2. Check for Chemical container
    3. Check for accelerant containers
    4. Check for unusual accumulations of combustibles
    5. Check for trailers
    6. Check for heat producing devices which may have been used to start fire.
  
- 4. Evidence Collection**
  1. Photograph the Scene using color film, or videotape. Take exterior and interior photos. Photo all rooms involved in fire. Photo all victims.
  2. Take liquid and/or solid samples - Label and identify.
  3. Prepare a rough sketch of the scene - show location of origin and victims.
  4. In so far as possible, determine identity of fire victims.
  
- 5. Interview of Firefighters, Occupants, Owners and Witnesses**
  - A. Use appropriate statement forms where needed.
  - B. Get signed consent to search form if needed, or ascertain if Search Warrant is needed.
  
- 6. Post Fire Investigation**
  - A. Prepare final sketches from rough drafts.
  - B. Process and print photographs -Mount and label same
  - C. Establish Motive for fire.
    1. Check financial condition of owner.
    2. Check amount of insurance on structure and contents.
    3. Look into possibility of revenge.

## **St. Tammany Fire District #8**

4. Determine if valuables, inventory, clothing, appliances, etc. were recovered or are missing.
5. Consider possibility of burglary with arson to cover the crime.
- D. Submit samples to crime lab for analysis.
- E. Complete Louisiana Fire Incident Report and any Casualty Reports necessary.
- F. Prepare Narrative Report for submission to District Attorney's Office.
- G. Get copies of reports and information from other agencies involved including:
  1. Police Department
  2. Sheriff's Office
  3. Coroner's Office
  4. Insurance Companies
  5. State Fire Marshal's Office, etc.

# **St. Tammany Fire District #8**

## **302.02**

### **Fire Prevention Bureau Investigations: Investigator Safety**

#### **Investigator Safety**

As fire scenes by their very nature are dangerous places, investigators need to be aware of the general and particular dangers of the scene under investigation.

Additionally, investigators will be furnished with a two-way radio which is monitored at the Dispatch Center. If only the investigators are present on the scene, and there is no other personnel (I.E. Fire), the Dispatch Center will perform status checks with the investigators working, every 30 minutes until such time that they have completed their investigation in the structure.

#### **1. Personnel Protective Equipment**

Proper safety equipment, including safety shoes or boots, gloves, safety helmet, and protective clothing as well as breathing protection should be worn at all times while investigating the scene. The type of protective clothing/equipment will depend on the type and level of hazard present.

#### **2. Atmospheric Monitoring**

As fire scene atmospheres may contain ignitable gas, vapors, and liquids, in addition to the by-products of combustion, the atmosphere should be tested using appropriate equipment to determine if such hazards exist before working in the area. The Incident Commander shall ensure atmospheric monitoring is done prior to an investigation being done and continued while the investigation is being performed.

The following atmospheric conditions should be corrected prior to conducting an investigation:

- Oxygen Deficiency: < 19.5%
- Flammability: > 10% of the Lower Flammable Limit (LEL)
- Carbon Monoxide (CO): > 35 PPM
- Hydrogen Sulfide (H<sub>2</sub>S): > 10 PPM

\*\*Atmospheric monitoring shall continue as long as investigators are working on the scene.

#### **3. Fire Scene Hazards**

Many varying factors can influence the danger potential of a fire or explosion scene. The investigator should be constantly on the alert for these conditions and should ensure that all appropriate safety precautions are taken.

##### **A. Status of Suppression**

Investigators should not begin their activities until the fire has been completely extinguished.

##### **B. Re-kindles / Hot Spots**

If performing activities soon after a fire has been extinguished, the investigator should be mindful of the possibility of a rekindle. The investigator should be alert for continued burning or a rekindle and should remain aware at all times of the fastest or safest means of egress.

# **St. Tammany Fire District #8**

## **302.02(continued) Fire Prevention Bureau Investigations: Investigator Safety**

### **C. Structural Stability**

Roofs, ceilings, partitions, load-bearing walls, and floors may have been compromised by the fire. Before entering structures involved in a fire, the investigator should make a careful assessment of the stability and safety of the structure.

### **D. Utilities**

The investigator should determine the status of all utilities (i.e., gas, electric and water) within the structure under investigation. Determining the status of all utilities is necessary to prevent the possibility of electrical shock or inadvertent release of fuel gases or water during the course of the investigation.

# **St. Tammany Fire District #8**

## **302.03**

### **Fire Prevention Bureau**

#### **Investigations: Pre-planning the investigation**

##### **Pre-planning the Investigation**

1. The Investigator(s) should then develop a plan on how to conduct the investigation. This should include:
  - a. Estimating what tools and equipment will be needed.
  - b. Estimate how many personnel are needed to perform the investigation.
  - c. Estimate what types of specialty personnel (i.e. heavy equipment operators, evidence technicians, etc.) are needed.
  - d. Estimate what else might be needed, that might assist in the effectiveness of the investigation.

The following functions should be addressed in the pre-investigation meeting.

- leadership / coordinating function
- photography
- note taking
- mapping
- diagramming
- interviewing witnesses
- searching the scene
- evidence collection
- evidence preservation
- on-going safety assessment



# **St. Tammany Fire District #8**

## **302.04**

### **Fire Prevention Bureau**

### **Investigations: Conducting the Investigation**

#### **1. Conducting the Investigation**

While the actual investigation may take and include different steps and procedures, dictated by the nature of the incident, the following are typical steps taken during the course of an investigation.

- a. Conduct scene inspection.
- b. Document scene through photography and diagramming.
- c. Determine area of origin.
- d. Investigate the cause: circumstances, conditions, or agents that brought the ignition source, fuel, and oxidant together.
- e. Recognize, document, and preserve evidence.
- f. Interview witnesses.
- g. Review and analysis of the investigations of others.
- h. Identify and collect data or information from appropriate sources.
- i. Identify the cause of the fire and classify as one of the following:
  1. Accidental – All fires for which the proven cause does not involve a deliberate human act to ignite or spread fire into an area where the fire should not be.
  2. Natural – Involve fires caused without direct human intervention, such as lighting, hurricane, wind, and the like.
  3. Incendiary – A fire deliberately ignited under circumstances in which the person knows that the fire should not be ignited.
  4. Undetermined – Whenever the cause cannot be proven, the fire is considered to be undetermined. The fire might still be under investigation, and the cause may be determined later.

#### **Outside Agencies**

Following is a listing of other agencies that must be contacted, based upon the circumstances of the incident, and other agencies that might be of assistance during an investigation. If the need arises Dispatch can contact these agencies.

