



AUSTERLITZ FIRE DISTRICT



*Town of Austerlitz
County of Columbia
State of New York*

Standard Operating Guidelines (Revised November 2008)

Spencertown Fire Company

Austerlitz Fire Company

Approved by the Austerlitz Fire District Board of Commissioners :

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Austerlitz Fire District

Standard Operating Guidelines

November 2008

The Austerlitz Fire District: The Austerlitz Fire District, (AFD), is served by two fire companies, the **Austerlitz Fire Company** and the **Spencertown Fire Company**, both of which are fully equipped **Volunteer Firematic** organizations located in the Town of Austerlitz, Columbia County, N.Y. The Spencertown Fire Company is also equipped with limited Emergency Medical Service, (EMS), equipment for EMS certified members to assist the rescue squad anywhere within the Fire District.

The coverage area of the Austerlitz Fire District is that area of the Town of Austerlitz, which is designated by the Board of Fire Commissioners as such. This includes, but is not limited to, **both public and private lands and property, residences, vehicles, businesses, equipment and any person** located within the coverage area at any time. Each fire company is responsible for providing firematic coverage for a designated area within the Fire District. Members of the AFD may train and respond to fire and EMS emergencies in accordance with standard operating guidelines, as set forth by the District Chief.

The Austerlitz Fire District has a **District Fire Chief** who has direct control over all members and equipment of the Fire District. There is one **1st Assistant Chief** and one **2nd Assistant Chief**, who have the same authority and responsibilities as the District Chief in his absence. The District Chief and Assistant Chiefs are known as **District Officers**. Each Fire Company designates firefighting officers known as **Line Officers**, who supervise firefighters and carry out policy as set forth by the District Fire Chief and Board of Fire Commissioners.

The Austerlitz Fire District has a **Board of Fire Commissioners** who are elected officials and have certain duties and responsibilities regarding Fire District legal and financial matters. The Board of Fire Commissioners and the District Chief have authority to set policy within the Fire District.

Mission Statement: The mission of the Austerlitz Fire District is to provide residents and other persons within the district's coverage area, full **Emergency Firematic** and limited **Emergency Medical** services. The AFD strives to provide modern firefighting equipment and tactics, as well as trained firefighting personnel. The health, safety and well being of the people served by the Austerlitz Fire District, as well as its members, in any emergency situation is of the utmost importance. The Austerlitz Fire District realizes that firefighting is a truly physical and stressful service, one that is required for the safety of the community. The Fire District will do its best to provide its members with a structured, knowledgeable and safe environment in which their firefighting and EMS duties and responsibilities may be carried out.

Section A (Command Structure)

1. The Fire District, as well as each fire company, have their own command structure, which is described as follows:

	District Chief	
	1 st Assistant Chief	
	2 nd Assistant Chief	
<u>Austerlitz</u>		<u>Spencertown</u>
Captain-Firematic	NOTE: Positions at the	Captain-Firematic
Captain-Fire Police	Company level may be	Captain-Fire Police
1 st Lieutenant	added or withdrawn by	1 st Lieutenant
2 nd Lieutenant	either company.	2 nd lieutenant
Firefighter		Firefighter
		EMS / 1 st Responder

1. At any firefighting activity the **Incident Command System** including **Unity of Command** will be used at district firefighting emergencies/training.
2. In the absence of the District Chief, an Assistant District Chief or a Line Officer from the fire company which the emergency was assigned to, the first **Past District Chief** may assume command of the emergency until an officer from either company or a District Chief responds. If a Past District Chief does not assume command, the pump **operator** of the 1st engine on the scene will assume command until a Line Officer or District Chief responds.
3. An officer from the assigned company responding to an emergency will be in command until command is turned over to a higher ranking officer. In all emergencies the District Chief or one of the Assistant District Chiefs, depending on who responds, will be in command of the emergency.

Section B (Membership & Training)

1. A member of the Austerlitz Fire District is any person of appropriate age, who has been voted and accepted into either fire company as an active firefighter.
2. Any person who applies to either fire company, must be 18 years of age. Pursuant to New York State law, the applicant must sign a release for a **Criminal History Check for Arson conviction(s)** to be completed by an appropriate federal, state or local agency as chosen by the District Chief. Additionally, authorization will be required by written release to perform a Department of Motor Vehicles check to insure the applicant has no misdemeanor or felony convictions.

