

7. PUBLIC SAFETY.**7.10 GENERAL****7.10.010. Emergency Vehicle Operation****7.20. FIRE DIVISION.****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****7.20.20. Command and Control.****7.20.20.010. Chain of Command.****7.20.20.020. Appointment and Terms.****7.20.20.030. Incident Command.****7.20.30. Employment Qualifications and Standards.****7.20.30.010. Applicants.****7.20.30.020. Certification.****7.20.30.030. Discipline.****7.20.40. Responding to Emergencies..****7.20.40.010. Traffic Laws.****7.20.40.020. Route to the Fire Station.****7.20.40.030. Emergency, Code Three Runs.****7.20.40.040. Response Requirements.****7.20.40.050. Radio Response to Calls.****7.20.40.060. Placement of Apparatus.****7.20.40.070. Arrival at the Incident.****7.20.40.080. Protection of the Scene.****7.20.40.090. Safety at the Incident.****7.20.40.100. Evidence.****7.20.40.110. Returning to the Fire Station.**

- 7.20.40.120. [Items Found at the Scene.](#)
- 7.20.40.130. [Fire Involving Mail.](#)
- 7.20.40.140. [Response.](#)
- 7.20.40.150. [Entering, Exiting, and Riding Apparatus.](#)
- 7.20.40.160. [Alarm During Meetings.](#)
- 7.20.40.170. [Release of Apparatus from the Scene.](#)
- 7.20.40.180. [Familiarization with the Fire Area.](#)
- 7.20.40.190. [Use of Radios.](#)
- 7.20.40.200. [Order of Response.](#)

7.20.50. Clothing, Equipment and Vehicles.

- 7.20.50.010. [Personal Protective Equipment and Vehicles.](#)
- 7.20.50.020. [Care of Personal Protective Equipment \(PPE\).](#)
- 7.20.50.030. [Self-Contained Breathing Apparatus \(SCBA\).](#)
- 7.20.50.040. [Tools and Equipment.](#)
- 7.20.50.050. [Vehicles Ready for Response.](#)
- 7.20.50.060. [Change of Vehicles, Equipment.](#)
- 7.20.50.070. [Fire Hose.](#)
- 7.20.50.080. [Fuel.](#)
- 7.20.50.090. [Private Use of Vehicles and Equipment.](#)

7.20.50. Training.

- 7.20.50.010. [Scheduled Training.](#)
- 7.20.50.020. [Attendance Requirement.](#)
- 7.20.50.030. [New Members.](#)
- 7.20.50.040. [Apparatus Training.](#)

7.20.60. Reports.

- 7.20.60.010. [Completing Reports.](#)
- 7.20.60.020. [Approving Reports.](#)

7.20.70. Rescue.

- 7.20.70.010. [Responsibility and Purpose.](#)

7.30. EMERGENCY MEDICAL SERVICES (EMS) DIVISION.

7.30.10. Administration.

- 7.30.10.010. [Policy Compliance.](#)
- 7.30.10.020. [Violation of Order.](#)
- 7.30.10.030. [Reporting Issues of Concern.](#)

- 7.30.10.040. [Mutual Aid Request.](#)
- 7.30.10.050. [Smoking Prohibited.](#)
- 7.30.10.060. [Retention/Attraction Bonus Program.](#)
- 7.30.10.070. [Public Statements.](#)
- 7.30.10.080. [Salaries and Wages.](#)
- 7.30.10.090. [Planned Recognition Program](#)

7.30.20. Command and Control.

- 7.30.20.010. [Chain of Command.](#)
- 7.30.20.020. [Appointment and Terms.](#)

7.30.30. Employment Qualifications and Standards.

- 7.30.30.010. [Applicants.](#)
- 7.30.30.020. [Response to Calls.](#)
- 7.30.30.030. [Volunteers.](#)
- 7.30.30.040. [Personal Responsibility for Shift Coverage.](#)