#### **Louisiana office of State Fire Marshal**

##### **LSFM must be notified in all of the following incidents:**

- There is a death as a result of the fire, civilian or fire service.
- There is serious bodily injury as a result of the fire, civilian or fire service.
- There is a monetary fire loss greater than \$ 100,000.00.
- The fire is located on a property owned and / or operated by the State of Louisiana.

#### **Bureau of Alcohol, Tobacco and Firearms (ATF)**

- The ATF will be requested to the scene in the event of a death, serious injury or any public safety personnel and hate crimes involving religious facilities.

#### **Louisiana State Police Troop L**

- Unifire Dispatch Center will be able to request crime lab technicians to assist in the collection, processing and testing of evidence

## **St. Tammany Fire District #8**

**302.04(continued)**

**Fire Prevention Bureau**

**Investigations: Conducting the Investigation**

### **St. Tammany Parish Sheriff's Department**

- Must be notified of all incidents located on parish owned / operated property.
- Can assist with the collection of evidence.

### **Federal Bureau of Investigations (FBI)**

- The FBI will be requested to the scene in the event of major scene that is suspected of involving terrorism, deaths of any public safety personnel and hate crimes involving religious facilities.

# **St. Tammany Fire District #8**

**303.00**

## **Fire Prevention Bureau Public Education Guidelines**

### **Purpose:**

To provide for appropriate public education for residential, school, commercial, hospital and nursing home settings. This policy and the procedures contained within will be applicable for any public education program delivered by employees of St. Tammany Fire Protection District No.8 in the topics listed below.

St. Tammany Fire Protection District No. 8 shall deliver public education when requested to include information as outlined below:

### **1. Residential**

- a. Fire department members shall make an appointment with a residence only after a fire safety visit is requested.
- b. Fire department members shall arrive at the residence in official fire department vehicles.
- c. Introduce Fire Personnel-Name and Rank of all Fire Department members participating.
- d. Duties and responsibilities of each Fire Department member participating.
- e. Fire department members shall enter the dwelling only if invited to do so and always in a group of two (2) or more.
- f. Fire department members shall promote the use of smoke detectors and residential fire alarm systems.
- g. Fire department members shall discuss portable fire extinguisher placement and the proper use with the occupants.
- h. Fire department members shall promote the use of a designated family meeting place in the event the home needs to be evacuated.
- i. Fire department members shall thank the occupants for being fire safety conscious and offer to return any time needed

Presentations should inform citizens that:

- Each year over 4,500 die and over 30,000 Americans are injured as a result of fire.
- Smoke detectors should be tested monthly and batteries should be replaced twice a year when clocks are adjusted for Daylight Savings Time.
- The dangers of Space Heaters.
- Extension cords should not be overloaded.
- Only proper size fuses or circuit breakers should be used to prevent fires.
- Make sure your address clearly marked on the home.
- When calling 911 give your name, address and type of emergency situation to the operator.
- Fire Drills should be practiced regularly.

# **St. Tammany Fire District #8**

## **303.00(continued) Fire Prevention Bureau Public Education Guidelines**

### **2. Schools**

Each year during fire prevention week and throughout the year as requested or pre-arranged by the school in lieu of fire prevention week activities, fire department members shall visit schools and discuss fire safety issues with the students, teachers and staff of the educational occupancies in the area. The importance of regular fire drills shall be discussed, along with other fire safety issues.

- a. Introduce Fire Personnel-Name and Rank of all Fire Department members participating
- b. Fire department members shall schedule a visit to the schools in the area each year during fire prevention week or as requested or pre-arranged by the school in lieu of fire prevention week activities.
- c. Fire department members shall arrive at the facility in official fire department vehicles.
- d. Fire department members shall meet school officials at the school office prior to entering the facility.
- e. Fire department members shall discuss general fire safety issues with the students, teachers and staff.
- f. Fire department members shall stress the importance of regular fire drills.
- g. Fire department members shall offer to witness a fire drill and make improvement recommendations following the drill.
- h. Fire department members shall thank the students, teachers, principal and staff for being fire safety conscious.

Presentation should inform students that:

- Each year over 4,500 die and over 30,000 Americans are injured as a result of fire.
- Students should be encouraged to have parents check that smoke detectors in the home are tested monthly and the batteries should be replaced twice a year when clocks are adjusted for Daylight Savings Time.
- The dangers of Space Heaters.
- Extension cords should not be overloaded.
- Remind parents that only proper size fuses or circuit breakers should be used to prevent fires.
- Make sure your address clearly marked on the home.

# **St. Tammany Fire District #8**

## **303.00(continued) Fire Prevention Bureau Public Education Guidelines**

- When calling 911 give your name, address and type of emergency situation to the operator.
- A designated meeting place should be prearranged for all occupants to meet if a fire breaks out in the home.
- All students and faculty should be familiar with the sound of the Fire Alarm.  
All students and faculty should be familiar with the designated locations to immediately go to when the Fire Alarm sounds.
- Students should be reminded NEVER to play with matches, lighters and candles.
- Students and faculty will be taught stop, drop, cover and roll method to extinguish clothing fires.
  - Students and faculty will be taught about Exit Drills In The Home (EDITH) and will demonstrate the proper technique of crawling low under smoke by utilizing the fire safety trailer.
  - A fire apparatus will be on site and equipment will be demonstrated to students and faculty including a firefighter dressed in full gear to educate students and faculty on the duties, responsibilities, capabilities and limitation of fire department personnel and to reduce anxiety.

### **3. Commercial**

Upon request by the businesses in the area fire department members shall make an appointment and visit properties to promote the use of smoke detectors, commercial fire alarm and automatic fire sprinkler systems. Portable fire extinguisher placement and proper use will be discussed and demonstrated if necessary. Fire department members shall offer assistance with and promote regular fire drills, along with discussing other fire safety issues.

- a. Fire department members shall schedule a visit to a commercial business only after a fire safety visit is requested.
- b. Introduce Fire Personnel-Name and Rank of all Fire Department members participating.
- c. Fire department members shall discuss general fire safety issues with the employees and owners of the business.
- d. Fire department members shall promote the use of smoke detectors, commercial fire alarm and automatic fire sprinkler systems.
- e. Fire department members shall discuss the proper placement and use portable fire extinguishers.
- f. Fire department members shall stress the importance of regular fire drills.
- g. Fire department members shall offer to witness a fire drill and make improvement recommendations following the drill if conducted.