3. After a new member's *Firefighter Physical Summary*, (see Section C-2), has been evaluated by the **District Medical Officer**, he/she will be assigned a firefighting classification. New members must be eligible to participate in training and firefighting duties and activities in Class **A1** or above, (see Section G). The status of persons who wish to join one of the fire companies and is not eligible to participate in class **A1**, will be decided by the company involved, on a case by case basis.
4. Any person voted into either fire company **as a firefighter** is required to begin a **required NYS Basic Firefighting Course, NYS Dept of Health 1st Responder Course, or Scene Support Course** within one year, as required by the Fire District. This requirement may be extended depending on available courses being held within Columbia County at that time. Anyone who has successfully completed the course prior to becoming a member will not be required to take the course again, (i.e. transfers from another fire company in NY).
5. Any person voted into either fire company as a firefighter will not use or have control over any AFD apparatus or equipment, or participate in any firefighting duties/activities until that person has been trained in the **required NYS Basic Firefighting Course, NYS Dept of Health 1st Responder Course, or Scene Support Course**, and/or is authorized to do so by a District or Line Officer. A District Officer or Line Officer may then authorize a new member on any number of apparatus. All members may **only** use, have control over or participate in those pieces of apparatus or firefighting/EMS activities which they have been trained and authorized to do so by state certification and/or a Line Officer/District Officer.
6. A member who has completed the NYS Basic Firefighting Course, the Scene Support Course, and/or the NYS Dept of Health 1st Responder (or higher) Certification course, will give a copy of the certification certificate to the District Chief as confirmation of successfully completing the course and/or receiving the certification(s).
7. Fire District Training will coincide with that of the NYS O.S.H.A..

Section C (Medical Evaluations/Hepatitis B Vaccine/Tuberculosis Exams)

1. The Fire District has a **District Physician** who will conduct medical evaluations and can be consulted by the District Chief or District Medical Officer regarding questions of a medical nature.
2. All member candidates will undergo a pre-entry medical evaluation by the District Physician, **before they are voted into either fire company**. This medical evaluation will be paid for by the AFD. The District Physician will complete a **Firefighter Physical Summary** form and forward it to the District Medical Officer.
3. Reassessment medical evaluations of all members will be done by the District Physician as warranted by exposures, illness, and injury related to Fire District firefighting activities. Medical evaluations will be authorized by the District Chief, or in the absence of the District Chief, by any Assistant Chief. Periodic medical evaluations of all class **A, A1 & B** members will be given in the following schedule; [see Section G(3)]

- a. Age less than 30 years, every 3 years
 - b. Age 30-39 years, every 2 years
 - c. Age 40 and over, every 1 year
 - d. Class C will be reevaluated every three years
 - e. Class D as needed.
4. Whether a pre-entry or reassessment medical evaluation, the **Firefighter Physical Summary** completed by the District Physician, will advise the District Medical Officer and District Officers of the firefighting classification in which the member may be active, (for training and firefighting). A member who has been restricted or downgraded due to an injury or illness, may return to duty and upgraded to their original classification after another medical evaluation by the District Physician.
 5. A member candidate or active member may request to have a medical evaluation done by their **personal physician**. This request will be made to the District Chief and District Medical Officer. This type of request **is not desirable** and a acceptable circumstance must be given for the request to be granted. If granted, the member candidate or active member's personal physician must be a **Certified and Qualified Occupational Health Physician** who can perform Pulmonary Function Tests. The personal physician must complete the Firefighter Physical Summary and include his or her name and medical license number in the report. The completed Firefighter Physical Summary report will be forwarded to the District Medical Officer before the member may participate in firefighting activities. These requests will be decided on a case by case basis.
 6. **Hepatitis B Vaccine** will be offered to all firefighters at no cost to them. Those members who do not choose to receive the vaccine must sign an informed declination (see Appendix C). The District Physician will inform a member candidate at their pre-entry medical evaluation, about Hepatitis B and its vaccine. When the new member has been voted into one of the fire companies, the District Health Officer will schedule an appointment for him/her to start the vaccine shots within ten days, should they choose to be vaccinated.
 7. **Tuberculosis** screening will be provided annually and as needed after an exposure, to EMS/First Responder members, at no cost to the member. The District Health Officer will set the times and dates for members to be tested, as well the times and dates for test result reviews.
 8. Any member who has been exposed to any communicable disease during a firefighting/EMS activity, will immediately report this to the District Chief, and or the ranking Line Officer on scene. The District Officer/Line Officer will initiate medical attention and ensure that the proper exposure action is taken.
 9. At no time will a member or Officer, (except when providing emergency medical attention), reveal confidential medical information regarding anyone involved in any emergency responded to by the Fire District. If a member becomes aware that they have been exposed to a communicable disease during a firefighting/EMS activity, they will advise the ranking Officer on scene, without indicating the name of

