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A. The operator of an authorized emergency vehicle may exercise the privileges granted under [Utah State Code Annotated 41-6a-212](#).

B. As used in this section, “marked authorized emergency vehicle” means an authorized emergency vehicle that:

1. has emergency lights that comply with [UCA 41-6a-1601](#) and [41-6a-1616](#) affixed to the top of the vehicle; or is displaying an identification mark designating the vehicle as the property of an entity that is authorized to operate emergency vehicles in a conspicuous place on both sides of the vehicle.

C. The operator of an authorized emergency vehicle may exercise the privileges granted under this section when responding to an emergency call but not upon returning from an emergency call.

- D. The operator of an authorized emergency vehicle may:
1. park or stand, irrespective of the provisions of the Traffic Code, Utah Code, Title 41, Chapter 6a;
 2. proceed past a red or stop signal or stop sign, but only after stopping or slowing down as may be necessary for safe operation;
 3. exceed the maximum speed limits, unless prohibited by a local highway authority under [UCA 41-6a-208](#); or
 4. disregard regulations governing direction of movement or turning in specified directions, when in the operator's judgment it is safe to do so.
- E. Privileges granted under this section to the operator of an authorized emergency vehicle apply only when
1. the operator of the vehicle sounds an audible signal along with the operation of their emergency lights under [UCA 41-6a-1625](#); which states in part
 - a. An authorized emergency vehicle shall be equipped with a siren . . . capable of emitting sound audible under normal conditions from a distance of not less than 500 feet.
 - b. The siren on an authorized emergency vehicle may not be used except:
 - i. When the vehicle is operated in response to an emergency call.
 2. Participation in an authorized city function such as a parade.
 - a. The operator of the vehicle displays emergency lights described in UCA 41-6a-1601 and 41-6a-1616.
 - b. The operator of an authorized emergency vehicle shall sound the siren and display emergency lights in accordance with this section when reasonably necessary to warn pedestrians and other vehicle operators of the approach of the authorized emergency vehicle.

F. Spanish Fork City has pre-emptive operation of signal lights at intersections within Spanish Fork. Operators of authorized emergency vehicles shall follow the guidelines set forth for this system and understand its capabilities:

1. The City's traffic signal system is computerized.
2. The signals can be preempted by use of special equipment installed in authorized emergency vehicles.
3. The City has installed the Opticom Emergency Vehicle Preemption system at various intersections throughout the City.
4. This device is a tool to assist in operating authorized emergency vehicles in a safer manner.
5. This does not relieve the operator from using due caution and prudent judgment while entering intersections.
 - a. Operators of emergency vehicles shall abide by [UCA 41-6a-212](#).
 - b. Emergency vehicle operators must be aware that the emitter does not immediately change the traffic signal.
 - c. Emergency vehicle operators must be aware that pedestrian crossing lights have a priority over the preemption system and should be allowed to finish its cycle prior to activating the emitter's signal to change the traffic light.
 - d. The use of the Opticom system does not change the department's policy and [UCA 41-6a-212](#) in regards to response to calls.
 - e. Fire and EMS personnel operating emergency vehicles may proceed through traffic control devices only after the driver is reasonably assured that he or she can do so safely.
 - f. Extreme caution and adherence to this policy shall be exercised when entering intersections involving high speed and high volume traffic intersections such as U.S. 6.
 - g. Fire & EMS units crossing at a controlled intersection that intersects U.S. 6 shall shut their sirens off allowing their emergency master switch with lights flashing to continue, allowing the preemption device to capture the intersection. Units will allow the preemption device to capture the "Green" light and will then enter the intersection and/or

maneuver around vehicles using prudent judgment and in accordance with this policy.

G. When emergency signals are used, the operator shall follow Utah State Code as well as perform in a manner set forth in the following guidelines:

1. Arrive at the emergency scene as quickly, and as safely as possible.
2. Be alert and exercise due care.
3. Keep speed at a level which enables the operator to avoid hazards.
4. Keep vehicles under control at all times.
5. When driving at high speeds, use sirens and red lights.
6. Keep as near to the center of the roadway as possible.
7. Never pass on the right except when no other course is open—proceed with extreme caution.
8. Allow motorists and pedestrians an opportunity to yield the right of way.
 - a. Drive with due regard for the safety of all persons.

H. The rules and privileges granted under this section do not relieve the operator of an authorized emergency vehicle of the duty to act as a reasonably prudent emergency-vehicle operator under the circumstances.

I. Upon hire before an employee is allowed to operate an emergency vehicle as part of the employee's job duties, such employee shall receive initial emergency vehicle operations training, and then receive additional EVO training on an annual basis.

1. Training must be conducted by an IFSAC-certified instructor and apparatus driver operator and in accordance with NFPA 1002 and The Utah Bureau of EMS requirements.
 - a. The initial training will consist of both a simulated road instruction and classroom instruction, thereafter an annual training will be conducted for each emergency vehicle operator with a rotating schedule of simulated road instruction and classroom instruction.

- b. Training shall be documented by Fire and EMS administration in the Department Mandatory Training Log.
- c. Those that do not receive and/or pass the annual training will not be allowed to operate an emergency vehicle.
 - i. EMS and Fire administrative staff shall have personal contact with those that do not receive/pass the training to inform them they are not allowed to operate an emergency vehicle until receiving/passing the training.
 - ii. EMS and Fire administration shall notify the Fire and EMS Director of those names that have been contacted for failure to receive/pass the instruction and future plans to provide the training and or separation from duties.

(created November 22, 2021 Admin Order 04-21)

7.20.10. Administration**7.20.10.010. Compliance****7.20.10.020. Violation of Order****7.20.10.030. Reporting Issues of Concern****7.20.10.040. Mutual Aid Request****7.20.10.050. Smoking Prohibited****7.20.10.060. Use of Alcohol and Drugs****7.20.10.070. Public Statements****7.20.10.080. Wages and Salaries****7.20.10.090. Volunteer Firefighter Reimbursement Payment Policy****7.20.10.100. EMS Retention/Attraction Bonus Program****7.20.10.110. EMS Planned Recognition Program****7.20.10.120. Adoption of Operational Guidelines****7.20.10.130. Social Media****7.20.10.140. Code of Ethics****7.20.10.150. Code of Conduct****7.20.10.160. Grooming and Appearance****7.20.10.170. Wellness Program****7.20.10.010. Compliance**

All Fire and EMS employees shall familiarize themselves with, and conform to the rules and regulations, policies, standard operating procedures (SOP), and orders of Spanish Fork City as they affect their duties and the operation of the department.

7.20.10.020. Violation of Order

Violation of any rule, regulation, policy, and/or order of the city or verbal order of an officer shall be reported through proper channels to the Fire and EMS Director and/or Deputy Chief for proper action. A violation is punishable by reprimand, probation, suspension, or dismissal as outlined in the Personnel Policy § [1.20.80](#).

7.20.10.030. Reporting Issues of Concern

All members shall notify their direct supervisor promptly concerning any and all matters brought to their attention, which may affect the interest and welfare of the division or department. When a question of interpretation of any rule, regulation, order, or policy arises, it shall be submitted to the Fire and EMS Director or Deputy Chief. A written

statement may be requested by the Fire & EMS Director or Deputy Chief to resolve issues if it is deemed necessary.

7.20.10.040. Mutual Aid Request

Requests for mutual aid shall be made by the Fire and EMS Director or designee when resources are needed that are not a part of the initial response stack sent by Central 911.

7.20.10.050. Smoking/Vaping Prohibited

There shall be no smoking or vaping in or on department vehicles, nor shall there be smoking in the fire station(s), nor at the scene of any incident.

7.20.10.060. Use of Alcohol and Drugs

The Spanish Fork City drug and alcohol policy is applicable to all members of the department. All members are to be familiar with it. (Personnel Policy § [1.20.70.020](#).)

7.20.10.070. Public Statements

A. Information relative to the affairs of the department shall only be furnished to personnel connected with the Fire and EMS or the City Manager's office.

B. Members are not authorized to make statements to the news media or general public concerning any incident responded to by the department. News releases, public statements or statistical information or similar information concerning department affairs and activities shall be handled by the Fire and EMS Director or his/her designee.

7.20.10.080. Wages and Salaries

A. Volunteers do not receive an hourly wage or salary. However, in gratitude for their service, the City offers a stipend, paid every month. Stipends are set by the City Council through its annual budget process. *(Amended July 2016)*

B. Compensation for part-time employees shall be established by the city council as outlined in the city salary schedule. Part-time employees working special events will be paid at the overtime rate. Special events are in addition to the employee's regular shift. If the employees are

scheduled to cover a regular shift and desire to go to an event, they must get their shift covered prior to signing up.

C. Compensation for full-time employees shall be established by the City Council as outlined in section 1.20.35.040 - Salary Adjustments, found in the City Personnel Policy.

(Amended October 2, 2017-Admin Order 05-17)

7.20.10.090. Volunteer Firefighter Reimbursement Payment Policy

Volunteer firefighters should not expect, but may be paid a nominal fee for the sacrifices that they made throughout the year to attend to state or federally reimbursed fires. If a nominal fee is paid, it will be paid in December. The overall annual nominal fee payment for volunteer firefighters, shall not exceed 20% of the average annual compensation that a fulltime firefighter would receive. The average annual compensation will be determined using the same compensation study as the city uses to determine the salary ranges for other positions within the city. The nominal fee distributed shall be determined by the sacrifice rendered.

(Approved December 2018, March 2019)

7.20.100. EMS Retention/Attraction Bonus Program

A. Retention Program—Part-time Advanced Emergency Medical Technicians are eligible for a one time \$500 bonus after working for Spanish Fork City for at least 12 months. (Employees that received the “Attraction Program” bonus described in this section are not eligible for the “Retention Program” bonus.)

1. To qualify for the “Retention Bonus” an AEMT must do the following:
 - a. Take and pass the “Skills and Knowledge” refresher training exam.
 - i. Exam shall be administered by a Captain or Deputy Chief, as needed.
 - ii. Exam shall be conducted within one month of the time that an AEMT requests to take the exam.

- iii. Once the employee has successfully completed the exam, the Deputy Chief or his/her designee shall fill out the Employee Recognition form found at this link: <https://form.jotform.com/210485270083148> indicating the AEMT has passed the exam and qualifies for the Retention Bonus.
- iv. Form must be approved by both the Deputy Chief, and the Director of Fire & EMS.

B. Attraction/Education Program—Part-time Basic Emergency Medical Technicians (EMT) that have completed their AEMT training and become nationally registered as an Advanced Emergency Medical Technician (AEMT) while employed with Spanish Fork City as an BEMT are eligible to receive this bonus. (Employees that received the “Attraction Program” bonus are not eligible for the “Retention Program” bonus.) To be eligible for reimbursement, the individual must have

1. completed AEMT training, be nationally registered as an AEMT, and be eligible to work for Spanish Fork Fire & EMS as an AEMT.
 - a. Initial \$500 bonus—6 months after successfully passing the AEMT exam
 - b. Additional \$500 bonus—12 months after successfully passing the AEMT exam
2. Once the employee has successfully completed the necessary requirements, the Deputy Chief or his/her designee shall fill out the Employee Recognition form found at <https://form.jotform.com/210485270083148>, indicating the AEMT has filled the requirements qualifies for the Attraction Bonus.
 - a. Form must be approved by both the Deputy Chief, and the Director of Fire & EMS.
 - b. An employee that receives the “Attraction Program” bonus must work for the Fire & EMS department for 12 months after receiving the bonus or they will be subject to repay the bonus.