# **St. Tammany Fire District #8**

## **303.00(continued) Fire Prevention Bureau Public Education Guidelines**

- h. Fire department members shall thank the business owner/manager for being fire safety conscious.

Presentation should inform occupants that:

- Each year over 4,500 die and over 30,000 Americans are injured as a result of fire.
- Occupants should be encouraged to check that smoke detectors are tested monthly and batteries should be replaced twice a year when clocks are adjusted for Daylight Savings Time.
- The dangers of Space Heaters.
- Extension cords should not be overloaded  
Reminded that only proper size fuses or circuit breakers should be used to prevent possible electrical fires.
- The business address should be clearly posted to reduce the possibility of a delayed emergency response.
- When calling 911 give your name, address and type of emergency situation to the operator.
- All occupants should be familiar with the sound of the Fire Alarm.
- All occupants should be familiar with the designated exits and immediately leave the building when the Fire Alarm sounds.

### **4. Hospital & Nursing Homes**

Each year during fire prevention month (October) fire department members shall make an appointment and visit any Hospital & Nursing Homes in the district to promote the proper use of portable fire extinguishers along with other fire safety issues to the staff. Fire department members shall also offer assistance with and promote regular fire drills for the occupants.

- a. Fire department members shall schedule a visit to the Hospital & Nursing Home each year during fire prevention month (October).
- b. Fire department members shall arrive at the facility in official fire department vehicles.
- c. Fire department members shall meet at the business office prior to entering the facility.
- d. Introduce Fire Personnel-Name and Rank of all Fire Department members participating.
- e. Fire department members shall promote the proper use of portable fire extinguishers along with other fire safety issues to the staff.
- f. Fire department members shall also offer assistance with and promote regular fire drills.
- g. Fire department members shall offer to witness a fire drill and make improvement recommendations following the drill if conducted.
- h. Fire department members shall thank the Hospital and Nursing Home manager and staff for being fire safety conscious.

# **St. Tammany Fire District #8**

## **303.00(continued) Fire Prevention Bureau Public Education Guidelines**

Accepted curriculum for public education events conducted by St. Tammany Fire District No. 8 can be found in the Departmental Public Education Curriculum Handbook. Any St. Tammany Fire District No. 8 personnel, while engaging in public education/community awareness, within the coverage area, shall follow the curriculum directly related to the respective audience. It is understood that minor deviation may be necessary, however, deviations shall include all major topics included in the Departmental Public Education Curriculum Handbook.

The St. Tammany Fire District No. 8 Departmental Public Education Curriculum Handbook shall be considered a standard operating guideline when performing public safety activities within or while representing St. Tammany Fire District No. 8

The St. Tammany Fire District No. 8 Departmental Public Education Curriculum Handbook includes curriculum for the following areas:

- Pre School/Kindergarten
- 1st - 2nd Grade Public Education
- 3<sup>rd</sup> - 5th Grade Public Education
- 6<sup>th</sup> - 8th Grade Public Education
- 9<sup>th</sup> - 12th Grade Public Education
- College Level Public Education
- Adult Public Education
- Senior Adult Public Education
- Oregon Juvenile Fire Screening Tool

# **St. Tammany Fire District #8**

**304.00**

## **Fire Prevention Bureau Juvenile Fire Setter Program**

### **PURPOSE**

The purpose of this guideline is to establish a consistent procedure in partnership with community resources for the screening, education and referral of youths who have been identified as misusing ignition sources {matches, lighters or fireworks, etc.) or starting a fire, either unintentionally or maliciously.

### **PROCEDURE**

When a juvenile fire setter is identified at a fire scene, or reported by a family member or member of the public (with proper and sufficient evidence) the Fire Chief and/or designated Fire Prevention Officer shall determine if an intervention is needed. Parents or guardians who call the Fire Department for assistance with juveniles who set fires should be directed to the Fire Chief and/or designated Fire Prevention Officer. Phone contact will be made with the parents within 48 hours by the Fire Prevention Officer. The parents will be informed of the program and encouraged to make an appointment for them and their child. If a family comes to a fire station with a child or children who have been involved with fire setting, the family should be directed to contact the Fire Chief and/or designated Fire Prevention Officer during normal business hours. Tours of the fire station should not be given to juveniles suspected of fire setting behavior. Children tend to view the tours as a positive reward for negative behavior.

### **Program Operation**

1. The Prevention Division shall open a file using the information gathered from the incident. Appointment with the juvenile should be conducted to determine whether further treatment or education is required. Parental Consent form shall be completed by the legal guardian prior to any action being taken by St. Tammany Fire District No. 8.
2. The evaluator will then conduct a screening of the juvenile utilizing the Oregon Juvenile Fire Screening Tool (found in the Departmental Public Education Curriculum Handbook) Prior to any screening, the evaluator must first gain consent from the juvenile's legal guardian to conduct a screening.
3. Based upon the screening, a determination will be made as to the appropriate level of intervention. If the screening reveals further treatment is needed, the Fire Prevention Division shall:
  - a. Contact the juvenile and guardian by phone and/or letter sharing the result of the screening and the course of action. An assessment score of less than 20 revealing a low to moderate level of concern will receive fire safety education plan consistent with the Prevention Division educational program. If the



## **St. Tammany Fire District #8**

**304.00**

### **Fire Prevention Bureau Juvenile Fire Setter Program**

assessment score is 20 or greater revealing a moderate to high level of concern, juvenile/guardian will be encouraged to seek professional counseling.

- b. The Fire Prevention Bureau shall offer educational intervention, which includes fire survival and prevention and will assist the family in determining a safety plan.
- c. After treatment has been terminated and/or educational programs have been completed, the Fire Official or local program coordinator should then perform follow-up interviews to survey the juvenile's current behavior. A primary follow-up shall occur by the Fire Chief and/or Fire Prevention Officer 4 to 6 weeks after exit, and a secondary follow-up 6 to 12 months later.

# **St. Tammany Fire District #8**

## **305.00 IT Policy Acceptable Use**

### **Overview**

Yes Tech's intentions for publishing an Acceptable Use Policy are not to impose restrictions that make it difficult to conduct business at Saint Tammany Fire District 8. Yes Tech is committed to protecting St. Tammany Fire District 8's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

All computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP are the property of Saint Tammany Fire District 8. These systems are to be used for business purposes only.