the person who has the disease. The Officer will then ensure that the proper exposure action is taken.

Section D (District Medical Officer/Medical Records)

1. The District Chief will appoint a ***District Medical Officer*** (DMO), who will be the sole custodian of any medical record that the Fire District may be entitled to have. Detailed medical records, except for the *Firefighter Physical Summary* form, will be kept by the District Physician. Any record that is of a medical nature will be kept in a locked file. Anyone who is not authorized to view or possess these records will not have access to them.
2. The appointment of the District Medical Officer is made annually by the District Chief. If there is a period that there is no DMO, the District Chief will assume and conduct the DMO's duties and responsibilities.
3. The District Medical Officer will schedule medical evaluations as well as other medical functions, including Hepatitis B vaccine shots, TB testing and medical training seminars. He/she will also attempt to become familiar with, and post, current health trends relating to Fire and EMS services.
4. The District Medical Officer will report directly to the District Chief and if necessary, to the Board of Fire Commissioners with permission of the District Chief.

Section E (Injury or Illness Related To Fire/EMS Activities & Return to Duty)

1. Any member who is injured or becomes ill during a firefighting or EMS activity will ***seek medical attention immediately***. The member will also report the injury/illness to a District Officer or Line Officer on scene immediately, or as soon as they are physically able. In the event that the member is refusing treatment, the ranking District Officer or Line Officer, after conferring with on scene EMS personnel, may order that the injured/ill member seek additional medical treatment immediately.
2. Any member who is injured or becomes ill during, or as a result of, firefighting/EMS duties and or activities including training, will be required to complete a report. This report can initially be verbal, but is required to be made in writing within 24 hours. If the member's injury is severe enough, (i.e. member is unconscious), that he or she is unable to submit a report within 24 hours, the time limit may be extended by the District Chief. The report completed by the member will document the injury/illness and details regarding, but not limited to ***when, where*** and ***how*** the injury/illness occurred. The member will use the ***Special Incident Report*** to complete this report. If the member does not file the written report within the time period described, he/she will be reclassified as a class **D** Firefighter, until such a time that the report is completed and his/her medical condition is determined.
3. The ranking District Officer or Line Officer at the scene where a member was injured or became ill, will also complete a report documenting what was reported to him/her by the injured/ill member, any witnesses to the incident and what if any action was taken. The District Officer or Line Officer will use the ***Special Incident Report*** to complete this report. The District Medical Officer will be made aware of the incident.

4. If a member's firefighting abilities are restricted by any physician for any time period as a result of firefighting duties/activities, they will not participate in those firefighting duties/activities described, until written approval is given by the District Physician or that member's personal physician. If the injury or illness to the member is severe enough to restrict their firefighting abilities for a period of **more than 15 days**, he/she may be restricted to firefighting duties and activities of a lower firefighting classification indefinitely. This does not exclude the member from sometime in the future, returning to duty at their original classification or a different classification, after a medical evaluation by the District Physician.

Section F (Injury or Illness Not Related To Fire/EMS Activities & Return to Duty)

1. Any member who suffers an injury or illness not related to firefighting or EMS activities, which would restrict their firefighting or EMS duties and activities, will report this to the District Chief or District Medical Officer as soon as possible.
2. Any member who has an injury or illness which is not related to firefighting or EMS duties/activities, may be restricted to a lower firefighting classification until such a time that they are medically evaluated by the District Physician or personal physician, and it is decided that they may return to duty at their original classification.