(Amended October 2021 Admin Order 01-21)

7.20.10.110. Planned Recognition Program

A. Years of Service. Part-time and volunteer fire and EMS employees who have a 5-, 10-, 15-, 20-, 25-, 30-, 35-, 40-year anniversary with the city during the year prior to the awards banquet shall receive a bonus and certificate. Full-time employees will be recognized according to the Administrative Policy 1.10.10.030—Planned Recognition Program.

1. Years of service awards will be presented at the annual awards banquet.
2. Prior to the awards banquet, the Fire and EMS Director or their designee shall fill out the [Employee Recognition form](#) indicating the volunteer or part-time employee(s) who qualify for the Years of Service Bonus.
3. The submitted form must be approved by the Fire and EMS Director.
4. A certificate of service and pin from the Director or the Mayor shall be given to the full-time, part-time, and volunteers. Part-time and volunteers will receive notice of the dollar amount added to their payroll check of \$10 for every year of service starting at the 5 year mark (\$50 for 5 years, etc.).

B. Awards Banquet. An awards banquet may be held annually, typically during the month of February.

1. The following awards may be given:
 - a. Crew of the Year
 - b. EMT/Paramedic of the Year
 - c. Firefighter of the Year
 - d. Officer of the Year
 - e. Call of the Year
2. Nominations for these awards will be received from Fire & EMS employees.
3. Administration will discuss and vote on the nominees to determine those who will receive the award(s).
4. Award(s) to be given will be determined by Fire and EMS administration.

(Amended October 26, 2021 Admin Order 02-21)

7.20.10.120. Adoption of Operational Guidelines

The department has adopted and utilizes the most current version of the Utah County Fire Operational Guidelines and Utah County EMS Operational Guidelines, as approved by the Utah County Fire Chiefs Association and Utah County EMS Council, respectively.

7.20.10.130. Social Media

A. The purpose of this policy is to establish guidelines for Spanish Fork Fire & EMS (SFFE) employees when posting information on social media. This policy is not intended to limit an employee's rights to freedom of speech or expression but to protect the integrity and professionalism of the department, its employees, and the citizens we serve.

B. Social media can be a valuable tool when used appropriately and can benefit both the department and the employees. It also raises concerns when information is released or posted that violates the privacy of others or portrays SFFE, whether intentionally or unintentionally, in an illegal, negative, or unprofessional manner.

C. The lines between public and private, personal and professional social media are sometimes difficult to determine. By identifying yourself as an employee of Spanish Fork City or Spanish Fork Fire & EMS, you create a perception about your expertise to your contacts, friends, and the general public.

D. Employees must comply with the following process when posting information on social media websites:

1. Do not claim to represent the position of Spanish Fork City or Spanish Fork Fire & EMS.
2. Do not display the department logos, uniforms, or similar identifying items on social media in a way that disparages or casts the department in a negative light, damages the reputation of the department, or causes the public to lose confidence in the department's ability to provide appropriate services.
3. Always differentiate between opinions and official information.
4. Do not post any defamatory, vulgar, obscene, abusive, profane, threatening, racially or ethnically hateful, or otherwise offensive or illegal information or materials.

5. Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals.
6. Do not use the Spanish Fork Fire & EMS name or logo to endorse or promote products, political positions, or religious ideologies.
7. Do not use your affiliation with Spanish Fork Fire & EMS, official title, or position to promote, endorse or benefit yourself or any profit-making group or agency.
8. Be sure that all content associated with you is consistent with your work and with the department's values and professional standards.
9. Do not violate Spanish Fork Fire & EMS policies including the employee code of conduct and code of ethics.
10. Employees must protect all information that is considered to be non-public in nature. Never post sensitive, restricted, private, protected, confidential or sensitive information. This includes protected or private information regarding individuals you may have assisted while on a service call.
11. Employees are prohibited from disseminating or transmitting any photographs or images of individuals receiving emergency medical assistance.
12. Do not release information to the public that has not been authorized by the city PIO or Director of Fire & EMS.
13. Never comment on legal matters, litigation, or any parties that Spanish Fork City or Fire & EMS department may be in litigation with, without the appropriate approval.
14. Respect brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. If you have any questions about these, seek guidance from the Director of Fire & EMS who can arrange for a legal representative if necessary. Remember, you are personally responsible for your content.

7.20.10.140. Code of Ethics

A. The ethical conduct of public safety employees is a primary concern of both Spanish Fork Fire & EMS (SFFE) and Spanish Fork City. The citizens of Spanish Fork City rightfully demand ethical and responsible behavior from their public safety servants.

B. This policy section addresses areas of behavior both inside and outside the department. This policy is compliant with the provisions of the [Utah Public Officers' and Employees' Ethics Act, § 67-16-1 et seq.](#), and the [Utah Municipal Officers' and Employees' Ethics Act, Utah Code Ann. § 10-3-1301 et seq.](#)

C. Ethical behavior incorporates and goes beyond specific laws and regulations, recognizing the obligation Fire & EMS Department and city employees have to protect the rights of customers, the public, and other employees while exhibiting exemplary behavior as a city employee. This code of ethics is applicable to all work-related activities of department/city employees and is not intended to govern the private lives of department/city employees. However, when non-work related activities of an employee clearly affect the ability of the department or city to provide credible, professional services within the community, or cause the public to lose confidence in the department or city's ability to provide appropriate services, employees are expected to follow and will be held accountable for the standards of this policy. This policy section does not attempt to address specific situations that are unique to particular job functions, nor is it intended to replace more specific direction provided by statute, rules, directives or supervisor instructions.

1. Employees are expected to govern themselves according to the following principles of public service:
 - a. Being employed as a city employee is a position of trust that may be used only to advance public interests, not for personal gain.
 - b. Base decisions and actions on facts free from partiality or prejudice and unimpeded by conflicts of interest.
 - c. Conduct business openly, efficiently, equitably and honorably.
 - d. Observe both the letter and the spirit of the laws.

- e. Avoiding even the appearance of impropriety is paramount for safeguarding public confidence in the integrity of both the department and city.
 2. In relationships with customers and the public, employees shall:
 - a. not exploit relationships with the citizens we serve for personal advantage.
 - b. not use their position or information acquired through their position to coerce or otherwise influence the public or customers for personal favors or personal gain for themselves or others.
 - c. avoid relationships or commitments that would knowingly conflict with the best interests of the department or Spanish Fork City.
 - d. respect and protect civil and legal rights when providing services.
 - e. portray a professional demeanor by treating patients/customers and the public with respect, in a professional manner and not abusing them physically, sexually, or verbally by engaging in any language or activity which is demeaning, belittling or otherwise offensive.
 - f. No employee shall ridicule, mock, deride, taunt, or belittle any person or group of persons; nor willfully embarrass, humiliate, or shame any person.
 - g. Employees shall be respectful, courteous, and civil with the public and each other. Employees shall not use coarse, loud, indecent, or profane language in any public place, including, but not limited to SFFE facilities.
 3. As part of this policy, SFFE employees must comply with the following directives:
 - a. Do not disclose confidential information to any person, agency, or organization without prior authorization.
 - b. Do not falsify or wrongfully destroy any record, report, or claim, or knowingly enter or cause to be entered any false or improper information in department or city records.
 4. Supervisor Relationships With Employees
 - a. Supervisors and other administrators shall treat subordinates respectfully and professionally.

- b. Supervisors and other administrators shall encourage and facilitate the professional development of employees in fulfilling their job duties with the resources available.
 - c. Supervisors and other administrators shall not exploit other employees for personal favors or gain.
 - d. Supervisors or other administrators shall not use their position of authority to harass, discriminate against, or become involved in sexual relationships with their subordinate or other SFFE or city employees.
 - e. Supervisors shall be mindful of their responsibilities in maintaining a harassment-free work environment by setting an example of appropriate behavior, taking a proactive stance in preventing workplace harassment, and by taking appropriate action in a timely manner if inappropriate behavior occurs.
5. Relationships With Other Employees
- a. Respect the personal and professional privacy of colleagues.
 - b. Treat with respect the views, religious values, cultural differences, and everyday work activity of colleagues.
 - c. Use appropriate channels to express judgments on these matters and avoid derogatory or uncomplimentary gossip.
 - d. Initiate or assist appropriate efforts to facilitate problem resolution between colleagues.
 - e. Treat each other respectfully and professionally.
 - f. Avoid slanderous or malicious gossip.
 - g. Do not harass or discriminate against another employee.
 - h. Refrain from using abusive and profane language. (This includes any profanity or vulgar language or activity that is demeaning, belittling, or offensive to others.)
 - i. Do not intimidate, use physical harm or threats of physical harm against coworkers, customers, management, or the public at any time.
 - j. Do not be insubordinate, disloyal, or disrespectful to appropriate orders of a supervisor. An employee may seek assistance from Human Resources if the employee believes an inappropriate order was given.
 - k. Employees shall not participate in intimate or sexual relationships with co-workers or customers while in the workplace at any time. Intimate or sexual relationships

outside of the workplace with co-workers or customers that affect the ability of the department to provide services, become disruptive in the workplace, or cause the public to lose confidence with the department's ability to provide appropriate services are prohibited.

- I. Report any instance of questionable or unethical behavior to management personnel or Human Resources.
6. Adhering to the mission of the department, the employee shall:
 - a. work through official channels to promote changes in SFFE policy when the employee feels policy is contrary to the best interests of employees, customers or city.
 - b. not use official position, work time, or department resources to publicly protest or petition outside established channels against the department/city or an official position taken by the department or city. This does not inhibit an employee's right to take any position publicly or privately on their own time, using their own resources.
 7. Reporting Violations
 - a. Employees must immediately report suspected violations of this policy to appropriate management personnel. Appropriate management personnel should report all violations of this policy to the Director of Fire & EMS or designee. If potential liability exists, the Director of Fire & EMS will involve the appropriate entity. Violations and any resulting disciplinary or administrative action shall be detailed in the employee's official personnel file.

7.20.10.150. Code of Conduct

A. Purpose: This policy requires that all Spanish Fork Fire & EMS employees (SFFE) display professionalism in their interaction with co-workers, customers/citizens, and conduct themselves in such a way as to maintain the public trust.

1. Policy:
 - a. Employees shall demonstrate support of the mission, vision, and values of the department and Spanish Fork City. They shall abide by all operating principles, administrative laws, rules, workplace policies and procedures that govern their work or professional activities.