Effective security is a team effort involving the participation and support of every Saint Tammany Fire District 8 employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Saint Tammany Fire District 8. These rules are in place to protect the employee and Saint Tammany Fire District 8. Inappropriate use exposes Saint Tammany Fire District 8 to risks including virus attacks, compromise of network systems and services, and legal issues.

All temporary and permanent employees, contractors, consultants, and other workers at Saint Tammany Fire District 8 and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Saint Tammany Fire District 8 policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

As stated above this policy applies to all temporary and permanent employees, contractors, consultants, and other workers at Saint Tammany Fire District 8, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Saint Tammany Fire District 8.

### **General Use and Ownership**

Saint Tammany Fire District 8 proprietary information stored on electronic and computing devices whether owned or leased by Saint Tammany Fire District 8, the employee or a third party, remains the sole property of Saint Tammany Fire District 8. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.

You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Saint Tammany Fire District 8 proprietary information.

You may access, use or share Saint Tammany Fire District 8 proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees

# **St. Tammany Fire District #8**

**305.00**

## **IT Policy(continued) Acceptable Use**

should consult their supervisor or manager.

For security and network maintenance purposes, authorized individuals within Saint Tammany Fire District 8 may monitor equipment, systems and network traffic at any time, per Yes Tech's Audit Policy.

Saint Tammany Fire District 8 reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### **Security and Proprietary Information**

All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy

System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Postings by employees from an Saint Tammany Fire District 8 email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Saint Tammany Fire District 8, unless posting is in the course of business duties. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. We cannot stress this enough.

# **St. Tammany Fire District #8**

## **305.01**

### **IT Policy(continued) Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of Saint Tammany Fire District 8 authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Saint Tammany Fire District 8-owned resources.

The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **System and Network Activities**

The following activities are **strictly prohibited**, with no exceptions:

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Saint Tammany Fire District 8.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Saint Tammany Fire District 8 or the end user does not have an active license is strictly prohibited.

Accessing data, a server, or an account for any purpose other than conducting Saint Tammany Fire District 8 business, even if you have authorized access, is prohibited.

Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

Using a Saint Tammany Fire District 8 computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

Making fraudulent offers of products, items, or services originating from any Saint Tammany Fire District 8 account.

Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

# **St. Tammany Fire District #8**

## **305.01**

### **IT Policy(continued) Unacceptable Use**

#### **System and Network Activities(continued)**

Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

Port scanning or security scanning is expressly prohibited unless prior notification to Yes Tech is made.

Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.

Circumventing user authentication or security of any host, network, or account.

Introducing honeypots, honeynets, or similar technology on the Saint Tammany Fire District 8 network.

Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means.

Providing information about, or lists of, Saint Tammany Fire District 8 employees to parties outside Saint Tammany Fire District 8.

# **St. Tammany Fire District #8**

## **305.02**

### **IT Policy(continued)**

#### **Email and Communication Activities**

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

Questions may be addressed to the IT Department.

Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

Any form of harassment via email or telephone, whether through language, frequency, or size of messages.

Unauthorized use, or forging, of email header information.

Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

Use of unsolicited email originating from within Fire District 8's networks or other internet service providers on behalf of, or to advertise, any service hosted by Saint Tammany Fire District 8 or connected via Fire District 8's network.

Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

#### **Blogging and Social Media**

Blogging by employees, whether using Fire District 8's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Fire District 8's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Fire District 8's policy, is not detrimental to Fire District 8's best interests, and does not interfere with an employee's regular work duties. Blogging from Fire District 8's systems is also subject to monitoring.

Fire District 8's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any St. Tammany Fire District 8 confidential or proprietary information, trade secrets or any other material covered by Fire District 8's Confidential Information policy when engaged in blogging.

# **St. Tammany Fire District #8**

## **305.02**

### **IT Policy(continued)**

#### **Email and Communication Activities**

Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Saint Tammany Fire District 8 and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Fire District 8's Non-Discrimination and Anti-Harassment policy.

Employees may also not attribute personal statements, opinions or beliefs to Saint Tammany Fire District 8 when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Saint Tammany Fire District 8. Employees assume any and all risk associated with blogging.

Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Fire District 8's trademarks, logos and any other Saint Tammany Fire District 8 intellectual property may also not be used in connection with any blogging activity

## **St. Tammany Fire District #8**

### **305.03**

#### **IT Policy(continued) Compliance**

The Yes Tech team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the Yes Tech team in advance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



# **St. Tammany Fire District #8**

## **305.04**

### **IT Policy(continued) Password Construction Policy**

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or network. The purpose of this set of guidelines is to provide best practices for the creation of strong passwords. These guidelines apply to all temporary and permanent employees, contractors, consultants, and other workers, including all personnel affiliated with third parties. These guidelines apply to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

#### **Statement of Guidelines**

Strong passwords are long. We suggest a minimum of 12 characters in your password. Here are some different methods of creating long, strong passwords.

- Use the first letter of each word of your favorite line of your favorite movie.
  - “Life is like a box of chocolates. You never know what you’re gonna get.”  
LILABOCYNKWYGG
  - Take that and make it stronger with some symbols and numbers.  
L1l@b0cYnkwygg!
- Use passphrases (passwords made up of multiple words). Examples include “*It’s time for vacation*” or “*block-curious-sunny-leaves*”. Passphrases are both easy to remember and type, yet they meet the strength requirements.
  - Just string your 4 favorite unrelated words together. EX: Blue Peacock Potato Magnolia or Bread nap chimney run.
  - To make them stronger you can change some of the letters to symbols or numbers and throw in a capital letter or 2.

Poor/weak passwords have the following characteristics:

- Contain eight characters or less.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Are some version of “Welcome123” “Password123” “Changeme123”.
- Are used in multiple different accounts, increasing the possibility of credential stuffing attacks.

Every work account should have a different, unique password. To enable users to maintain multiple passwords, we highly encourage the use of password manager software that is authorized and provided by the organization. This with the addition of Multi-Factor Authentication drastically reduces the risk of your password being breached.

# **St. Tammany Fire District #8**

## **305.04**

### **IT Policy(continued) Password Construction Policy**

#### **Password Protection Policy**

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All staff, including contractors and vendors with access to St Tammany Fire District 8 systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords. The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any St Tammany Fire District 8 facility, has access to the St Tammany Fire District 8 network, or stores any non-public St Tammany Fire District 8 information.

#### **Password Creation**

Users must use a separate, unique password for each of their work-related accounts. Users may not use any work-related passwords for their own, personal accounts.