Section G (Firefighting Classifications)

1. Every member of the Austerlitz Fire District will be given a **Firefighting Classification** which will describe the firefighting/EMS duties and activities that the member may participate in.
2. This classification will be given to the member by the District Chief, after consideration of the *Firefighter Physical Summary* completed by the District Physician. The member may only train and participate in firefighting/EMS duties and activities, in or below the classification that they are given.
3. The Firefighting Classifications for members of the Austerlitz Fire District are:
 - a. **Class A:** Unrestricted firefighting duties including interior fire fighting with SCBA. Member must report to Rehab after use of TWO SCBA bottles and drink at least 8oz of fluids per SCBA bottle used.
 - b. **Class A1:** Unrestricted exterior fire fighting, and limited fire fighting with SCBA, (1 SCBA bottle per hour maximum). The member must report to Rehab after using 1 SCBA bottle. After reporting to Rehab and it is confirmed that the member's vitals have returned to base line and are stable the member may continue the use of SCBA provided it has been at least one hour since the use of the last SCBA bottle. The member must also drink 8oz of water per SCBA bottle.
 - c. **Class B:** Duties limited to exterior fire fighting without SCBA, Scene Support personnel, and/or EMS 1st Responder Only.
 - d. **Class C:** Fire Police only. (see Appendix B)
 - e. **Class D:** Unfit for **any physical** fire fighting duties/activities.

Section H (SCBA Training/Fit Test/Damage/Rehab)

1. Any member who has a firefighting classification of **A** or **A1**, may not participate in the use of SCBA for firefighting/EMS training and or emergency activities until they have completed training in the required NYS Basic Firefighters Course and then authorized by a District Officer/Line Officer.
2. Any member who is authorized to use SCBA, will be **Fit Tested** to assure an airtight seal can be obtained. The date, time and results of the member's fit test will be documented and kept by the District Medical Officer.
3. Any time a member's facial features have changed, (i.e. grown a beard, facial injury, etc...), a new fit test will be conducted and documented. The member is solely responsible to ensure that an airtight SCBA mask fit is obtained before participating in training and or emergency firefighting/EMS activities using SCBA equipment. Members in Classification **A** or **A1** will advise a District Officer/Line Officer of any reason a new Fit Test should be conducted.
4. Any time a SCBA mask is used for any reason, it will be cleaned with appropriate cleansing material.
5. Should any member find fault with, damage to or any other problem with any piece of SCBA equipment, they will immediately report this to a District Officer/Line Officer. The SCBA equipment reported will then be taken out of service until it is fixed.
6. Any District Officer/Line Officer or Rehab person who feels that a member should stop using SCBA equipment at any firefighting activity, will advise the member of such and the reason for this action. A District Officer/Line Officer may request at anytime that a member using SCBA equipment be evaluated by EMS personnel before resuming the use of, or after terminating the use of, SCBA equipment.

Section I (Discipline & Disciplinary Action)

1. The Austerlitz Fire District encourages its members who volunteer in the FIRE/EMS service to perform their duties in a **safe, professional, knowledgeable and considerate manner**. In order to maintain a safe and orderly environment in which to conduct firematic/EMS functions, it is necessary to have guidelines by which members can participate with confidence. The AFD will discipline members who intentionally or unintentionally create a dangerous and or reckless situation, fail to train, are insubordinate and/or disruptive. The AFD will strive to administer discipline in a positive and progressive manner, and if possible, give the member every opportunity to learn and or experience accepted and safer techniques by which to participate in the FIRE/EMS Service.
2. Discipline may range from an official **Letter of Reprimand to dismissal of his/her fire fighting/EMS service with the AFD**. The AFD reserves the authority to discipline any member from either fire company if necessary, with regard to fire

fighting/EMS activities. AFD discipline is independent and separate from disciplinary actions brought by the individual companies.

3. The **Fire Chiefs will decide discipline matters**. Chiefs and Line Officers who feel that a member has intentionally violated a Standard Operating Procedure, fails to participate in required or non required training, or has intentionally or unintentionally created a dangerous, reckless or disruptive situation, (see Sec I-4 a,b,c), **will bring this to the attention of the District Chief by means of a detailed report (see Appendix A)**.

The District Chief, **after conferring with the Asst. Chiefs**, will then decide what disciplinary action to take, if any. The Chief's disciplinary decision will be in writing, a copy of which will be put in the member's personnel file, as well as forwarded to the Board of Fire Commissioners. The Chief or a designated Asst. Chief or Line Officer who carries out the disciplinary action, will meet with the member and show him/her the chief's decision, **ensuring that the member understands what the violation was** and the disciplinary action taken.