- b. Employees shall apply themselves to and shall fulfill their assigned duties during the time for which they are compensated.
- c. Employees will provide quality customer service to the public and citizens of Spanish Fork City. The definition of quality customer service is:
 - i. Communicating appropriately through actual words and body language, identifying, understanding, and anticipating the needs of those they serve by being sensitive to cultural, sexual, and physical differences.
 - ii. Instilling trust and confidence by treating both colleagues and the public with respect and courtesy, making them feel welcome and important, listening, and delivering clear messages.
 - iii. Employees shall make prudent and frugal use of department funds, equipment, buildings, and supplies.
- d. Employees shall report to work fit for duty and will not be under the influence of alcohol, illegal drugs, or otherwise impaired due to abuse of legally prescribed medications.
- e. Employees that drive Fire and EMS apparatus shall have a current and valid Utah driver license. Any employee that has their driver license suspended or revoked is required to report this promptly to their direct supervisor.
- f. Employees may not be insubordinate, disloyal or disrespectful to the orders of a supervisor, unless such order is reasonably believed to be in violation of this policy, other department or city policies, rules or statutes, or is unsafe to an employee.
- g. Employees may not cause unnecessary disruption to their co-workers or to the workplace.
- h. Employees may not intimidate, coerce, use physical harm, threaten to harm other employees, management, or public at any time.
- i. Employees shall not participate in intimate or sexual relationships with other employees or customers while in the workplace or while on Spanish Fork City properties. Intimate or sexual relationships outside of the workplace with co-workers or customers that affect the ability of SFFE

or Spanish Fork City to provide services, becomes disruptive to the workplace, or causes the public to lose confidence with the department's ability to provide appropriate services is prohibited.

- j. Employees will be appropriately groomed and dressed while on duty and should wear their PPE/safety equipment while providing EMS care and whenever the environment poses a risk to the employee or others on scene.
- k. Employees shall not reveal confidential information to unauthorized individuals and adhere to all HIPPA Laws.
- l. Employees may not use the city/department owned IT resources for personal use, financial gain, or political lobbying.
- m. Employees shall not use city resources or personal electronic devices while on duty or in the workplace to access, view, transmit, retrieve, save, print or solicit any sexually oriented or suggestive messages and/or images (regardless of whether it is pictorial or textual, and regardless of whether it is technically "obscene" under state and federal laws).
- n. Employees should demonstrate predictable and reliable attendance to include reporting to their regularly scheduled work shift on time.
- o. Employees will work with their supervisors and make every effort to maintain appropriate skills for their job assignments.

B. Reporting Violations Procedure

- 1. Employees shall immediately report suspected violations of this policy to their supervisor.
- 2. Captains should review all complaints with their direct supervisor to determine appropriate action(s).
- 3. If for any reason that is not possible or appropriate, the report shall be directed to the Director of Fire & EMS or designee.
- 4. The Director of Fire & EMS or designee will assess the complaint/allegation and take appropriate action.
- 5. A violation of this policy may result in disciplinary action up to and including termination, and may include reporting the action to the appropriate law enforcement agency.

7.20.10.160. Grooming and Appearance

A. Purpose: The purpose of this policy is to provide the provision for the personal grooming and appearance of all Fire & EMS employees.

1. Policy:

a. Hair:

- i. Hair is to be neatly groomed and clean. It shall be cut, styled, and worn in a conservative manner. Hair may be in a bun, in a ponytail, or be braided. The bulk or length of the hair shall not interfere with the proper wearing of any department head gear or equipment. Hair pins, combs, or barrets, may be worn to meet the requirement of this standard but may not interfere with the proper wearing of any department apparel or gear.
- ii. Both male and female employees must conceal all hair within a protective hood and still maintain a proper fit of headgear and self-contained breathing apparatus facepiece. Additionally, hair length must not interfere with providing emergency medical services. Caution must be taken to prevent employee's hair from becoming contaminated by patient's bodily fluids or from contaminating patient's injuries.
- iii. Hair Coloring: Hair coloring must be of natural color. Unnatural hair coloring, such as green, purple, blue, pink, bright red, etc. are not permitted. Hair pins, combs, or barrettes, must be neutral in color.
- iv. Wigs and Hair Pieces: Wigs or hairpieces may be worn while on duty or in uniform for cosmetic reasons to cover natural baldness or physical disfigurement. If a wig or hairpiece is worn, it must conform to this policy for natural hair and must not cause a safety hazard.
- v. Facial Hair: No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an employee's ability to maintain a safe

SCBA facepiece seal with/while wearing a self contained breathing apparatus.

- vi. Beards and Goatees: Beards and goatees are not permitted.
- vii. Sideburns must be neatly trimmed, not extend below the bottom of the ear lobe and must end with a clean shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA facepiece. "Mutton Chops," "Ships Captain" or similar grooming styles are not permitted.
- viii. Mustaches: Mustaches may be worn provided they are maintained in a neat manner that presents a groomed appearance. Mustaches must not be longer on the sides than the bottom of the normal jaw line. The mustache must not interfere with the wearing of Fire and/or EMS equipment, or SCBA facepiece and shall not expose the wearer to undue risk. Mustaches commonly known as "Fu Manchu" or "Handlebar" are prohibited if any part of the loose facial hair extends below the normal jaw line or interferes with the SCBA facepiece seal.

b. Jewelry:

- i. A limited amount of jewelry may be worn while on duty provided the items are discreet, do not expose the wearer to undue risk or hazard, and comply with this policy.
- ii. Jewelry in the nose, eyebrow, lip or any other than in the ear lobes are not permitted.
- iii. Ear jewelry is limited to no more than two post-style earrings worn in the ear lobe. Post-style earrings shall be simple without any dangles or exhibiting offensive emblems.
- iv. Necklaces or chains worn about the neck are permitted as long as they are concealed beneath an approved uniform shirt, t-shirt or sweatshirt. Department worn name badge necklaces are permitted to be worn as long as they do not expose the wearer to undue risk or hazard.

- v. Hand jewelry (rings) which are loose or protruding and may catch in machinery or equipment may not be worn while on shift.
 - c. Cosmetics: Cosmetics such as eye shadow, rouge, or powder may be worn as long as they are used in moderate amounts and worn in a conservative style.
 - d. Tattoos: All tattoos that depict explicit content or other offensive implications must be covered at all times while on shift.
 - e. Personal Clothing: Because volunteer employees may be responding from home to an EMS call, they are expected to be aware of the condition of their clothes or their appearance to the public. Clothing that is excessively dirty or ragged should be covered or changed prior to responding to a call for service. Shorts are not permitted to be worn. Employees shall not dress in suggestive apparel when they are responding to calls for service.
2. Physical Fitness Clothing: While on shift, staff shall wear a department t-shirt and black or navy blue fitness pants or shorts with a minimum 4-inch inseam. Physical fitness clothing must be professional and shall not be physically revealing in a manner that may cause other employees or the public to feel uncomfortable.

B. This policy does not cover all potential appearances and grooming issues, and any extreme clothes, hairstyles, facial hair, or jewelry are not permitted. Employees are expected to use discretion in maintaining the professional image of Spanish Fork Fire & EMS.

7.20.10.170. Wellness Program

A. Purpose: The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

B. Definitions:

1. **Critical incident:** An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.
2. **Critical Incident Stress Debriefing (CISD):** A standardized approach using a discussion format to provide education,

support, and emotional release opportunities for members involved in work related critical incidents.

3. **Peer support:** Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

C. Policy: It is the policy of the Spanish Fork Fire and EMS Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

D. Peer Support Coordinator

The Director of Fire & EMS should appoint a peer support coordinator. The coordinator should report directly to the director or the authorized designee and should collaborate with advisers (e.g., Human Resources, legal counsel, licensed psychotherapist, qualified health professionals, etc.), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

1. Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers)
 - a. Selected providers should be trained and experienced in providing mental-wellness support and counseling to public safety personnel.
 - b. When practicable, the department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
2. Developing management and operational procedures for department peer support members, such as:
 - a. Peer support member selection and retention
 - b. Training and applicable certification requirements
 - c. Deployment
 - d. Managing potential conflicts between peer-support members and those seeking service
 - e. Monitoring and mitigating peer-support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.

- f. Using qualified peer-support personnel from other public safety agencies or outside organizations for department peer support, as appropriate.
3. Verifying members have reasonable access to peer support or licensed psychotherapist support.
4. Establishing procedures for CISDs, including
 - a. defining the types of incidents that may initiate debriefings;
 - b. steps for organizing debriefings
5. Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

E. Peer Support

1. Peer Support Member Selection Criteria: The selection of a department support member will be at the discretion of the Fire and EMS Director. Selection should be based on the member's:
 - a. Desire to be a peer support member.
 - b. Experience or tenure.
 - c. Demonstrated ability as a positive role model.
 - d. Ability to communicate and interact effectively.
 - e. Evaluations by supervisor(s) and any current peer support members.

F. Peer Support Member Responsibilities: The responsibilities of the department's peer support members include

1. providing pre- and post-critical incident support.
2. presenting department members with periodic training on wellness topics, including but not limited to
 - a. stress management.
 - b. suicide awareness.
3. providing referrals to licensed psychotherapists and other resources, where appropriate.
 - a. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

G. Peer-Support Member Training: A department peer-support member shall complete a peer-support training program that is acceptable to Fire and EMS industry standards. extinguish fires and/or

minimize property loss due to fire or hazardous materials, or perform Emergency Medical Services.

H. Critical Incident Stress Debriefings: A critical incident stress debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of critical incidents.

1. The debriefing is not part of an investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.
2. Attendance at the debriefing should only include peer-support members and those directly involved in the incident.

I. Peer Support Communication: Although the department will honor the sensitivity of communications with peer-support members, there is no legal privilege to such communications.

1. Restrictions on Disclosure of Peer Support Communications: A peer-support team member acting in capacity according to the Spanish Fork Fire and EMS Department for peer-support services may not be compelled to testify or disclose records regarding peer-support sessions in court proceedings unless specific exceptions apply (Utah Code 78B-5-903).

J. Peer Support Program Audit: At least annually, the coordinator or the authorized designee shall audit the effectiveness of the department peer-support program and prepare a report summarizing the finding. The report shall not contain the names of members participating in the peer support program and should include the following information:

1. Data on the types of support services provided
2. Wait times for support services
3. Participant feedback, if available
4. Program improvement recommendations
5. Policy revision recommendations
6. The coordinator should present the completed audit to the Fire and EMS Director for review and consideration of updates to improve program effectiveness.

K. Training:

1. The peer-support coordinator or the authorized designee should collaborate with the Department Training Officer to provide all members with regular education and training topics related to member mental health and wellness, including but not limited to:
 - a. The availability and range of department wellness support systems
 - b. Suicide awareness.
 - c. Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma
 - d. Alcohol and substance abuse awareness
 - e. Countering sleep deprivation and physical fatigue
 - f. Anger management
 - g. Marriage and family wellness
 - h. Benefits of exercise and proper nutrition
 - i. Effective time and personal financial management skills
2. Training materials, curriculum, and attendance records should be forwarded to the Training Officer as appropriate for inclusion in training records.

L. Family Support: Subject to available resources, the department shall provide mental health support services to a department member's spouse(s) and children and the surviving spouse(s) of a member who died in the line of duty.