User accounts that have system-level privileges granted through group memberships or programs such as Sudo must have a unique password from all other accounts held by that user to access system-level privileges. In addition, it is highly recommended that some form of multi-factor authentication is used for any privileged accounts

#### **Password Change**

Passwords should be changed when there is reason to believe a password has been compromised.

Password cracking or guessing may be performed on a periodic or random basis by the Yes Tech Team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to comply with the Password Construction Guidelines.

#### **Password Protection**

Passwords must not be shared with anyone, including supervisors and coworkers. All passwords are to be treated as sensitive, confidential Fire District 8 information.

Passwords must not be inserted into email messages or other forms of electronic communication, nor revealed over the phone to anyone whose voice you cannot verify.

Passwords may be stored only in password managers authorized by the organization. Passwords are **not** to be stored on sticky notes, under keyboards, in notebooks (unless the

# **St. Tammany Fire District #8**

## **305.04**

### **IT Policy(continued) Password Construction Policy**

notebooks are located in a locked drawer or safe) or in a file or email on the computer.

Do not use the "Remember Password" feature of applications (for example, web browsers).

Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

#### **Application Development**

Application developers must ensure that their programs contain the following security precautions:

- Applications must support authentication of individual users, not groups.
- Applications must not store passwords in clear text or in any easily reversible form.
- Applications must not transmit passwords in clear text over the network.
- Applications must provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.

#### **Multi-Factor Authentication**

Multi-factor authentication is highly encouraged and should be used whenever possible.

# **St. Tammany Fire District #8**

**305.05**

## **IT Policy(continued)**

### **Disaster Recover/Business Continuity**

The computers that are used on-site at the LA-36 office are managed by a contracted IT company. The IT company is responsible for providing and maintaining core services and support for the computers used by FD8 employees.

Core services are as follows:

- **Antivirus:** Scans occur daily at 7PM. Definitions/configurations update every 15 minutes.
- **Network Security:** Filter/monitor network traffic for undesired activity from computer to local network and internet.
- **Web Security:** Filter/monitor web browser usage to prevent access to undesired sites.
- **Windows Patch Management:** Used to perform "Windows Update" and 3<sup>rd</sup> party software updates every Wednesday.
- **File Synchronization:** Files generated by user and saved to the Desktop, Documents or Pictures folders are automatically synchronized, as changes occur, to a cloud service which is simultaneously backed up daily.
- **3<sup>rd</sup> Party Software Patch Management:** Critical security patches are approved as they are released and installed immediately.
- **Firewall:** works at the network gateway, protecting it from malware, vulnerabilities in web applications, and sophisticated targeted attacks.
- **Remote and On-site Support:** Remote access to managed computers is only allowed by IT staff.

### **Computer Deployments**

- (3) Dell Latitude 7480
- (1) Inspiron 3537

All computers are provisioned with Windows 10 Professional. They are not members of a domain. There are two local administrator accounts that are used to perform administrative tasks when necessary. The primary computers in use have local user accounts and have no administrative rights.

# **St. Tammany Fire District #8**

## **BP101 Budgeting**

Each year the Board of Commissioners shall establish a Budget Committee at the August Board Meeting. The committee shall consist of a board member (Committee Chair), the Board Secretary, Fire Chief or designee, and one other individual appointed by the Board Chairman, which may be another board member. A draft budget shall be prepared by the budget committee and submitted to the board no later than the November board meeting.

The Budgeting Committee shall meet to review prior year's Budget and to create a Proposed Budget for review by the entire Board. Once the Proposed budget has been created the Budget Committee shall present the budget to the full Board of Commissioners for review. The agenda announcing the discussion of the Proposed budget shall be posted at least 24 hours prior to the meeting and listed for Public Discussion.

The Board of Commissioners shall discuss the Proposed Budget and vote for approval to publish the Proposed Budget in the official journal. This posting must be published at least 30 days before the meeting to discuss final approval. This posting must include a copy of the Proposed Budget and information for the public to contact the Board with questions regarding the budget.

The agenda announcing the discussion of the Final Budget shall be posted at least 24 hours prior to the meeting and listed for Public Discussion. The Board of Commissioners shall provide an opportunity for Public Discussion concerning the Proposed Budget before a vote is taken. The Board of Commissioners shall vote to approve the Finalized Budget after Public Discussion. The Finalized Budget shall be published in the official journal along. The posting must contain a copy of the Budget and information for the public to contact the Board with questions regarding the budget.

### **BP101.1 Monitoring of Budget:**

The Board Secretary shall present Financial Reports each month at the Board of Commissioners meeting. Each commissioner shall receive a digital copy of these statements prior to the meeting for their review. These reports shall be produced by the Board Secretary and review by the Fire Chief. These reports should include a Profit & Loss Statement that compares Budget vs Actual for the prior month and year to date. They shall also include a Check Register

Report, Account Balances Report and Payroll Liabilities Report. The Board Secretary shall also provide a digital copy of the LAMP Account Statements and any Credit Card Statements to the Board of Commissioners.

The Financial Reports for each month will be presented and discussed for discrepancies, overages, and to monitor for approved spending.

# **St. Tammany Fire District #8**

## **BP101 Budgeting (Continued)**

### **BP101.2 Amending the Budget:**

The Board of Commissioners may call for the Annual Budget to be Amended at any point in the year where it deems it is necessary. In December, the Budget Committee shall review the prior year's budget for proposed amendments. A Proposed Amended Budget shall be presented to the entire Board of Commissioners in January of the following year for review. The agenda for the meeting to approve the proposed budget shall be posted at least 24 hours prior to the meeting. The Proposed Amended Budget shall be voted on for publication in the official journal. The publication shall include a copy of the budget and information for the public to contact the Board with questions about the budget.

After 30 days, the Proposed Amended Budget shall be presented to the Board of Commissioners for final review and voting. The agenda for the meeting to approve the finalized amended budget shall be posted at least 24 hours prior to the meeting. The Board of Commissioners shall vote to approve the Final Amended Budget. Upon approval, the Final Amended Budget shall be posted in the official journal for public review. The publication shall include a copy of the budget and information for the public to contact the board with questions about the budget.

## **St. Tammany Fire District #8**

It is the intent of the governing body of St Tammany Fire District #8 to provide a company issued credit card and/or bank account related debit card, for use by staff and governing body officials, for official company use only.

This policy applies to all employed staff and officials of the governing body of St Tammany Fire District #8. Additionally, this policy applies to all usage of the company issued credit/debit card.