7.30.40. Responding to Emergencies.

- 7.30.40.010. [Traffic Laws.](#)
- 7.30.40.020. [Route to Station.](#)
- 7.30.40.030. [Response Requirements.](#)
- 7.30.40.040. [Radio Response to Calls.](#)
- 7.30.40.050. [Placement of Ambulance.](#)
- 7.30.40.060. [Safety at Scene.](#)
- 7.30.40.070. [Use of Radio.](#)

7.30.50. Clothing, Equipment and Vehicles.

- 7.30.50.010. [Protective Gear.](#)
- 7.30.50.020. [Volunteer Appearance.](#)
- 7.30.50.030. [Tools and Equipment.](#)
- 7.30.50.040. [Vehicles Ready for Response.](#)
- 7.30.50.050. [Stocking Requirements.](#)
- 7.30.50.060. [Private Use of Vehicle.](#)
- 7.30.50.070. [Familiarization with City.](#)

7.30.60. Training.

- 7.30.60.010. [Scheduled Training.](#)
- 7.30.60.020. [Scheduled Meetings.](#)
- 7.30.60.030. [Attendance Requirements.](#)

- 7.30.60.040. [Extended Absence.](#)
- 7.30.60.050. [EMT Training Requirements.](#)
- 7.30.60.060. [Emergency Medical Services \(EMS\) Conferences.](#)
- 7.30.60.070. [Advance Notification for Non-Attendance.](#)

7.30.70. Reports.

- 7.30.70.010. [Reports.](#)

7.30.80. Transporting of Patients.

- 7.30.80.010. [Parent of Minor.](#)
- 7.30.80.020. [Request of Law Enforcement.](#)
- 7.30.80.030. [Elderly Patient Spouse.](#)
- 7.30.80.040. [Crew Chief Discretion.](#)

7.30.90. Emergency Medical Service (EMS) Badge Policy.

- 7.30.90.010. [Emergency Medical Service \(EMS\) Badge Policy.](#)

7. PUBLIC SAFETY.

7.10 General

7.10.010. Emergency Vehicle Operation

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:

- a. has emergency lights that comply with UCA 41-6a-1601 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:

- a. park or stand, irrespective of the provisions of the Traffic Code, Utah Code, Title 41, Chapter 6a;
- b. proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation
- c. exceed the maximum speed limits, unless prohibited by a local highway authority under UCA 41-6a-208; or
- d. disregard regulations governing direction of movement or turning in specified directions.

E. Privileges granted under this section to the operator of an authorized emergency vehicle apply only when;

- a. the operator of the vehicle sounds an audible signal under UCA 41-6a-1625; which states in part

- i. 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.
- ii. The siren on an authorized emergency vehicle may not be used except:
 1. When the vehicle is operated in response to an emergency call.
 2. Participation in an authorized city function such as a parade.
- iii. The operator of an authorized emergency vehicle shall sound the siren 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 it's capabilities;

- a. The City's traffic signal system is computerized.
- b. The signals can be preempted by use of special equipment installed in authorized emergency vehicles.
- c. The City has installed the Opticom Emergency Vehicle Preemption system at various intersections throughout the City.
- d. This device is a tool to assist in operating authorized emergency vehicles in a safer manner.
- e. This does not relieve the operator from using due caution and prudent judgement while entering intersections.

- f. Operators of emergency vehicles shall abide by UCA 41-6a-212.
- g. Emergency vehicle operators must be aware that the emitter does not immediately change the traffic signal.
- h. Emergency vehicle operators must be aware that pedestrian crossing lights have a priority over the preemption system and be allowed to finish its cycle prior to activating the emitter's signal to change the traffic light.
- i. The use of the Opticom system does not change the department's policy and UCA 41-6a-212 in regards to response to calls.
- j. Public Safety 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.
- k. 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. When emergency signals are used, the operator will follow Utah State Code as well as perform in a manner set forth in the following guidelines:

- a. Arrive at the emergency scene as quickly, and as safely as possible.
- b. Be alert and exercise due care.
- c. Keep speed at a level which enables you to avoid hazards.
- d. Keep vehicles under control at all times.
- e. When driving at high speeds use sirens and red lights.
- f. Keep as near to the center of the roadway as possible.
- g. Never pass on the right except when no other course is open -- proceed with extreme caution.
- h. Allow motorists and pedestrians an opportunity to yield the right of way.