7.20.20. Qualifications and Standards.**7.20.20.010. Applicants****7.20.20.020. Job Requirement Policy****7.20.20.030. Certification****7.20.20.040. EMS Shift Coverage****7.20.20.050. Full-Time Employee Shift Trade****7.20.20.060. Full-Time Employee Leave Selection****7.20.20.010. Applicants**

A. All applications for membership in the Spanish Fork Fire and EMS department shall apply through the Human Resource division using their employment application process. All applications are referred to the department for review. Upon selection of an applicant, a drug test, background check and a physical will be required.

B. An applicant requesting work in the department, when selected for employment, will be required to pass a medical examination, as directed by the city. An applicant assigned to the Fire division, if not already certified as a firefighter one (1) and two (2) by the state of Utah, must become state certified at the firefighter one (1) and two (2) level, and obtain their Wildland Fire Red Card within the first year of membership. If the member does not become certified, he/she will be released for failure to comply with a condition of membership. An applicant assigned to or requesting to work in the EMS division must be 18 years of age or older. Current members of the department shall have priority over new applicants for active status placement.

C. Upon final selection of an applicant, a job offer form must be completed and signed.

D. Spanish Fork is an equal opportunity employer. No person shall be disqualified upon the basis of race, color, national origin, gender, age, or handicap.

E. Training & Standards Policy

1. Definitions:

a. Training

- i. All personnel are required to complete the minimum hours of training online, in-house, or through a formal program to maintain their current certifications with the State of Utah and department.
 - ii. At the direction of the Fire and EMS Director or City Administrator, employees may be required to obtain additional certifications or training related to the operation of the department or Spanish Fork City.
 - iii. Members are required to follow all established training guidelines.
 2. Knowledge, Skills, and Abilities Standards
 - a. All firefighter-trained personnel are required to train upon and maintain the department firefighter knowledge, skills, and abilities standards and times ([see Appendix A](#)). All firefighter trained personnel may be tested on any of the established standards at any given time by department administration for proficiency.
 - b. All EMS-trained personnel are required to train upon and maintain the department, county, state, and national standards and guidelines applicable to their level of license/certification. All EMS-trained personnel may be tested on any of the standards and guidelines at any given time by department administration for proficiency.
 3. Physical Fitness Standard
 - a. All personnel who are required to perform or engage in hazardous, Fire, and/or EMS duty must pass a 3-mile work capacity pack test ([see Appendix B](#)) in forty-five-minutes and thirty seconds (45:30) annually.
 - b. Personnel shall maintain the identified physical-fitness standard times for all testing cycles and shall maintain the adopted times throughout their career as long as they are assigned to hazardous and/or EMS duty.
 - c. Personnel who are unable to pass or maintain the physical fitness standard time(s) will have three attempts or a three-month period (whichever shall expire first) to pass the required standard from the original failed test date.
 - d. Full-Time employees will have 30 days to pass their 2nd attempt. If they are unable to pass the second attempt or

do not complete it within 30 days (whichever shall expire first) from the original failed date, they will be removed from hazardous and/or EMS duty and placed on day shift until they are able to expire all other attempts to pass.

- e. Part-Time or Volunteer employees will have 30 days to pass their second attempt. If they are unable to pass the second attempt or do not complete it within 30 days (whichever shall expire first) from the original failed date, they will be removed from covering shifts and/or pager calls for duty until the deadline to pass the attempts has expired.
- f. Personnel may be allowed time each day for physical fitness activities to help maintain their physical strength and abilities. This time will be based on and dictated by emergency response calls, public relations activities, inspections and time sensitive deadlines or activities. The officer on shift will assess exercise times as appropriate. This exercise time is neither an employee right nor a guaranteed benefit and can be eliminated at any time based on the business needs of the department as determined by management.

4. Failure to Pass Physical Fitness Standard

- a. Unless a medical doctor, satisfactory to the department, certifies that the employee has a temporary (180 days or less) condition which caused the failure, that employee is subject to disciplinary action up to and including termination.
- b. Any member who is medically exempted from undergoing fitness testing must have certification from a medical doctor, satisfactory to the department, that the condition(s) forming the basis for the medical exemption is/are temporary.
- c. Within 180 days of the doctor's certification, the employee must be cleared to undergo fitness testing and meet the standards.
- d. If the employee refuses to take the fitness test within the prescribed time limits, the employee will be subject to disciplinary action, up to and including termination.

F. All the above procedures are subject to the discretion of the Fire and EMS Director or designee.

7.20.20.030. Certification

A. Any person hired/assigned to be a member of the Fire division, must become, and retain certification at the Utah State FireFighter One (1) and two (2) Certification level and shall obtain a Wildland Fire Red Card. The applicant will be placed in a probationary status for one year. If at the end of their first year as a member they have not made an effort to become enrolled in or completed the requirements for certification, they will be released for failure to complete established employment requirements. Any current member of the Fire division at the revision of this policy who does not have a Utah State Firefighter One (1) and two (2) Certification, and Wildland Fire Red Card by July 1, 2025 will be released for failure to complete established employment requirements. The condition for membership will be reviewed by the Fire and EMS Director to determine if a circumstance beyond the control of the member has prevented him or her from completing the required certifications.

B. Member certifications subject to renewal shall be reviewed, to ensure continuing education requirements for renewal have been fulfilled. Failure to complete requirements resulting in lapse of a members certification shall result in the member being subject to disciplinary actions as outlined in this section.

7.20.20.040. Part-Time Employee Policy

A. Part-time employees are required to put in a minimum of 72 hours of availability each month in the department staffing software. (Exemption will be given to those working a shift bid.) Availability will be due on or before the 10th of every odd month (e.g. January, March, May, July, September, November) for two (2) months (e.g. January employees will submit time for February and March, etc.). Administration will publish the schedule on/before the 20th of each odd month for the two (2) proceeding months. Once the schedule is published those shifts become the responsibility of the employee.

B. Part-time employees are required to work a minimum of 48 hours per month as assigned. (This may be less depending on available shift openings.)

C. Part-time employees are personally responsible to ensure their shifts are covered by themselves or another part-time employee with a greater or equal EMS certification. Failure to provide shift coverage will result in disciplinary action. Employees are required to conduct any trades and/or shift coverages on the department's staffing software. All hours worked shall be documented correctly on the employee's time card and match the department staffing software.

7.20.20.050 Full-Time Employee Shift Trade

A. Purpose: To promote a work/life friendly environment that allows firefighters, EMT's, and Paramedic's (after which referred to as staff) to trade assigned work shifts adhering to rules and regulations as outlined in the Fair Labor Standard Act (FLSA), Utah Code, and Spanish Fork City personnel policies.

B. Policy: This policy applies to all staff who are engaged in fire protection, prevention, and EMS activities that work a 48/96 schedule. The opportunity to participate in Shift Trades is neither a staff right nor a guaranteed benefit. Shift trades require management approval.

C. The Spanish Fork Fire & EMS policy on shift trades must comply with the FLSA and applicable Code. All staff are expected to record their hours accurately and timely, listing their name on all appropriate documents. Under no circumstances should staff list another employee's name for hours they did not work. Staff are expected to complete a department approved time record that accurately reflects the hours actually worked, including approved time off, shift trades, and overtime whether approved or unapproved.

D. For the purpose of this policy the term "pay period" is an established 24-day period of time that is a "rolling" period of time throughout the calendar year. If staff work more than or exceed 182 hours in the designated 24-day pay period they will be compensated at their overtime rate of pay.

E. Shift trades shall take place within the designated 24-day pay period and all changes to a staff's work schedule must be approved in advance. This means the window to trade a shift becomes smaller the further into the pay period the trade is initiated. (For example: If the pay period is from March 12th through April 4th, and a staff member initiates a shift trade on the 27th of March, he/she only has 8 days to trade a shift in that pay period.)

F. A staff member who initiates a shift trade must identify a full-time staff member from another shift who is willing to trade shifts with them. The trade must be completed on the department designated staffing software and approved by administration before the trade can be determined complete.

7.20.20.060 Full-Time Employee Leave Selection

A. Purpose: The purpose of this policy is to provide a management tool to assist in the fair distribution of available time off and to ensure adequate staffing.

B. Responsibility: The responsibility for determining staffing parameters and requirements rest with the command staff. The Deputy Chief(s) or designee are responsible for ensuring the leave selection policy is followed and staffing requirements are met. It is the responsibility of full-time 48/96 scheduled staff to fulfill their forced overtime requirement in accordance with their job description "other duties as assigned" unless a special circumstance exists (special circumstances will be considered by the Deputy Chief).

C. Definitions:

1. **Seniority List:** A department seniority list by rank and hire date will be established and provided.
2. **Leave:** Accrued vacation or holiday time may be taken according to Spanish Fork City Policy.
3. **Selection Cycle:** All selections will be done in cycles. A cycle will be one time through the seniority list until everyone has had an opportunity to make a selection or pass his/her turn. All personnel may make one selection in each cycle.
4. **Selection:** A selection is one full 48-hour shift or one-half 24-hour shift.

5. **Black Out Day:** A day that is not allowed to be taken off, due to a need to meet minimum staffing requirements at certain times throughout the calendar year.
 - a. Black Out Dates:
 - i. Independence Day
 - ii. Pioneer Day
 - iii. Thanksgiving Day
 - iv. Christmas Eve
 - v. Christmas Day
6. **Forced Overtime:** A situation when minimum staffing cannot be met. A list based upon seniority will be posted and kept updated on the department staffing software. The list will be created by the accrual of additional hours (overtime, forced overtime, or events) worked, the more additional hours worked by an employee the lower on the seniority list this employee will be. Full-time employees may be forced to fill vacant position(s) to maintain adequate staffing. In the event an employee is forced into work he/she will be paid their overtime rate, regardless of a broken "pay cycle."
7. **Staffing:** Daily maximum and minimum staffing will be determined by the Director of Fire & EMS. If for any reason the minimum daily staffing is not met, the Deputy Chief or designee will force a full-time employee who is not scheduled back into work to fill the vacant position (see forced overtime definition and procedure).
8. **Selection Cycle Process:**
 - a. The time-off schedule will start January 1 and end December 31. The schedule can continue into the next year if the full 48-hour shift is split between the last day of the year and the first day of the next year.
 - b. All full-time 48/96 scheduled personnel shall participate in the leave draw. If a crew member is absent from duty for training or leave purposes he/she may draw vacation via absentee by turning in requests to their Captain and have them draw the requests.
 - c. The formal selection process will occur in the month of November on a date assigned by the Deputy Chief.
 - d. A maximum of one (1) 48/96 scheduled member per platoon will be permitted leave on any given day with the

exception of a “black out” day (see definitions). This excludes Battalion Chiefs. Special circumstances will be considered by administration.