4. The following guideline may be used by the District Chief to categorize disciplinary matters:

- a. **Minor Violations**

- 1) SOP violation, which does not create a reckless or unsafe situation.
- 2) Fails to participate in training.
- 3) Insubordination (fails to carry out a direct order or directed course of action), which does not create a reckless or unsafe situation.
- 4) General disregard for safety of equipment and/or poor operation of equipment which does not create a reckless or unsafe situation.
- 5) Disregard for any requirement and/or behavior, which is generally accepted by the Volunteer Fire Service, which does not create a reckless or unsafe situation.

- b. **Medium Violations**

- 1) Repeated Minor Violations.
- 2) Repeated SOP violations, which could **possibly create a reckless and/or unsafe situation** involving members of the AFD and/or the general public.
- 3) Insubordination (fails to carry out a direct order or directed course of action), which could possibly create a reckless and/or unsafe situation involving members of the AFD and/or the general public.

- 4) Disregard for the safety of fellow firefighters, which could possibly create a reckless and/or unsafe situation involving members of the AFD and/or the general public.
- 5) Disregard for the safety of equipment and/or poor operation of equipment, which could possibly create a reckless and/or unsafe situation involving members of the AFD and/or the general public.
- 6) Disregard for accepted fire service behavior and/or actions, which could possibly create a reckless and/or unsafe situation involving members of the AFD and/or the general public.
- 7) Violation(s) individually or all of the above which could possibly create a reckless and/or unsafe situation involving members of the AFD and/or the general public.

c. Major Violations

- 1) Repeated Medium Violations.
- 2) SOP violation(s), **which creates a reckless and/or unsafe situation** involving members of the AFD and/or the general public.
- 3) Insubordination (fails to carry out a direct order or directed course of action), which creates a reckless and/or unsafe situation involving members of the AFD and/or the general public.
- 4) Disregard for the safety of fellow firefighters, which creates a reckless and or unsafe situation involving members of the AFD and/or the general public.
- 5) Disregard for the safety of equipment and/or poor operation of equipment, which creates a reckless and/or unsafe situation involving members of the AFD and/or the general public.
- 6) Disregard for accepted fire service behavior and/or actions, which creates a reckless and/or unsafe situation involving members of the AFD and/or the general public.
- 7) Violation(s) individually or all of the above which create a reckless and/ or unsafe situation involving members of the AFD and/or the general public.

5. The following guideline may be used by the District Chief in deciding what type of action to take:

a. Minor Violations

- 1) Counseling of the member by a Chief or Line Officer. **The counseling session is training, not discipline** and should be instructive in nature. Time should be taken to ensure that the member understands the violation and learns what steps to take so that the violation will not occur again. This should be a positive step in the member's progression as a firefighter. Additional training in certain areas of fire fighting should be scheduled if necessary. The counseling session should be documented by detailed report and submitted to the District Chief.
- 2) Official Letter of Reprimand issued by the District Chief and remains in the firefighter's personnel file. The letter of reprimand is considered discipline as it is made part of the firefighter's history within the fire district.

b. Medium Violation

- 1) For **3 Minor Violations** within a 6-month period, or **6 Minor Violations** within a one-year period, the member may be suspended from performing fire fighting/EMS activities for up to 30 days.
- 2) For any other Medium Violation, suspension from fire fighting activities may be up to 30 days.
- 3) In addition to suspension of fire fighting/EMS activities, further training may be ordered and scheduled.
- 4) Chiefs and Officers should explain the violation and encourage the member learn from this experience. It is imperative that the member knows that he/she can be and will be expected to be a better firefighter because of this experience.

c. Major Violation

- 1) The member's actions at this level have created a reckless and/or unsafe situation for fellow firefighters and/or the general public.
- 2) This may include repeated Medium Violations.
- 3) Action by the District Chief must be swift and certain. The violation should be clearly explained to the member so that he/she knows that this type of behavior/action is unacceptable.
- 4) In addition to suspended fire fighting/EMS activities, further training may be ordered and scheduled.