Travel costs for personnel for training purposes only. • Airfare costs for personnel for training purposes only • Lodging for personnel for training purposes only • Gasoline for District Vehicles when normal fuel policy cannot be followed. • Purchases for District use when the PO process is not possible due to timing or needing alternate payment than check including electronic payment of accounts.

**Unauthorized Uses** • Any personal charge whatsoever, including but not limited to personal meals, personal telephone usage and movie rentals included in lodging bills associated with official business purposes.

Credit/Debit cards will be issued by Board Authorization to only those individuals named by the Board of Commissioners. Credit/Debit cards will be held by those individuals on their person or in a locked box in their office. Credit/Debit cards are not to be given to other employees for District use. Credit/Debit card information must always be protected by the holder . If a credit/debit card is lost the holder must notify the Issuing Bank immediately to minimize loss to the District. If a credit/debit card account is breached the holder must notify the issuing bank immediate to minimize loss to the District.

All purchases must be approved by the Fire Chief before being made. A receipt for each purchase must be presented to the Fire Chief for approval. All receipts for purchases by Credit Card/Debit Card must be attached to the reconciliation each month. The reconciliation must be reviewed and signed by the Fire Chief and two Commissioners. This review should check that all transactions have a receipt, that the amount on the receipt matches the statement, that the purchases were for authorized uses and that the purchases were approved by the Fire Chief.

**Lost Receipts** • If a credit/debit card receipt is lost from the billing agency, the employee must request a copy from the billing agency for a duplicate copy. Board Secretary will follow up insuring receipt is received.

**UNDER NO CIRCUMSTANCES WILL CASH ADVANCES BE ALLOWED ON ANY CREDIT/DEBIT CARD.**

Upon terminating employment with Fire District 8 all card holders will turn over their Credit/Debit cards to the Chairman of the Board (or designee) along with signed letters to the Issuing Banks requesting that they be removed from the accounts. Any unauthorized charges may be withheld from the final paycheck.

## **St. Tammany Fire District #8**

### **BP203**

#### **Travel and Expense Reimbursement**

All travel expenses should be made through the Board Secretary using the District Credit/Debit card whenever possible. Any travel expenses that are not able to be paid via this means must be preapproved by the Fire Chief and Board Secretary and a receipt submitted for approval and payment as soon as the employee returns to duty. Only expenses directly associated with necessary travel for training shall be reimbursed. This includes hotel room, airfare, meals at the current federal approved per diem rate, mileage reimbursement for driving a personal vehicle and fees associated with travel to and from the training site. All receipts must be submitted for approval by the Fire Chief and reimbursement checks signed by two Commissioners.



# **St. Tammany Fire District #8**

## **BP204**

### **Purchasing and Disbursements Policy**

To establish controls over purchasing and disbursements St Tammany Fire District #8 requires appropriate checks and balances be in place; therefore, a segregation of duties is established for all purchasing and disbursement functions. Any personal use or misappropriation of assets of the fire district will result in termination of employment and possible legal action.

#### **Purchasing**

- Administration is responsible for all purchasing and for implementing controls to ensure that purchases are (1) reasonable and necessary; (2) budgeted; (3) documented and approved; (4) received and safeguarded; and (5) used solely for the public purposes/functions of the fire district.
- Management is to implement a purchase order system that requires certain documentation to initiate a purchase, receive inventory and disburse payment. Documentation is to include the following:
  - Purchase order – The purchase order form must clearly describe the item(s) and quantities to be purchased, vendor name, intended use of items, signature of the person making the request, signature of shift Captain to approve purchase and approval by the fire chief. No purchase should be made without purchase order completed and approved except Fuel Purchases which should be made according to the District Fuel Policy. The chief or administrative assistant is to verify that the items are necessary, budgeted, intended for district use and that the purchase follows the *Louisiana Public Bid Law* [Louisiana Revised Statute (R.S.) 38:2211 et. seq.]. Fire Chief will gain approval from at least 3 Board Members via email before approving purchases over \$1000. Administrative Assistant shall note the date the order was placed and file the forms in the Open Purchase Order file.
  - Receiving report – documentation/evidence that the items (e.g., supplies, materials) were received by the municipality. This may include a signed packing slip that shows verification that the packing slip matches the actual inventory received. If no packing slip is included with the shipment then a Receiving Report must be filled out listing the vendor, items received, number of items received, date received and signature of person receiving the items. All items that are not consumables should be issued an STFD8 inventory number and tag before being placed in use. The fire captain on duty should enter the items into the Emergency Reporting program and sign off on the report before turning the reports over to the Administrative Assistant as soon as possible. Administrative Assistant shall attach receiving reports to original purchase order and compare for approval of order and completeness of order. If the order is complete and verified the Administrative Assistant will file the reports in the pending payment file to await invoicing.

# **St. Tammany Fire District #8**

## **BP204(continued) Purchasing and Disbursements Policy**

- Invoice – documentation/evidence from the vendor of the services or materials provided to the fire district. All invoices should be turned over to the Administrative Assistant as soon as they are received. All invoices should include the Fire District's name and billing information. Once all documentation has been received and reviewed the Administrative Assistant will submit the invoice for approval by the Fire Chief.
- Approval – verification by chief (e.g., initials and date) that documentation is present to support the payment and the amount owed is correct. The invoice must be attached with the purchase order and receiving report and be provided to the fire chief for review/approval before the disbursement is made. After approval checks may be printed and attached to the supporting documents. The check and supporting documents will be presented to fire board members for final verification and check signatures.
- Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is “related” to a fire department official or employee).
- Management must always provide an open and competitive atmosphere and ensure that written bids/quotes are solicited for purchases (including recurring purchases) that exceed the applicable dollar thresholds provided in the *Louisiana Public Bid Law*.
  - Bid documentation (e.g., solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc.) demonstrating such compliance is to be maintained and filed in an organized manner.
- For purchases to be made under an existing state contract, the board must formally acknowledge that the fire district is bypassing the requirements of the Public Bid Law and is adopting the requirements of the *Louisiana Procurement Code* (R.S. 39:1551 – 1755) to make such purchases. Management must monitor and ensure that such purchases are made in compliance with those requirements.
- For “piggyback” purchases (i.e., fire district makes a purchase using another agency's contract), management must obtain documentation from the other agency that clearly demonstrates the contract was previously bid and is a viable contract. The price paid by the fire district must be the same as the contract's bid price.
- For purchases/contracts made under the *request for proposals* (RFP) method, management must establish appropriate scoring criteria and maintain documentation of its evaluations.