- i. 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. All emergency vehicle operators will be trained in emergency vehicle operations annually and prior to operating an emergency vehicle.

- a. Training must be conducted by POST certified Emergency Vehicle Operations instructors.

- i. 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.

- ii. Training shall be documented by EMS and Fire leadership in training logs and Public Safety Department Mandatory Training Log.

- iii. Those that do not receive and/or pass the annual training will not be allowed to operate an emergency vehicle.

1. EMS and Fire Leadership will 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.

2. EMS and Fire Leadership will notify the Director of Public Safety 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. FIRE DIVISION.

7.20.10. Administration

7.20.10.010. Policy 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.

7.20.10.010. Compliance.

All firefighters 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 Fire Division.

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 Chief and/or Assistant Fire Chief for proper action. Violation will be punishable by admonishment, 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 the Fire Chief promptly concerning any and all matters brought to their attention, which may affect the interest and welfare of the division. When a question of interpretation of any rule, regulation, order, or policy arises, it shall be submitted to the Fire Chief or Assistant Fire Chief. A written statement may be requested by the Fire Chief or Assistant Fire Chief to resolve issues if it is deemed necessary. Appropriate authorities will then make a ruling for review with the Director of Public Safety.

7.20.10.040. Mutual Aid Request.

Request for mutual aid will be made only by the Director of Public Safety, Fire Chief, Assistant Fire Chief, officer in charge, or senior firefighter at the incident. In the event of a request for mutual aid to our city, one member of this division will be assigned to each responding unit to coordinate its use as needed at the scene.

7.20.10.050. Smoking Prohibited.

There shall be no smoking in or on fire vehicles, nor shall there be smoking in the fire station, nor at the scene of any incident. Smoking will be allowed in the general proximity of an incident if it is done in a designated area. The officer in charge will designate a smoking area at the 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 fire division. All members are to be familiar with it. (Personnel Policy §1.50.020.)

7.20.10.070. Public Statements.

A. Information relative to the affairs of the fire division shall only be furnished to personnel connected with the public safety department or the city manager's office. Members are not authorized to make statements to the news media or general public concerning any incident responded to by the fire division. The officer in charge will dispense information required at the incident. News releases, public statements or statistical information or similar information concerning department affairs and activities shall be handled by the Director of Public Safety.

7.20.10.080. Wages and Salaries.

Volunteers do not receive an hourly wage or salary. However, in gratitude for their service and in recognition of the inconvenience their service places on each individual, the City offers a stipend, paid every month. Stipends are set by the City Council through its annual budget process.

(Amended July 2016)

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 payments, 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 will be determined by the sacrifice rendered. *(Approved December 2018, March 2019)*

7.20.20. Command and Control.**7.20.20.010. Chain of Command.****7.20.20.020. Appointment and Terms.****7.20.20.030. Incident Command.****7.20.20.010. Chain of Command.**

Under the direction of the Director of Public Safety, the Fire Chief is responsible for and in charge of all functions of the fire division, both at the incident and at the fire station. In his/her absence the Assistant Fire Chief shall take command. The Fire Chief shall report directly to the Director of Public Safety.

7.20.20.020. Appointment and Terms.

Appointment and removal of the Fire Chief shall be by the Public Safety Director . The Fire Chief shall make recommendations for appointment and removal of other officers and firefighters to the Public Safety Director and the City Manager for final approval.

7.20.20.030. Incident Command.

In the event the Fire Chief or Assistant Fire Chief is not available at the incident; the following chain of command will take precedence:

- 1 Fire Marshal
- 2 Captain (first arriving at the incident).
- 3 Training Officer (Lieutenant).
- 4 Senior Member of the division at the incident.
- 5 Chief Engineer. (The chief engineer's primary responsibility at an incident is the proper operation and safety of the fire apparatus. The Chief engineer will only take command at an incident when directed by the Fire Chief, Assistant Fire Chief, or the Public Safety Director.)