- e. The first two selection cycles that take place personnel must take a full 48-hour shift. After the first two selection cycles personnel have the option of taking one 24-hour half shift or a full 48-hour shift.
 - f. All employees are responsible to comply with Spanish Fork City Policy and Procedures regarding the use of any accumulated time in reserve.
 - g. After the selection process is complete, vacant leave slots will be available on a first-come first-serve basis by submitting the request in the department's staffing program. A leave request shall be completed 60 days in advance of the requested date. The Deputy Chief or designee will either approve or deny the request.
 - h. Open vacation/holidays that are created by crew movement, retirement, or by other departmental causes will be awarded seniority by rank basis.
 - i. Cancellation of a scheduled vacation request will not be permitted less than 60 days prior to the requested date.
 - j. After the scheduled leave draw, it is the responsibility of the Deputy Chief or designee to enter all leave into the calendar on the department staffing program.
 - k. If a member is transferred from his/her platoon and the department is the cause of the transfer, then that member's scheduled vacation during a specific time frame will be granted. Transfers by promotion or transfers requested by a member are exempt from the above guarantee.
 - l. All employees are encouraged to schedule all their vacation days off during their platoon vacation draw.
9. **Forced Overtime Process:** Forced overtime will come into play when staffing is below minimum. A forced overtime alert will be sent out via the department staffing software prior/during the open shift. The forced overtime will be assigned to the individual based on list placement and needed staffing requirements. An employee will be administratively waived if the forced overtime will make them exceed 96 consecutive hours worked.

Employees who are not able to fill the forced overtime requirement due to unforeseen circumstances (approved by the Director of Fire & EMS or his/her designee) will be given one waiver per calendar year. If an employee does not respond to the forced overtime request by administration within two (2) hours of the request the employee will forfeit their per calendar year waiver. Employees not able to fill the required forced overtime after one waiver per calendar year will receive disciplinary action.

7.20.20.070. Sick Leave Requests

In the event a full-time or part-time employee is not fit for duty (sick/injured), they must contact the on-duty Battalion Chief by phone no later than one (1) hour prior to the start of the scheduled shift. Earlier notification is always recommended.

7.20.30. Responding to Emergencies.

- 7.20.30.010. Traffic Laws**
- 7.20.30.020. Route to the Fire Station**
- 7.20.30.030. Response Requirements**
- 7.20.30.040. Radio Response to Calls**
- 7.20.30.050. Placement of Apparatus**
- 7.20.30.060. Arrival at the Incident**
- 7.20.30.070. Investigation Policy**
- 7.20.30.080. Protection of the Scene**
- 7.20.30.090. Safety at the Incident**
- 7.20.30.100. Pathogens and Infectious Material Exposure**
- 7.20.30.110. Evidence**
- 7.20.30.120. Returning to the Fire Station**
- 7.20.30.130. Items Found at the Scene**
- 7.20.30.140. Fire Involving Mail**
- 7.20.30.150. Response**
- 7.20.30.160. Entering, Exiting, and Riding Apparatus**
- 7.20.30.170. Alarm During Meetings**
- 7.20.30.180. Release of Apparatus from the Scene**
- 7.20.30.190. Familiarization with Fire and EMS Response District**
- 7.20.30.200. Use of Radios**
- 7.20.30.210. Order of Response**
- 7.20.30.220. Transporting Patients**
- 7.20.30.230 Fit for Duty**

7.20.30.010. Traffic Laws

It is the responsibility of the Fire and EMS department members, when responding to a Fire and EMS station for an incident, to observe the motor vehicle code and all safety rules, realizing that they have responsibility for the welfare of the public. ALL TRAFFIC LAWS ARE TO BE OBEYED. Upon reaching the station(s), personnel are to legally park in designated parking areas.

7.20.30.020. Route to the Fire Station(s)

A. Personnel responding to emergencies are required to take the most expedient route available to the fire and EMS station(s). Personnel are required to report directly to a fire and EMS station when responding to

an alarm. If the most direct route to a fire and EMS station takes a member past the address of the alarm and the member stops to render aid, that member must justify his or her actions to the incident commander as soon as possible after incident command is established. If the incident commander is satisfied the member acted responsibly there will be no further action taken.

B. If the incident commander does not feel the member acted responsibly, the Fire and EMS Director or designee will conduct an investigation and decide if disciplinary action is required.

C. Members are to use "best practice" when responding to the station(s). Best practice shall be discussed during weekly meetings and take into consideration: time of day, traffic flow, construction, and other safety matters determined by the Fire and EMS Director or designee .

7.20.30.030. Volunteer Response Requirements.

A. In-City Response. Upon responding to an incident within the city limits of Spanish Fork, the first individuals to arrive at the fire station(s) will don the appropriate protective clothing needed for the incident that was paged, staff and take the pumper (when appropriate) with which they are most familiar. The pumper will be fully staffed by a minimum of three (3) firefighters, including the driver/operator. Before leaving the station(s) all firefighters on the apparatus will be seated with seat belts/safety devices in place.

B. Additional personnel arriving at the fire station(s) will don protective clothing, staff and respond to the incident with additional fire apparatus as needed to control the incident. A minimum of three (3) pumper trucks will respond to all structure fires. When the ladder truck is the first responding apparatus it will be staffed with not less than four (4) members prior to responding to an incident. When the ladder truck is required on an alarm it will be staffed with not less than a driver /operator, a ladder operator, and two (2) trained firefighters.

C. County response. Upon answering a call for county response, a pumper fully staffed will respond. All members staffing any apparatus will don appropriate protective clothing prior to staffing the apparatus. Additional trucks and/or equipment will be taken to the incident as the

emergency dictates. In cases where other fire departments request Spanish Fork's assistance (mutual aid), only those items of equipment requested will be taken.

D. Upon arrival at the fire station(s) if enough personnel and equipment have already responded to the incident, the personnel on hand will remain at the fire station until the officer in charge at the incident determines that they are not needed. At that time they will be notified that they are dismissed and may return to their normal duties.

E. There must be at least two (2) EMT's responding to all EMS calls. In order to transport a patient from the scene, a minimum of one (1) certified Advanced EMT is required.

7.20.30.040. Radio Response to Calls

It is the responsibility of the person riding in the passenger seat of any fire and EMS department vehicle that is responding to an incident or other activity to ensure that dispatch is notified of such response. The person in charge of the first in unit at the scene will immediately notify the dispatcher of his/her arrival, conduct an initial size-up reporting the extent of the fire or emergency, any need for additional equipment or manpower, the name of and location of the emergency, who they are (in charge until properly relieved) and any additional information necessary.

7.20.30.050. Placement of Apparatus

When locating apparatus at alarms or other activities, drivers/operators shall take care to see that the apparatus is not in danger and that it will not block or impede the movement of any other apparatus at the scene or which may arrive later. When apparatus must be parked on a road or roadside, proper warning lights shall be displayed for the protection of the equipment and personnel. More specific details will be outlined in the [Utah County Fire Operational Guidelines](#).

7.20.30.060. Arrival at the Incident

The person in charge of apparatus or crews arriving at the incident shall report his/her arrival and location to the officer in charge (Incident Commander) before committing his/her apparatus or manpower. If no officer is present at the scene of an alarm, the passenger of the first

arriving apparatus shall be deemed the acting incident commander and shall assume all reasonable responsibilities, duties and authority until properly relieved.

7.20.30.070 Fire Investigation Policy

A. Purpose: To establish basic guidelines and recommendations for the safe and systematic investigation or analysis of fire and explosions within Spanish Fork City.

B. Definitions:

1. **Arson:** The crime of maliciously and intentionally, or recklessly, starting a fire or causing an explosion.
2. **Cause:** The circumstances, conditions, or agencies that bring together a fuel, ignition source, and oxidizer (such as air or oxygen) resulting in a fire or a combustion explosion.
3. **Explosion:** The sudden conversion of potential energy (chemical or mechanical) into kinetic energy with the production and release of gasses under pressure, or the release of gas under pressure. These high-pressure gasses then do mechanical work such as moving, changing, or shattering nearby materials. For further clarifications, see NFPA 921, Chapter 13.
4. **Fire Investigation:** The process of determining the origin, cause, and development of a fire or explosion.
5. **Fire Code Official & Fire Investigator:** For the purposes of this policy, Fire Code Official and Fire Investigator shall mean the Fire Marshal or Deputy Fire Marshal.
6. **Unified Investigation Command:** Command composed of members of different agencies working together to oversee a fire investigation. For example, if a fire occurred that called for a murder investigation, a unified command (composed of fire and police investigators) would work to coordinate both investigations.
7. **Scene Security Officer:** An individual assigned by the Incident Commander to assist the fire investigation by controlling and securing a fire scene. This individual could be the Incident Commander, Fire Officer, Firefighter, or Spanish Fork City Police Officer.

C. Responsibility

1. Authority: The International Fire Code as adopted by Spanish Fork City, authorizes Spanish Fork Fire & EMS to investigate all fires occurring within Spanish Fork City: "...the fire code official, the fire department or other responsible authority shall have the authority to investigate the cause, origin, and circumstance of any fire, explosion or other hazardous condition. Information that could be related to trade secrets or processes shall not be made part of the public record, except as directed by a court of law." (IFC 104.10, 2015 Ed.)
 - a. Additionally, Utah State law mandates that Spanish Fork Fire & EMS investigate all fires that destroy or damage property:
 - b. 53-7-210. Fire investigations by local officers:
 - i. "The chief fire officer of any city, town, or county fire department, or of any fire district or special service district organized for fire protection purposes, or his authorized representative shall investigate the cause, origin, and circumstances of each fire occurring in his jurisdiction when property has been destroyed or damaged."
 - ii. "The fire officer shall: (a) begin the investigation immediately after the occurrence of the fire; and (b) attempt to determine, among other things, whether the fire was the result of carelessness or of design."
(Utah State Code, 53-7-210)
2. Director of the Department. It is the responsibility of the Director or officer in charge at the scene of a fire or other emergency involving the protection of life or property or any part thereof to insure that every fire incident causing property damage, injury, or death is properly and promptly investigated.
3. Fire Code Official. The International Fire Code also creates the position of Fire Code Official and authorizes the Director of Fire & EMS to delegate said authority to the Fire Code Official and members of the Fire Prevention Bureau. The investigation of fires and explosions within the jurisdiction of Spanish Fork City is one of the responsibilities of the Code Official which is the Fire Marshal or Deputy Fire Marshal.

4. Incident Commander. It is the responsibility of the Incident Commander to ensure that all fires and explosions are investigated in accordance with this policy.
 - a. The Incident Commander shall not delegate this responsibility to the representative(s) of any other entity or agency including, but not limited to, police officers, State Deputy Fire Marshals, County fire personnel, insurance investigators, or private fire investigators without consulting with the Spanish Fork Fire Director of Fire & EMS or Fire Marshal.
 - b. When in the opinion of the Director of Fire & EMS or Fire Marshal, conditions or circumstances warrant outside assistance, he/she shall be authorized to contact any agency deemed necessary.
 - c. In the event of an explosion involving a known or suspected bomb, the Incident Commander shall initiate the response of the Fire Marshal, Spanish Fork Police and the Utah County Sheriff Department Bomb Squad.
5. All Personnel. It is the responsibility of all members engaged in fire suppression activities to take every precaution deemed reasonable and prudent to preserve potential evidence that may be used in the fire investigation.