- 5) The member may have his/her fire fighting/EMS activities suspended for up to 60 days, or may also be dismissed from Fire Service with the AFD.
6. Any disciplinary action **may be appealed** to the Board of Fire Commissioners. A request to address the Board should be made in **writing within 10 days** of the member being notified of the action taken. The written request should be forwarded to the Chairman of the Board. The Board will then notify the member and District Chief of the date and time that they should appear before the Board, (preferably the next Board meeting). The Board of Fire Commissioners may decide that the action taken by the District Chief is appropriate and not change it. The Board may also decide to issue disciplinary action of a lesser amount. The Board of Fire Commissioners may not issue more or greater disciplinary action than that issued by the District Chief. Note: Counseling is training, not discipline and **it cannot be appealed** to the Board of Commissioners.

Section J (Incident Scene Accountability)

1. Both fire companies of the Austerlitz Fire District will use the following **Incident Scene Accountability** procedure to ensure that each firefighter/1st Responder is accounted for at the scene of emergency incidents.
2. All firefighters will be issued **Accountability "On Scene" Tags** that will identify him/her by name, **(SFC Blue & AFC Orange)**. Additionally, **Red Interior Operations Tags** for both companies will be issued to Firefighters who may conduct interior firefighting duties. When arriving at a fire/emergency scene, the Incident Commander will designate another officer or firefighter as the **Incident Scene Safety Officer, (ISSO)**. The ISSO will be responsible for initiating the accountability procedure at the incident scene.
3. All firefighters when arriving on the incident scene will place their Blue/Orange "On Scene" Tag **on a Tag Ring located on the driver's side mirror of the closest SFC/AFC Pumper to the incident scene**. The ISSO will routinely check the tag ring to determine how many, as well as who is operating on the incident scene. The ISSO may assign another firefighter to monitor different aspects of the incident, (ie. Interior Operations Safety Officer, Staging Area Safety Officer, etc...).
4. Firefighters who will enter a building or "Hot Zone" to conduct **interior firefighting operations** will give their **Red Interior Operations Tag to the Interior Operations Safety Officer, (IOSO)**, at the entry location. **The IOSO will be located at the entry location at all times while there are Firefighters operating inside of the building or in the "Hot Zone" of the incident. Firefighters will only operate interior firefighting operations in teams of at least two members.** When exiting the building or "Hot Zone", the IOSO will give back to the Firefighters their Red Interior Operations Tag, thereby ensuring a current account of Firefighters still in or out of the building/Hot Zone.
5. The Incident Scene SO will ensure that any members operating at a scene have equipped themselves with the proper gear to conduct the operations assigned, (ie SCBA for internal or hazardous operations, etc...).
6. At any incident scene where firefighting or EMS operations are being conducted, if a hazardous situation arises, the SO or any officer may request a **"Three-Horn**

Signal”. The three-horn signal consists of **three blasts from the engine closest to the incident scene**. All members at the incident scene upon hearing the three-horn signal will immediately go to the SFC or AFC engine nearest the incident scene and stay there until given further orders.

Section K (Emergency Response)

General Emergency Response Guideline:

ORDER OUT	FIRE/EMERG	BRUSH FIRE	AAPI & VEH FIRE	EMS CALL	WATER PROB	BATTALION & MUTUAL AID
1 st	511	512	511	513	513	Request
2 nd	513	511	513	Request	Request	Request
3 rd	514	513	Request	Request	Request	Request
4 th	512	514	Request	Request	Request	Request
1 st	801	801	801	Request	802	Request
2 nd	802	802 with 8060 ATV	Request	Request	Request	Request

Section L (Haz-Mat Response)

Members responding to a **Hazardous Material Incident** will approach the area of the incident with caution. Every effort will be made to identify the material involved and relay the information to responding emergency services personnel. The County Haz-Mat Team will be called immediately and will assume the role of Incident Commander upon arrival. Containment of the incident area as well as evacuating and assisting injured persons from a safe distance may be the most desirable course of action until members of the Haz-Mat Team arrive and give further instructions. If a member is exposed to a Hazardous Material, exposure action will be taken as instructed by the County Haz-Mat Team and EMS personnel.

Section M (Accidents/Equipment/Property Damage)

If any member **is involved in an accident** as a result of Fire District activities, **and/or firematic equipment or any other property is damaged as a result of Fire District activities**, the member involved will immediately notify the officer in charge of the incident scene and as soon as possible, complete a District special incident report (see Appendix A) and any other reports which may be required, (ie NYS Motor Vehicle Report, etc...).