7.20.30. Qualifications and Standards.**7.20.30.050. Applicants.****7.20.30.060. Certification.****7.20.30.090. Discipline.****7.20.30.050. Applicants.**

A. All applications for membership in the Spanish Fork Fire Division shall be in writing and shall be filed with the Spanish Fork City human resource division. All applications are referred to the Fire Division for review. Upon selection of an applicant, a drug test, background check and a physical will be required.

B. An applicant, when selected for membership, will be required to pass a medical examination, as directed by the city. An applicant, if not already certified fire fighter one by the state of Utah, must become state certified at the fire fighter one 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.

7.20.30.060. Certification.

(A) Any person being selected to be a member of the Spanish Fork Fire Division, must become, and retain certification at the Utah State Fire Fighter One Certification level 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. The condition for membership will be reviewed by the Fire Chief to determine if a circumstance beyond the control of the member has prevented him or her from completing the requirements 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 member being subject to disciplinary actions as outlined in this section.

7.20.30.090. Discipline.

All volunteers are at-will individuals. Any discipline shall be handled in accordance with the Personnel Policy §1.20.80. This policy will be followed for consistency across city divisions and operations; however, by following this policy, volunteers are not given merit status.

7.20.40. Responding to Emergencies.

- 7.20.40.010. Traffic Laws.**
- 7.20.40.020. Route to the Fire Station.**
- 7.20.40.030. Emergency, Code Three Runs.**
- 7.20.40.040. Response Requirements.**
- 7.20.40.050. Radio Response to Calls.**
- 7.20.40.060. Placement of Apparatus.**
- 7.20.40.070. Arrival at the Incident.**
- 7.20.40.080. Protection of the Scene.**
- 7.20.40.090. Safety at the Incident.**
- 7.20.40.100. Evidence.**
- 7.20.40.110. Returning to the Fire Station.**
- 7.20.40.120. Items Found at the Scene.**
- 7.20.40.130. Fire Involving Mail.**
- 7.20.40.140. Response.**
- 7.20.40.150. Entering, Exiting, and Riding Apparatus.**
- 7.20.40.160. Alarm During Meetings.**
- 7.20.40.170. Release of Apparatus from the Scene.**
- 7.20.40.180. Familiarization with the Fire Area.**
- 7.20.40.190. Use of Radios.**
- 7.20.40.200. Order of Response.**

7.20.40.010. Traffic Laws.

It is the responsibility of fire division members, when responding to the fire station for an alarm, 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, personnel are to legally park in designated parking areas on the south side and in back of the fire station.

7.20.40.020. Route to the Fire Station.

Personnel responding to emergencies are required to take the most expedient route available to the fire station. Personnel are required to report directly to the fire station when responding to an alarm. If the most direct route to the fire 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. If the incident commander does not feel the member acted responsibly the Fire Chief will conduct an investigation and decide if disciplinary action is required. The fire report will reflect that the member was at the fire with remarks as to the reason why the member stopped instead of responding to the fire station. Members are to use "best practice" when responding to the station. 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 Chief.

7.20.40.030. 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 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 four (4) firefighters, including the driver/operator. Before leaving the station all firefighters on the apparatus will be seated with seat belts/safety devices in place.

B. Additional personnel arriving at the fire station 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 five (5) 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, an apparatus overall safety guide, a fly end ground safety guide, and a fly section operator.

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 divisions request Spanish Fork's assistance (mutual aid), only those items of equipment requested will be taken.

D. Upon arrival at the fire station 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.

7.20.40.040. Radio Response to Calls.

It is the responsibility of the person riding in the passenger seat of any fire division vehicle that is responding to an incident or other activity to insure that fire 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.

7.20.40.050. 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 fire division SOPs.