D. Policy

1. Every fire responded to by Spanish Fork Fire & EMS shall be investigated to determine fire cause, and an investigation report shall be completed.
2. All fire and explosion investigations conducted by members of Spanish Fork Fire & EMS within the legal jurisdiction of Spanish Fork City shall be conducted in a professional and timely manner using recognized methods of investigation. NFPA 921, Guide for Fire and Explosion Investigations shall serve as a guide for all fire investigations.
3. The Incident Commander and on-scene fire personnel may conduct an investigation without requesting the Fire Marshal when all of the following conditions exist:
 - a. The cause and origin can be readily determined without digging or disturbing evidence, and

- b. Minor fires where the cause is determined to be accidental, and
 - c. Car fires originating in the engine compartment during vehicle operations, and
 - d. There is no serious injuries or death requiring transport to a medical facility, and
 - e. Estimated property loss or damage does not exceed \$5,000.00.
4. The Fire Marshal shall be called to the scene when any of the following conditions exist:
 - a. Fires or explosions where arson is suspected, regardless of the amount of property damage, injury, or death, or
 - b. Fires involving injuries requiring transport to a medical facility, or death, or
 - c. Incidents of attempted arson to real property, even though no fire or explosion has occurred, or
 - d. Fires involving violation of the Fire Code or
 - e. Structure or vehicle fires where loss estimates exceed \$5,000.00, or
 - f. Fires that bring adverse public comment or present the possibility of legal action, or
 - g. Fires caused by equipment malfunction or failure that may involve Spanish Fork Fire & EMS in product liability litigation, or
 - h. Any other fire or explosion for which a cause is not readily discernible
5. General Guidelines. The Incident Commander shall ensure that all fires occurring on his/her shift are investigated in a timely and systematic manner.
 - a. The Fire Marshal shall be notified by Dispatch, as early as possible, of any working fire incident that may call for his/her response.
 - b. If a delay in response by investigators is indicated, the Incident Commander shall assign personnel, as needed, to protect and maintain custody of the fire scene until the arrival of the investigator(s).
6. Overall Scene Security. It is the responsibility of the Incident Commander to secure and maintain control of the fire scene until

the Fire Investigator(s) arrives. Command may at that time release the scene to the Investigator.

- a. No one shall be allowed to enter the scene without the permission of the Incident Commander or the Fire Marshal. All nonessential individuals—including, but not limited to, owners, occupants, relatives, friends, insurance representatives, and members of the police department—granted permission to enter the scene shall be accompanied at all times by a representative of the Incident Commander. The Scene Security Officer shall maintain a written log of all persons entering the scene. Said log shall include the following for each individual that enters the scene:
 - i. Full name
 - ii. Reason for entry
 - iii. Time in
 - iv. Time out
 - v. Any items removed from the scene by that individual.
- b. The Incident Commander shall initiate whatever methods are necessary to maintain scene security. Suggested methods include, but are not limited to, the following:
 - i. Isolate the room, area, or scene with fire line tape,
 - ii. Use traffic cones to prevent traffic,
 - iii. Assign a Scene Security Officer who will then maintain control of the scene until relieved by the Fire Investigator(s).
- c. Whenever possible, first-in engine companies should be retained at the scene until the investigators can interview the crew members for information about the early stages of the fire, method of attack, methods of entry, and possible locations of evidence.
- d. The Fire Investigator(s) shall report to the Incident Commander before beginning the investigation. Investigators shall not enter the scene until clearance is given by the Incident Commander.
- e. The Investigator(s) shall direct all requests for manpower and equipment needed to assist in the investigation directly to the Incident Commander. The Commander shall

respond to such requests to the extent possible under the prevailing circumstances

7. Chain of Command. During suppression the Incident Commander will supervise all phases of the incident. The Incident Commander will release the fire scene to the Fire Marshal or Deputy Fire Marshal.
 - a. Once the investigation begins the Fire Marshal or the Investigator assumes control of the scene and command of the investigation. The Incident Commander shall then assist the Investigator(s) as much as the circumstances of the incident allow.
 - b. In the event that the Police Department intends to conduct a criminal investigation at the scene prior to the release of the scene by the Fire Investigator(s), the activities of both investigations shall be coordinated and supervised by the Unified Investigation Command. Every attempt shall be made to facilitate both investigations. Careful attention should be paid to the preservation of both fire and forensic evidence.
8. Preserving the Fire Scene. The fire scene is the Investigator's laboratory. They must search it carefully and thoroughly, photograph the scene in place, diagram all evidence placement, and collect and preserve all evidence.
 - a. The fire scene must be guarded. Evidence cannot be used in court unless the Investigator can establish a chain of custody by proving who found the evidence, where it was found and prove that evidence was not tampered with while in official custody. To ensure that the chain of custody remains unbroken, the scene must remain demonstrably in the custody of the fire department. Thus, at a fire scene where it has been determined that custody must be maintained, a guard must be posted, and custody must be maintained until the scene is released. No unauthorized persons may enter the scene. The Fire department has the legal authority to close the scene entirely, even to the property owner or to other interested person(s). It is vital that the fire department prevent personnel from unnecessarily walking through a fire area, walking on, obscuring evidence, or picking up and moving evidence.

This shall include both fire department personnel and the police. If it is essential that evidence be moved or if necessary firefighting operations may damage evidence, the evidence must be covered or its location marked before moving it carefully to a secure location.

- b. Overhaul. It is during overhaul that any remaining evidence, not damaged by the fire, is susceptible to being destroyed or displaced. Excessive overhaul of the fire scene, prior to the documentation and analysis of fire patterns, can affect the investigation including failure to determine the area of origin
- c. While the firefighters have a responsibility to control and extinguish the fire and then check for fire extension, they are also responsible for the preservation of evidence. These two responsibilities may appear to be in conflict. As a result, the evidence may be affected during the search for hidden fire. However, if overhaul operations are performed in a systematic manner, both responsibilities can be successfully met.
- d. Salvage. The movement or removal of items from a fire scene can make the reconstruction difficult for the investigator. If the investigator cannot determine the pre-fire location of the evidence, the analytical or interpretative value of the evidence may be lost. Moving, and particularly removing, contents and furnishings or other evidence at the fire scene should be avoided until the documentation, reconstruction, and analysis is completed.
 - i. Movement of knobs and switches. Firefighters should refrain from turning knobs and operating switches on any equipment, appliances, or utility services at the fire scene. The position of components, such as the knobs and switches, may be a necessary element in the investigation, particularly in developing fire ignition scenarios or hypotheses. These components, which are often constructed of plastics, can become very brittle when subjected to heating. Their movement may alter the original post-fire state and may cause the switch to break or make it impossible to document its position at the time of the fire.

- ii. Use of power tools. The use of gasoline or diesel-powered tools and equipment should be carefully controlled in certain locations. The refueling of any fuel-powered equipment or tools should be done outside the perimeter of the fire scene, its use and location should be documented and the investigator advised.
9. Role and Responsibilities of the Fire Investigator. If the firefighters have not taken the preliminary steps to preserve or protect the fire scene, then the fire investigator should assume the responsibility for doing so. Then, depending on the individual's authority and responsibility, the investigator should document, analyze, and collect the evidence.
10. Practical Considerations. The precautions in this section should not be interpreted as requiring the unsafe or infinite preservation of the fire scene. It may be necessary to repair or demolish the scene for safety or other practical reasons. Once the scene has been documented by the interested parties and the relevant evidence removed, there is no reason to continue to preserve the scene. The decision as to when sufficient steps have been taken to allow the resumption of normal activities should be made by all interested parties who are involved with the scene at that time.

7.20.30.080. Protection of the Scene

Reasonable and necessary efforts and precautions shall be used by all individuals to protect the premises and involved property at the scene from theft or vandalism. All members shall make every effort to ensure that no unnecessary damage is done to the premises and property involved in an emergency. Good practices shall be adhered to at all times while combating, extinguishing, and overhauling of a fire incident.

7.20.30.090. Safety at the Incident

A. The incident commander may appoint a member of the Fire and EMS department at the scene to perform the function as scene safety officer. If a member is not appointed the Incident Commander will be the safety officer. This scene safety officer will function as outlined in the [Utah County Fire and EMS Operational Guidelines](#).

B. All members shall be alert for any hazardous condition or situation at the scene of an alarm or other incident. It is the duty of the person who discovers any hazardous condition or situation to warn all persons nearby to take reasonable steps or measures to correct or eliminate the hazard. If the hazard cannot be corrected or eliminated, then it should be marked as a warning to others and the incident commander must be notified immediately of its existence.

C. All members will adhere to personnel safety standards. All members at an incident determined by the incident commander may be assigned to rehab and will not be allowed to reenter the active suppression of the incident until released by the rehab group supervisor.

D. The public shall be kept away from close proximity of any incident and shall not be utilized for any firefighting or EMS activities unless the incident commander deems the utilization of the citizen(s) will affect the life or property of an incident or individual by utilizing them.

7.20.30.100. Pathogen & Infectious Material Exposure

A. Purpose: The purpose of this policy is to establish a clear and consistent procedure in the event of blood-borne pathogen, airborne pathogen, and infectious material exposure to Spanish Fork Fire & EMS (SFFE) employees.

B. Policy: The policy is to follow the guidelines set forth in [United States Occupational Safety and Health Administration \(OSHA\) blood borne pathogens standard \(29 C.F.R. § 1910.1030\)](#) and applies to all employees who may reasonably anticipate contact with blood or other potentially infectious materials in the course of providing services. Other potentially infectious materials can include contact with skin, eyes, and mucous membranes or from piercing the skin.

1. SFFE will hold annual training on the department's exposure control plan and all other OSHA policies for staff that may reasonably anticipate contact with blood or other potentially infectious materials.
2. SFFE employees should take universal precautions in dealing with blood-borne pathogens. All blood and body fluids should be treated as if they are known to be infectious for hepatitis B, HIV,

and other blood-borne pathogens. In circumstances where it is difficult or impossible to differentiate between body fluid types, it is safest to assume that all body fluids are infectious.

3. SFFE will implement engineering controls to eliminate or minimize the risk of personnel exposure to blood borne and airborne pathogens. Engineering controls reduce employee exposure by either removing or isolating the hazard, and/or isolating the employee from exposure. Examples are handwashing facilities, containers for contaminated reusable sharps, specimen containers, biohazard bags, and secondary containers.
4. SFFE employees will implement work practice controls. Work practice controls help eliminate or minimize employee exposure to blood borne and airborne pathogens. Work practice controls include best practice to wash personnel's hands and when appropriate disposal practices for contaminated equipment or contaminated needles.
5. SFFE employees who may reasonably anticipate contact with blood or other potentially infectious materials are required to don appropriate personal protective equipment (PPE) and the PPE is cleaned or replaced, as deemed appropriate after use.
6. SFFE employees will take reasonable efforts to ensure department property is kept in clean and sanitary conditions. Approved materials should be used for the cleaning and disinfection of equipment, laundry, surfaces and containers. Biohazard bags (red in color) or biohazard containers (red in color) will be used for regulated waste. Disposal of regulated waste materials and contaminated laundry should be performed at a Hospital Emergency Department (ED) and only in appropriate containers.
7. If an SFFE employee suffers an exposure, the individual will immediately notify their supervisor. The supervisor and exposed individual will report to WorkMed or in the case of an emergency, the Spanish Fork Hospital ED as soon as reasonably possible. Intermountain HealthCare WorkMed and ED's are the chosen providers for both the Fire & EMS employee who presents and for the SOURCE patient (if they are brought to the ED). Exposed individuals will follow IHC's procedure for exposed First Responders.