Section N Changes and/or Updates to Standard Operating Guideline

Understanding that this Standard Operating Guideline is a ***continual “work in progress”***, any changes or updates made by the District Chief, after consultation with the Board of Fire Commissioners, will be posted on a bulletin board in the “Truck Bay” of both the Austerlitz and Spencertown Fire Stations. The change and/or update will be posted for a period of 30 days before going into effect. It is the responsibility of each member of both companies to routinely check the bulletin board at their respective stations for posted changes and/or updates. Additionally, both companies will announce the change and/or update at their monthly meetings.

Section O Discrimination and Harassment

The purpose of this section is to establish and define the guidelines of the Austerlitz Fire District promoting behavior which shall include, but is not limited to harassment, sexual harassment, and all types of discrimination prohibited under New York State Law (age, race, creed, color, national origin, sex, disability and marital status). The Austerlitz Fire District is committed to offering a proper fire service environment to our volunteers and/or employees based upon their abilities and performance, in a productive climate which is free of discrimination and other detrimental behavior. As a matter of law, it shall be unlawful and herein prohibited, for any member of the Austerlitz Fire District to engage in, encourage, instigate or acquiesce to any form of harassment, sexual harassment or discrimination against any other member or the Austerlitz Fire District or any other person. Further, it shall be the responsibility of all supervisory personnel of the Austerlitz Fire District to actively and continuously monitor the conduct of subordinate members in order to detect any acts of sexual harassment which may be directed against a member of the Austerlitz Fire District or other person and, when such conduct is discovered, take appropriate action to end such conduct.

1. Statement of Intent

Any harassment, sexual harassment or discrimination of employees or applicants in violation of this guideline is absolutely prohibited and shall not be tolerated. No supervisor, employee or member of the Austerlitz Fire District has any authority whatsoever to harass, sexually harass or discriminate against employees or applicants in violation of this policy. If anyone claims to have such authority, or if you have any questions about whether conduct that you find objectionable is authorized by the Austerlitz Fire

District, please contact one of the persons designated as compliance officers under this policy.

2. Definitions

Harassment / Discrimination

Harassment or discrimination can be any verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of their race, color, religion, gender, national origin, age, disability, sexual preference or marital status, or that of their relatives, friends, or associates, which:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or,
- has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- otherwise adversely affects an individual's employment opportunities.

Discrimination and harassing conduct may include, but is not limited to, the following examples:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts (even if claimed to be "jokes" or "pranks") which relate to race, color, religion, gender, national origin, age, disability or marital status; and,
- written or graphic material which designates or shows hostility or aversion toward an individual or a group because of race, color, religion, gender national origin, age, disability, sexual preference or marital status, and is displayed or circulated in the fire service.

Sexual Harassment

Sexual harassment is a form of discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when :

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's membership, development, advancement, evaluation, assigned duties or any other condition of the fire service or fire service development; or,
- such conduct has the purpose or effect of unreasonably interfering with an individual's fire service performance or creating an intimidating, hostile or offensive fire service environment; or,
- display of pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic material is offensive to another employee, regardless of gender and

when the offended material informs the person possessing such material that he or she is offended. Continued possession thereafter constitutes sexual harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive to the recipient that lowers morale and , therefore, interferes with fire service effectiveness. No member, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct either verbal or physical in nature. This includes both within the Fire District Activity and outside during non-business hours. It also includes sexual harassment by outside vendors with which the Austerlitz Fire District does business when the member is representing the Austerlitz Fire District.

Compliance Officers

The District Fire Chief, 1st Assistant Chief, and 2nd Assistant Chief and the fire company Captains are designated as the compliance officers for the Austerlitz Fire District. Along with all supervisory personnel, they have a responsibility to maintain a fire service place free of sexual harassment and discrimination. This responsibility includes scheduling periodic training for all employees on the topic while assuring them that they are not to endure insulting, degrading, or exploitative sexual or discriminatory treatment. The compliance officers will insure that appropriate steps are taken to resolve employee and applicant complaints in a fair, expeditious and confidential manner whenever they become aware of a potential violation of this guideline. The compliance officers will investigate all written complaints alleging harassment, sexual harassment or discrimination.