# **St. Tammany Fire District #8**

## **BP204(continued) Purchasing and Disbursements Policy**

- Purchases/procurements related to homeland security must be made from the federal General Services Administration (GSA) supply schedules. Management is required to ensure strict compliance with all applicable GSA requirements.

### **Disbursements**

- All disbursements are to be made by check. Cash payments are prohibited.
- The accounts payable/disbursement function is to be centralized at Station 81 and be under the supervision of the Fire Chief and STFD8 board members.
- The supply of blank/unused checks is to be maintained under lock and access restricted to only authorized personnel.
- Two STFD8 board members are to sign all checks of the district (Note: The chief and board secretary are prohibited from signing checks.).
- Disbursements can only be made from an original invoice. The chief and two board members are to document their review and approval to pay on all invoices.
- All documentation (e.g., purchase order, receiving report, invoice) supporting a disbursement should be attached together and be maintained in STFD 8 Station 81, Board Secretary's office.

# **St. Tammany Fire District #8**

## **BP205 Receipts Policy**

### **Electronic Receipts:**

All incoming receipts that are administered electronically will have a printed copy of the transfer request and confirmation. These receipts include Ad Valorem deposits, transfers from LAMP account, income from tower rental and any other electronic deposit to the District's accounts. Ad Valorem deposits will be tracked using monthly Ad Valorem spreadsheets from the Sheriff's Office, Deposit confirmations from the bank and be reconciled to the bank statement each month. Any transfer from LAMP savings to the General Fund will require a transfer request, confirmation of transaction and will be reconciled to the bank statement each month. Tower Rental income deposits will be tracked using electronic confirmations from the vendor and be reconciled to the bank statement each month.

### **Manual Deposits:**

All receipts that are received via mail will be handled in the following manner:

Board Secretary checks mail and opens and sorts the incoming payables and receivables.

Board Secretary will check receipts for correctness

Board Secretary will prepare deposit slips and stamp the receipt For Deposit Only

Fire Chief will verify deposit amount, type and origin and sign the deposit slip

Board Secretary will make bank deposit and attach deposit receipt to the yellow copy of deposit slip and the attach to bank statement once reconciled.

Board Secretary will record the deposited amount to the general ledger after deposit has been made.

Two members of the Fire Board will verify the Bank Reconciliations each month and check that all deposits have been made and have documentation attached.

# **St. Tammany Fire District #8**

## **BP206 Payroll Policy**

Payroll is paid biweekly on Fridays. The Fire Chief collects the schedules, verifies for correctness, and creates the Time Sheets for the pay period and submits them to the Board Secretary for administration of Payroll. Once Time Sheets have been submitted the Board Secretary will enter payroll into the QuickBooks program. A Direct Deposit Summary is created once completed and a listing of all payments and hours is submitted to the Board Member who is responsible for releasing payroll for the month. Board Members will rotate responsibility for releasing payroll so that all members will be familiar with the payroll process. Once payroll has been completed in QuickBooks the Board Secretary will enter all of the Direct Deposit information into the banks electronic payroll system. The Board Member responsible for releasing payroll will compare the payroll spreadsheet numbers to those entered into the bank system and verify for correctness. Once verified the Board Member will release payroll. The Board Secretary will forward the payroll information to the bank ACH department to verify pending status. Board Secretary disperses the top portion of the pay stubs to the employees and attaches the bottom stub to the direct deposit report, time sheets and bank system report and file by month. This system will require verification and approval by the Fire Chief, Board Secretary, 1 Board Member and the Bank ACH employee in order to control disbursements.

# **St. Tammany Fire District #8**

## **BP207**

### **Contracting and Public Bid Policy**

Written policies and procedures over contracting should include **(1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.**

#### Types of Services Requiring Written Contracts:

1. Formal written contracts should be prepared for public works, materials/supplies, and professional services.
2. Prior to entering into a contract or renewing a contract, management should perform a needs assessment that includes: (1) identifying the entity's goals and objectives; (2) exploring possible alternatives to contracting to meet the identified goals and objectives; and (3) comparing costs and benefits associated with alternatives to contracting against the costs and benefits of contracting (management should consider whether contracting is the most cost effective way of obtaining necessary goods and services). The needs assessment should be documented in writing and maintained in the file with the contract document.
3. For public works and material/supplies, management must follow the provisions of the Public Bid Law and/or Louisiana Procurement Code (if adopted), as applicable. All documentation related to compliance with these provisions should be documented in writing and maintained in the contract file.
4. While the Public Bid Law is not required for professional service contracts, management should establish a process to evaluate whether professional service fees are reasonable. Once a vendor is selected, the criteria for selecting the vendor should be documented in the contract file.
5. Management should assess whether contracts may be amended by change orders. If change orders are within the scope of the contract (i.e. allowed under the original contract), the change orders should be documented in writing and maintained in the contract file.

#### Standard Terms and Conditions:

1. Contract terms and conditions should be clearly stated and in the best interests of the entity, and include the following:
  - ☐ Specific goods/services to be performed and costs;
  - ☐ Timing of service delivery;
  - ☐ Period covered by the contract;
  - ☐ Clearly defined performance standards and measurable outcomes;
  - ☐ How vendor performance will be evaluated/monitored;
  - ☐ If and how the contract may be amended (change orders) within the scope of the contract or terminated; and
  - ☐ Consequences for failure to meet contract requirements.

# **St. Tammany Fire District #8**

## **BP207(continued) Contracting and Public Bid Policy**

### **Legal Review:**

Prior to execution, the entity's legal advisor should review all contracts and change orders for compliance with applicable laws and entity policies. Evidence of legal review should be documented and maintained in the contract file.

### **Approval Process:**

1. Contract documents should be reviewed, signed, and dated by the chief executive and other appropriate parties, including the governing board if required by policy or law (e.g. Lawrason Act, Home Rule Charter), and maintained on file at the entity's office. Any amendments to the contract should be allowable under the original contract terms and should also be in writing and signed by all applicable parties.

### **Monitoring Process:**

1. Management should establish centralized oversight of contracts, including maintaining a master list of all active contracts (or a contracts management system for larger entities) that includes the following for each contract (multiple contracts with the same vendor should be treated as separate contracts):

- ☐ Vendor's name and contact information;
- ☐ Starting date of the contract;
- ☐ Ending date of the contract;
- ☐ Type of services to be received;
- ☐ Cost of the services; and
- ☐ Employee responsible for monitoring the contract terms and conditions (i.e. contract manager)

2. For each contract (including change orders), management should designate a contract manager with the authority and knowledge to monitor the contract and related project/service. The contract manager should be accountable for (1) tracking budgets, (2) comparing invoices and charges to contract terms, (3) verifying and accepting/rejecting deliverables, (4) withholding vendor payment until deliverables are met, (5) approving invoices, (6) maintaining all documentation supporting payments to the vendor, and (7) closing out the contract. The contract manager should also communicate the status of each contract for management to update its master contract list for presentation at monthly board meetings.