8. The supervisor or exposed employee will notify a Chief Officer and Spanish Fork City Human Resources (SFHR) within 24 hours of exposure.
9. SFFE will coordinate with IHC WorkMed and SFHR to maintain medical and training records for all personnel who may reasonably anticipate contact with blood or other potentially infectious materials.

7.20.30.110. Evidence

Members will be on the alert for evidence as to the cause of the fire. Any evidence found shall be properly preserved, particularly any evidence of suspected arson or incendiaries. When necessary, and with the proper authority, the fire scene shall be secured while the investigation as to the cause and origin of the fire is determined.

7.20.30.120. Returning to the Fire Station

Unless otherwise instructed, members returning to the Fire station(s) after an alarm are to return the apparatus to service as quickly as possible and then to standby until all units have been released or returned to the fire station(s).

7.20.30.130. Items Found at the Scene

No member shall take or appropriate any property, material, or object from an incident scene for a souvenir or for personal use. Any member finding money or valuables at the incident scene shall report his/her finding to the incident commander. Under no circumstances shall a member turnover valuables to any unauthorized person.

7.20.30.140. Fire Involving Mail

Fire in United States mailboxes, post offices, or mail trucks shall be controlled if possible without breaking mailboxes or sacks. Every effort shall be made to preserve the mail until the arrival of a postal authority.

7.20.30.150. Response to Calls

Staff responding to calls from home by pager must be able to have initial responding fire apparatus enroute within 7 minutes from the time of dispatch. Staff responding from a staffed position at a Fire & EMS station must be able to have their assigned Fire or EMS apparatus enroute within 2 minutes 30 seconds from the time of dispatch.

7.20.30.160. Entering, Exiting, and Riding Apparatus

All members will comply with the provision of using seat belts when operating or riding in or on the Fire and EMS apparatus. No member will jump off or get off the apparatus until it has come to a complete stop. No member will jump on or get on the apparatus if it is moving.

7.20.30.170. Alarm During Meetings

When a Fire Alarm sounds during a meeting, training, or assembly the Director of Fire & EMS (Chief) or his/her designee will delegate the units and staff that will respond.

7.20.30.180. Release of Apparatus from the Scene

No member shall leave the scene of an incident or remove a department apparatus or equipment from the scene without being properly released by the incident commander.

7.20.30.190. Familiarization with the Fire & EMS Response District

All members shall acquaint and familiarize themselves with the location of the main topographical features of the Spanish Fork Fire and EMS response district, such as roads, firebreaks, peaks, canyons, streams, communities, landmarks, street addresses, fire hydrants, etc.

7.20.30.200. Use of Radios

Proper radio procedures will be strictly adhered to at all times. Radios are only to be used for official fire and EMS department business. All messages are to be courteous, short and to the point. Unnecessary conversation will not be permitted. Members shall use plain text when delivering messages when using department radios to communicate. "10" code that can be utilized is 10-4 "Okay," 10-39 "Emergent," 10-40 "Non-Emergent," 10-78 "Need PD Immediately."

7.20.30.210. Order of Response

- A. The following is the order for initial response of fire equipment.
1. Structure fire city: 2-Engines, 1-Ladder, 1-Ambulance.
 2. Structure fire county: 1-Engines, 1-Tender, 1-Ladder, 1 -Ambulance, 1-Engine.
 3. Grass fire city: 2-Brush trucks, 1-Engine.
 4. Grass fire county: 2-Brush trucks, 1-Tender, 1- Engine.

5. Grass fire: Additional equipment as needed.
6. Automobile fire city: 2-Engines
7. Automobile fire county: 1-Engine, 1-Tender.
8. Wash down city: 1-Engine.
9. Wash down county: 1-Engine, 1-Tender.
10. Hazardous material city: 2-Engines, 1-Ambulance and additional equipment as needed.
11. Hazardous mat. County: 1-Engine, 1-Tender, 1-Ambulance, and additional equipment as needed.
12. Automobile accident: Ambulance and Rescue unit.
13. Auto pedestrian accident: Ambulance and Rescue unit.
14. CPR Initiated: Ambulance and Squad unit.
15. Medical Assist: Ambulance, Squad, and Rescue unit if requested.
16. Confined space incident: Rescue unit, 1-Engine, 1-Ambulance, Squad, and additional equipment as needed.
17. Mutual aid: Any available equipment requested by the department requesting aid.
18. Specialized Response: Units Requested as per IC.

B. Additional equipment may be dispatched to respond as needed for backup or to respond to multiple incidents. This should be considered to be guidelines and may be amended as necessary or as directed by the incident commander or the Fire and EMS Director.

7.20.30.220 Transporting Patients

Individuals may be transported in the ambulance based on the following criteria and shall wear a seatbelt:

1. Parent of Minor: The parent of a minor may be permitted in the front or back of the ambulance for the comfort of the minor.
2. Request of Law Enforcement: Law enforcement may request that an uninjured person may be transported with an injured victim in order to clear the scene and/or keep occupants together, or because there is no other way for the individual to be transported.
3. Elderly Patient Spouse: A spouse of an elderly patient that requests to go and has no other way of getting to the hospital at that time.
4. Incident Command Discretion: The incident commander has the discretion to allow a family member to be transported with the

patient for various reasons related to safety, medical, or emergency situations.

7.20.30.220. Fit for Duty

A. If any Fire and EMS department member's own serious illness, injury, pregnancy, or medical issue requires an employee to go on FMLA or miss three consecutive days, the employee must provide [a signed fit-for-duty form](#) from their doctor, a doctor of SFFE, or a workmed doctor (on-duty injury), before returning to work.

B. See Administration Policy [1.10.190 FMLA](#) for more information on FMLA.

7.20.40. Clothing, Equipment and Vehicles**7.20.40.010. Personal Protective Equipment and Vehicles****7.20.40.020. Care of Personal Protective Equipment (PPE)****7.20.40.030. Self-Contained Breathing Apparatus (SCBA)****7.20.40.040. Tools and Equipment.****7.20.40.050. Vehicles Ready for Response****7.20.40.060. Change of Vehicles, Equipment****7.20.40.070. Stocking Requirements****7.20.40.080. Fire Hose****7.20.40.090. Fuel****7.20.40.100. Private Use of Vehicles and Equipment****7.20.40.110. Lockout/Tagout at Department Facilities and/or Grounds****7.20.40.010. Personal Protective Equipment**

A. All firefighters are required to wear Personal Protective Equipment (PPE) at all times while actively engaged in fighting fire, during mop-up, and mitigating a hazardous-material situation. Firefighters will not enter any immediately-dangerous-to-life-or-health atmosphere (IDLH) without a Self-Contained Breathing Apparatus (SCBA). The level of protective clothing shall be at its highest just prior to entering the incident. The level of protective clothing can be reduced by approval of the incident commander only when it is determined it is safe to do so. SCBA and PPE shall be worn and used by firefighters in accordance with the manufacturer's guidelines and the SOP established by the fire and EMS department.

B. Personnel providing patient care are required to wear appropriate protective equipment (gloves, masks, eye protection) to protect themselves and patients from blood and/or infectious material exposure.

7.20.40.020. Care of Personal Protective Equipment (PPE)

A. It shall be the duty of all members of the Fire division to inspect, maintain, and clean all of their assigned PPE on a regular basis. (After entry on a structure fire cleaning is recommended, as toxins are deposited during a fire and are considered carcinogenic and a health concern.) Any discrepancy will be immediately reported to firefighters'

Captain. If the PPE is determined to be unserviceable, the Captain will notify the PPE Battalion Chief to have the item replaced. Neglect of PPE will not be tolerated.

B. Upon returning to the fire station, the firefighter in charge of the apparatus shall check thoroughly to ensure all hose, tools, fittings, or equipment is accounted for. The driver/operator will assist at the fire station to ensure nothing is overlooked. A report of any missing articles shall be reported to the fleet battalion chief.

7.20.40.030. Self-Contained Breathing Apparatus (SCBA)

SCBAs shall be worn in any atmosphere containing a toxic substance, disease-producing fumes or vapors, unknown vapors, dusts, mists, or fumes. SCBAs will be worn in any Immediately Dangerous to Life and Health (IDLH) situation, or where the atmosphere is unknown, in any oxygen-deficient atmosphere or confined space, as defined by the occupational health and safety administration (OSHA). No emergency service responder will have more than one day's growth of facial hair that will interfere with the sealing surface of the SCBA. After use of the SCBA face piece, it must be washed, sanitized, rinsed, dried and inspected for damage and proper operation. Check the cylinder pressure of the SCBAs weekly; examine the air supply lines, the second stage regulator, the personal alert safety siren (PASS), low air pressure warning device, the frame, the harness and any other component that would render the SCBA unusable. The air storage cylinders must be hydrostatic tested as required. Carbon fiber and composite cylinders must be tested every three years.

7.20.40.040. Tools and Equipment

No equipment, tools, or supplies shall be taken from the apparatus except for use at the scene of an incident or other approved activity. No tool or other equipment assigned to the apparatus shall be used to accomplish daily routine tasks. No tools or other equipment of the department are to be loaned for private use.

7.20.40.050. Vehicles Ready for Response

A. All apparatus, equipment, and vehicles shall be kept serviced and ready for immediate response to incidents. It is the responsibility of all personnel assigned to any apparatus, equipment or vehicle to see that

this is done immediately upon return to the fire station from any incident or other activity, regardless of the hour of the day or night. The inability to accomplish this shall be reported on the approved forms showing the repairs that are needed in order to return the apparatus to service.

B. Any repairs or maintenance that may be required shall be immediately reported to a chief officer, captain, or city mechanics.

7.20.40.060. Change of Vehicles, Equipment

Members shall not change the construction or arrangements of apparatus, or of any department vehicles, buildings, appliances or fixtures without approval from the Fire and EMS Director or designee.

7.20.40.070. Stocking Requirements

A. After completion of ANY call, the ambulance shall be restocked, cleaned, and refueled. When refueling on weekends, holidays, and after hours, the crews shall ensure the gates at the city shops are properly secured.

B. The Emergency Medical Service (EMS) crew shall replace all equipment, as is possible, used on said call before leaving the hospital or other destination, should the ambulance need to respond en route to another call.

7.20.40.080. Fuel

All Fire and EMS apparatus and equipment shall be fueled and replenished with DEF (apparatus requiring DEF) if below $\frac{3}{4}$ of a tank before being returned to the station and put back in service. Auxiliary pumps, fans, and generators shall be topped off with fuel after each use. On weekends, holidays, and after normal working hours the gates to the city shops shall be properly secured after refueling.

7.20.40.90. Private Use of Vehicles and Equipment

No member shall use, drive, or operate any Fire and EMS department vehicle or equipment for private or personal purpose or for any purpose other than in the performance of his/her duty.