3. Reporting

The member who believes that he or she has been subjected to discrimination, harassment, or sexual harassment will ask for a private meeting with one or more of the following:

Fire Company Lieutenant

Fire Company Captain

Austerlitz Fire District Chief or Assistant Chief

Austerlitz Fire Commissioner

The purpose of this meeting will be to review the Austerlitz Fire District guideline to discuss if a violation of the guideline has occurred and possible remedial action short of a formal complaint.

Regardless of the outcome of the meeting(s), a member who wishes to file a harassment, sexual harassment or discrimination complaint should do so in writing as soon as possible after the alleged incident to a compliance officer using the Special Incident Report form (see Appendix A). The report may be hand-written or typed and must include:

- The date(s) and time(s) of the alleged act;

- The name of the person or persons engaging in the alleged misconduct;
- Any potential witnesses;
- A detailed description of the alleged act;
- The report must be dated and signed

In order to facilitate a competent and complete investigation of any of the charges, the Austerlitz Fire District encourages each member to immediately report any alleged cause of sexual harassment. This form may be used to file a charge of discrimination based upon age, race, creed, color, national origin, sex, disability or marital status which is prohibited by State and Federal Law and the guideline of the Austerlitz Fire District. Completing the complaint form in no way deprives a member of the right to file a complaint with the United States Equal Employment Opportunity Commission, the New York State Division of Human Rights, or the Federal or State Courts.

Upon the filing of a complaint in writing by a member, the compliance officer will bring the complaint to the attention of the District Fire Chief and Chairperson of the Austerlitz Fire Commissioners. The Chairperson of the Austerlitz Fire Commissioners will either investigate the complaint him or her self, or will designate the District Fire Chief, Assistant Fire Chief, or fire company Captain to conduct a full investigation. The Special Incident Report will be used to document each step of the investigation. All information gathered will be kept in the strictest of confidence.

4. Retaliation

Any form of retaliation against employees or applicants for exercising their rights under this guideline is strictly prohibited and shall not be tolerated. This shall include, but not limited to, any retaliation for inquiries about their rights under this guideline, actual complaints filed, or for truthfully assisting in an investigation into such complaints.

5. Discipline

In accordance with existing Standard Operating Guidelines, discipline imposed for violations of this guideline and/or any retaliation resulting from such actions shall be imposed consistent with the established guidelines of the Austerlitz Fire District up to and including termination. In addition to discipline by the Austerlitz Fire District, a District Chief and/or Fire Commissioner may refer a complaint of a violation of this guideline to a law enforcement agency for consideration of criminal charges.

Austerlitz Fire District

Office of the Chief

Spencertown Fire Company



Public Service
Commitment
Community

Austerlitz Fire Company



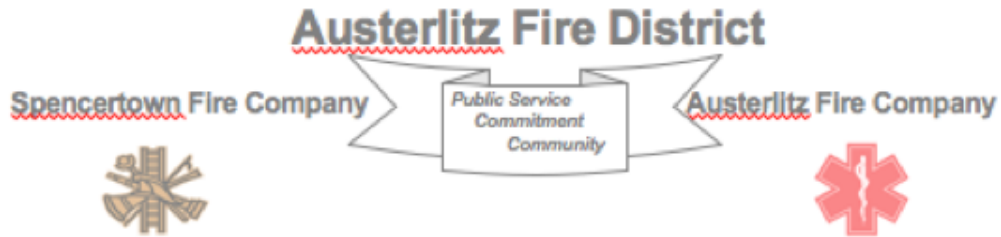
The following Fire District members have taken the Oath of Office as Fire Police Officers on _____ at _____, administered by _____
who is the _____

Official's Initials

"I do solemnly swear that I will support the Constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the Office of Fire Police Officer of the Austerlitz Fire District according to the best of my ability."

Print Name

Signature & Date



AUSTERLITZ FIRE DISTRICT

DECLINATION STATEMENT for Hepatitis B Vaccination

I understand that due to my involvement and participation as a volunteer firefighter, I may be exposed to blood or other potentially infectious materials, and that I may be at risk of acquiring Hepatitis B Virus, (HBV), infection. I have been given the opportunity to be vaccinated with the Hepatitis B Vaccine, at no charge to myself. However, I decline the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future as a firefighter I continue to have exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Firefighter Signature

Date

Witness