3. Management should consider establishing a checklist for each type of contract as a tool to formally document contract monitoring. Management should also periodically review contract documentation maintained by the contract manager to ensure that the contract manager is following related entity policies and procedures.

# **St. Tammany Fire District #8**

## **BP207(continued) Contracting and Public Bid Policy**

4. Payments to vendors should only be made by the Purchasing/Disbursement function after verifying with the contract manager that the related goods or services have been received or performed in accordance with the terms of the contract. Payments should be filed by contract (rather than by vendor in the case of multiple contracts with the same vendor).
5. Once a contract has been closed, management should perform a post-contract evaluation to assess compliance with laws and entity policies. Any deficiencies should be addressed with the contract manager.

- ☐ Contracts by local political subdivisions and local governmental entities for purchases of materials and supplies with a value of more than \$30,000 must be advertised and let for contract with the lowest responsible bidder using Louisiana Public Bid Law and guidelines.
  - ☐ Purchases of \$10,000 or more, but less than \$30,000 dollars, shall be made by obtaining no fewer than three written quotations.
  - ☐ For purchases less than \$10,000, but greater than \$1,000, prudent practice suggests obtaining at least 3 written quotes, though the law does not so require. Purchases over \$1000 must have board approval before the purchase is made. Board approval may be attained via email. The only exceptions are repairs to apparatus/equipment and properties that affect the ability of the district to complete business or make use of the buildings comfortably. (i.e. apparatus breakdown, AC/Heating issues at stations, plumbing issues). When purchases must be made on an emergency basis the Fire Chief will be responsible for requesting approval from the Board of Commissioners at the next possible opportunity. All Board approvals via email shall be printed and submitted with the Purchase Order paperwork for final confirmation at the subsequent board meeting.
- St Tammany Fire District #8 will comply with all applicable Louisiana Public Bid Laws. Consult LA R.S. 38:2211-2261 for more information on specific laws.

### **Public Bid Law**

The Louisiana Public Bid law applies to political subdivisions and therefore St Tammany Fire District #8. The Public Bid law applies to purchase of materials and supplies including equipment, vehicles and all other movable property. The Public Bid law does not apply to services, professional or otherwise; it does not apply to pure leases but does apply to lease purchases or any lease where there is an opportunity to obtain title. The Public Bid law does not apply to insurance, which is considered a service. Under no circumstances shall there be a division or separation of any procurement project into smaller procurements or projects which division or separation would have the effect of avoiding the public bid process.

“Cost plus” contract arrangements cannot generally be used in public procurement. A specification may use a brand name and model number to indicate general quality and character of product sought but must also clearly state that products of similar quality and character will be acceptable. Alternate items must be “functionally



# **St. Tammany Fire District #8**

## **BP207(continued) Contracting and Public Bid Policy**

equivalent" to the item specified.

Procurement of telecommunications or data processing equipment, systems and related services may be done by public bids but may also be done pursuant to Request for Proposals (RFP). An RFP gives greater flexibility in making an award. Proposals may be graded on a variety of criteria which must be set forth and point valued in the RFP.

- ☐ Purchases over \$30,000 require advertising of a bid solicitation.
- ☐ The advertisement must appear in the local newspaper which serves as the official journal for the municipality
- ☐ Complete plans and specifications must be available on the date of the first advertisement
- ☐ The advertisement must indicate where specifications can be obtained and when and where bids will be received and opened. Advertising for purchases must be published at least twice, beginning at least 15 days before the bids are to be received.
- ☐ If there is a mandatory pre-bid conference, the date, time and place of such a meeting shall be included in the advertisement for the job.
- ☐ Advertising is the only requirement of the law, but to encourage competition, specs and bid forms should be mailed to all known area vendors of the commodities sought or all contractors in the area.
- ☐ Opening of bids must be done at the time and place indicated in the advertisement. Opening of bids do not need to be before the Board of Commissioners. Bids which do not arrive at the designated place by the appointed time cannot be considered and should not even be opened. They should be marked with the time received and returned to the bidder unopened. Sealed bids must be publicly opened and read aloud, if possible.
- ☐ Bids are public records and are subject to inspection and copying. No comment should be made at bid opening about the low bid or about award.
- ☐ Awards should be made, and the purchase order or contract document should be entered only after careful review of the apparent low bidder's responsibility and responsiveness. To disqualify a bidder for lack of responsibility requires notice to the bidder and the opportunity for a hearing. Rejecting a bid because of unresponsiveness requires only that the bidder be informed of why the bid was rejected.

# **St. Tammany Fire District #8**

## **BP208**

### **Bank Reconciliations Policy**

#### **Preparation:**

St. Tammany Parish Fire District #8 is a small government entity with limited personnel. It is decision of the Board of Commissioners that the Board Secretary will be the “preparer” of the bank reconciliations.

The preparer will receive the unopened bank statement directly from the bank and prepare a reconciliation between the bank balances and the accounting records. An approved reconciliation shall be presented to the board within 30 days after receipt of the statements. Once approved by the board, any adjustment to the reconciliation must be signed off by the board member and the board notified at the next board meeting.

As a part of the reconciliation, the preparer should consider whether: all receipts and disbursements are recorded by the entity, checks are clearing the bank in a reasonable time, reconciling items are appropriate and are being recorded; and the reconciled cash balance agrees to the general ledger balance. Any differences between the bank and accounting records(e.g. deposits not clearing, unusual disbursements or transfers) should be immediately researched and resolved.

The preparer should also research reconciling items that are outstanding for more than six months to determine if the check needs to be voided and reissued or whether funds need to be submitted to the State Treasure in compliance with unclaimed property laws.

The preparer shall also review the collateralization of its demand deposits to verify that bank balances are fully secured and will report any deficiency to the board immediately.

#### **Review:**

The completed bank reconciliation, bank statement, and supporting documentation shall be reviewed and signed by a board member who is knowledgeable about the entity’s operations but does not handle cash, post ledger, or prepare or sign checks.

# St. Tammany Fire District #8

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~~Rev 9/2020~~

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