7.20.40.100 Lockout/Tagout at Department Facilities and/or Grounds

A. Purpose

1. This procedure establishes the minimum requirements for lockout/tagout whenever maintenance or servicing is performed on apparatus, machinery, or equipment while at a Fire & EMS facility and/or grounds. The policy must be used to ensure the apparatus, machinery, or equipment is stopped, isolated, and locked out/tagged out, before staff perform any servicing or maintenance where the unexpected energization, use, or start-up of the apparatus, machinery, or equipment may release stored energy that could cause injury and/or death. It is the policy of Spanish Fork Fire & EMS (SFFE) to adhere to and comply with all NFPA and OSHA requirements as they pertain to lockout/tagout.

B. Responsibility

1. The following lockout/tagout procedure is provided to guide the staff of SFFE in safely performing lockout/tagout procedures while at Fire & EMS department facilities and/or grounds while meeting the minimum requirements of OSHA Standard 29 CFR 1910.147.
2. The procedures are not for use at emergency incidents that occur off-site from Fire & EMS department facilities or grounds.
 - a. SFFE employees shall be trained in this procedure, and receive annual refresher training.
 - b. The Captain or designee shall be responsible for identifying all equipment that may need to be locked out/tagged out, and ensure the procedures are followed.

C. Compliance

1. Employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout.
2. Staff who are authorized to service and/or maintain equipment are required to perform the lockout/tagout procedures in accordance with this policy.
3. All employees, upon observing an apparatus, machine or equipment which is locked out/tagged out shall not attempt to start, energize, or use.
4. All lockout devices shall be red and square, and shall be accompanied by a tagout device that contains the name of the authorized employee responsible for the lockout/tagout, and

provide contact information such as a cell phone or extension to be reached at.

5. When the energy isolating devices are not lockable, a tagout shall be used.

D. Sequence of Lockout/Tagout

1. When it is necessary to service or maintain a(n) apparatus, machinery, or equipment that must be shut down and locked out, the employee authorized to perform the service or maintenance shall notify all affected staff that servicing or maintenance is required, and the equipment must be shut down and locked out/tagged out to perform the service or maintenance.
2. The authorized employee shall comply with the manufacturer's direction to identify the type and magnitude of the energy that the machine or equipment utilizes, understands the hazards of the energy, and knows the methods to control the energy.
3. If the machine or equipment is operating, it should be shut down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4. Deactivate the energy isolating device(s) with assigned individual lockout device and/or tagout device.
5. Lock out the energy isolating device(s) with an assigned individual lockout device and/or tagout device.
6. Ensure the equipment is disconnected from the energy source(s) by checking that no personnel are exposed and then verifying the isolation of the equipment by operating the push button or other normal operating control or by testing to make certain the equipment will not operate.
7. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
8. The machine or equipment is now locked out.

E. Restoring Equipment to Service

1. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
 - a. Check the machine or equipment and the immediate area around the machine to ensure that non-essential items have been removed and the machine or equipment are operationally intact.
 - b. Check the work area to ensure that all employees are in a safe position or removed from the area.
 - c. Verify that the control(s) are in neutral.
 - d. Remove the lockout devices and re-energize the machine or equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
 - e. Notify affected staff that the servicing or maintenance is completed and is ready for use.

F. Lockout/Tagout Procedure for Electrical Plug-Style Equipment

1. For all electrical plug-style equipment such as battery chargers, some product pumps, office equipment, powered hand tools, powered bench tools, lathes, fans, etc. The following procedure shall be followed to prevent accidental or sudden startup:
 - a. Attach "Do Not Operate" tag and lockout device on the end of the power cord.
 - i. An exception is allowed if the cord and plug remain in the exclusive control of the employee working on, adjusting or inspecting the equipment.
 - b. Test the equipment to make sure the power source has been removed by depressing the "Start" or "On" Switch.
 - c. Perform the required operations.
 - d. Replace all guards removed.
 - e. Remove lockout tag device and tag.
 - f. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back into service.

G. Lockout/Tagout Procedure for Apparatus

1. Tilting Cab: When it is necessary to service or maintain apparatus, the employee authorized to perform the service or maintenance shall notify all affected employees that servicing or maintenance is required and that the apparatus must be shut down and locked out to perform the servicing or maintenance. The following sequence shall be followed.
 - a. Prepare cab to tilt:
 - i. Park on level surface.
 - ii. Set Parking Brake.
 - iii. Secure loose items in the cab.
 - iv. No obstructions in the path of the cab tilt.
 - b. Follow manufacturer specifications for tilting the cab.
 - c. Swing safety Stay-Arm into pocket.
 - d. Lower cab onto Stay-Arm BEFORE going under tilted cab.
 2. Lowering Cab: When the servicing or maintenance is completed and the apparatus is ready to return to normal operating condition, the following steps shall be taken.
 - a. Prepare to lower:
 - i. Check that no persons or objects are in the path of the cab lowering.
 - b. Make sure the parking brake is still set.
 - c. Raise Cab off Stay-Arm.
 - d. Stow and secure Stay-Arm.
 - e. Follow manufacturer specifications for lowering the cab.
 - f. Make sure the cab is latched before operating the vehicle.
- H. Chief Officer, Captain or Designee Responsibilities
1. Only the employee that locks out or tags out a(n) apparatus, machinery, or equipment may remove his/her lock and tag.
 2. Should the employee leave the facility/grounds before removing his/her lock and tag, the Captain or Designee should be immediately notified.
 3. The Captain or Designee shall exercise due diligence in investigating the circumstances, and may remove the lock and/or tag.
 4. The Captain or Designee must be assured that all tools have been removed, all guards have been replaced and staff are free from any hazard(s) before the lock and tags are removed and the apparatus, machinery, or equipment is returned to service.

5. The Captain or Designee shall endeavor to contact the employee who placed the lockout/tagout prior to removing it and shall ensure that the employee is notified of the situation.
6. In the event the Captain or Designee cannot determine that it is safe to remove the lockout/tagout, the lockout/tagout shall remain in place.
7. In the absence of the Captain or Designee, a Chief Officer may remove the lockout/tagout.

7.20.50. Training.**7.20.50.010. Scheduled Training****7.20.50.020. Training Attendance Requirement****7.20.50.030. EMT Training Requirements****7.20.50.040. New Members****7.20.50.050. Apparatus Training****7.20.50.060. Emergency Medical Service (EMS) Conferences****7.20.50.010. Scheduled Training**

It shall be the duty of all members to attend scheduled training sessions. Members not attending or leaving prior to the announced end of a scheduled training event without prior approval of a Chief Officer or the training officer may not be given credit for attendance.

7.20.50.020. Training Attendance Requirement

A. Fire division volunteers and part-time personnel are required to attend all training sessions (duration of one hour or more). Personnel are required to attend seventy percent (70%) of training sessions (drills), to remain an active member of the Fire division. There will be make-up training sessions as scheduled through the training officer. Personnel attending make-up sessions will be given full credit for training. The Fire and EMS Director or designee can authorize additional training sessions when it is determined to be necessary. All members are required to attend any announced special training events. The Fire and EMS Director or designee is the only member who can excuse members from special training events.

B. Part-time personnel who maintain their EMS certification through SFFE are required to attend a minimum of sixty percent (60%) of the total EMS meetings for the year. If an employee is absent from a meeting, it is his/her responsibility to contact administrative staff for information. Employees shall receive compensation for any time spent in required training.

C. EMS personnel unable to attend scheduled training for long periods of time shall be required to maintain their certification and training

through employee study and/or attendance at other Emergency Medical Service (EMS) division training or conferences.

7.20.50.030. EMT Training Requirements

All employees of the Spanish Fork Fire & EMS desiring to enroll in an available and approved EMT certification course must meet the following guidelines:

1. be an employee of the department for a minimum of twelve months;
2. attend the minimum required training meetings per month;
3. attend all EMT training classes;
4. after completion of course, fulfill one (1) year of service to Spanish Fork Fire & EMS or reimburse the city for the cost of said course; and
5. accept advanced training when qualifications have been met.

7.20.50.040. New Members

A. All new members of the Fire division will be required to complete eight (8) hours of initial training on fire safety, operating procedures, wearing of protective clothing and responding to incidents before participating in any emergency.

B. Initial training will be given on regular scheduled training nights or during make up training when scheduled. Arrangements can also be made with the Director of Fire & EMS or designee for night sessions. State firefighter one (1) and two (2) certification classes can be scheduled through the Utah Fire and Rescue Academy.

7.20.50.050. Apparatus Training

Members who operate any apparatus for training purposes are responsible for the return of the apparatus to the fire station as well as placing the apparatus back in service. All members participating in the training with the apparatus shall assist the driver/operator in returning the apparatus back to service.

7.20.50.060. Emergency Medical Service (EMS) Conferences

A. As allowed by budget and need, employees of the Emergency Medical Service (EMS) division are encouraged to attend Emergency Medical Service (EMS) conferences to maintain skills and certification.

The city will pay for conferences based on the following guidelines, employees must

1. be a certified EMT within the State of Utah;
2. be an employee in good standing according to policies, guidelines, attendance, etc.; and
3. attend all conference meetings paid for by the city.

B. If an employee is registered then unable to attend the conference, a seven (7) day advance notification must be given to the Deputy Chief, or a full reimbursement to the city will be required of said member.

7.20.60. Reports**7.20.60.010. Completing Reports****7.20.60.020. Approving Reports****7.20.60.010. Completing Reports**

A. The senior Fire division member remaining at the station when an alarm is received will initiate fire reports at the fire station(s). The person initiating the report will assume command at the station until properly relieved by an officer. The person in charge at the station will not finalize the report, but will leave it to the person in charge at the incident to finalize and close out. The incident commander or officer in charge of the first arriving apparatus will finalize the report.

B. EMS employees are responsible to ensure appropriate reports are completed immediately after each incident. Reports will be filed in the designated areas at each station.

7.20.60.020. Approving Reports

The administrative Fire and/or EMS Captain, Deputy Chief, Battalion Chief(s), Department Secretary, or Fire and EMS Director are the only personnel authorized to finalize the incident report. Members may only mark themselves present. Marking oneself present on the fire roll at the fire station is a privilege and will not be continued if it is abused.

7.20.70. Rescue**7.20.70.010. Responsibility and Purpose**

A. A rescue crew may operate in conjunction with the Emergency Medical Service (EMS) teams responding to incidents that are not purely medical, such as automobile accidents with injuries, automobile pedestrian accidents, and industrial accidents with injuries. The rescue crew will be equipped by the Fire division. All equipment and personal protective equipment will be provided by the Fire division. All medical supplies will be coordinated through the Emergency Medical Service (EMS) division.

B. The rescue crew will be comprised of members from the Fire division who volunteer to perform as a rescue crew member. When the rescue crew responds to an incident they are to remain as a member of the rescue crew unless specifically requested to perform medical duties within their capabilities by the incident commander. The rescue crew will consist of a minimum of three members.

1. The Fire division training officer, as approved by the Fire and EMS Director, will schedule rescue training.

APPENDIX A and B. Personal Protective Equipment

[Fire and EMS Appendix A and B 08/6/2024](#)