7.20.40.060. 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 senior individual present shall be deemed the acting incident commander and shall assume all reasonable responsibilities, duties and authority until properly relieved.

7.20.40.070. 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 a fire. Good practices shall be adhered to at all times while combating, extinguishing and overhaul of a fire scene.

7.20.40.080. Safety at the Incident.

A. The officer in charge at the incident scene will appoint a member of the fire division at the scene to perform the function as scene safety officer. This member will function as outlined in the fire division's SOP.

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 will submit to a physical condition base line screening. The screening will determine the vital statistics needed to monitor the health and well-being of members who are involved in highly stressful conditions on the fire ground. Every member at the incident will be monitored while engaged in any highly stressful activity. If it is determined that the health of any member is in jeopardy, they will be placed in a rehabilitation status and will not be allowed to reenter the active suppression of the incident until released by the medical support team that is on scene.

D. The public shall be kept away from close proximity of any incident and will not be used for any firefighting activities.

7.20.40.100. 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.

7.20.40.110. Returning to the Fire Station.

Unless otherwise instructed, members returning to the fire station 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.

7.20.40.120. Items Found at the Scene.

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

7.20.40.130. Fire Involving Mail.

Fire in United States mailboxes, post office, or mail truck 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.

7.20.40.140. Response.

When an alarm is sounded over the fire pagers, or the fire siren is sounded, the entire division is to be called out, unless otherwise directed by the Fire Chief.

7.20.40.150. 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 apparatus. No member will jump off or get off from the apparatus until it has come to a complete stop. No member will jump on or get on the apparatus if it is moving.

7.20.40.160. Alarm During Meetings.

When a fire alarm sounds during a division meeting or assembly, other than a regularly scheduled drill or meeting, the Fire Chief or assistant chief will assign a crew to respond with proper protective clothing and vehicle assignment.

7.20.40.170. Release of Apparatus from the Scene.

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

7.20.40.180. Familiarization with the Fire Area.

All members shall acquaint and familiarize themselves with the location of the main topographical features of the Spanish Fork Fire Division fire district. Such as roads, firebreaks, peaks, canyons, streams, communities, landmarks, street addresses, fire hydrants etc. So that they may readily find their way to an assignment or so that they can easily understand and follow reasonable directions to alarms and emergencies.

7.20.40.190. Use of Radios.

Proper radio procedures will be strictly adhered to at all times. Radios are only to be used for official fire division business. All messages are to be courteous, short and to the point. Unnecessary conversation will not be permitted. Members are encouraged to become familiar with the "10" code but it is not required (As plain

text is recommended) when using the fire division radios to communicate with fire dispatch or in any other official capacity.

7.20.40.200. Order of Response.

The following is the order for initial response of fire equipment.

- 1 Structure fire city: Pumper, Truck, ambulance, 2nd pumper if needed.
- 2 Structure fire county: Pumper, Tender, Truck, Brush Truck, ambulance, 2nd pumper if needed.
- 3 Grass fire city: Brush truck (s), pumper.
- 4 Grass fire county: Brush truck(s), Tender, pumper.
- 5 Grass fire: Additional equipment as needed.
- 6 Automobile fire city: Pumper, 2nd pumper.
- 7 Automobile fire county: Pumper, Tender.
- 8 Wash down city: Pumper.
- 9 Wash down county: Pumper, Tender.
- 10 Hazardous material city: Pumper, 2nd pumper, ambulance and additional equipment as needed.
- 11 Hazardous mat. County: Pumper, Tender , 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 rescue unit.
- 15 Medical Assist: Ambulance and rescue unit if requested.
- 16 Confined space incident: Rescue unit, pumper, ambulance, and additional equipment as needed.
- 17 Mutual aid: Any available equipment requested by the division requesting aid.
- 18 Specialized Response: Units Requested as per IC.

NOTE: 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 or command staff.

7.20.60. Clothing, Equipment and Vehicles.**7.20.60.010. Personal Protective Equipment and Vehicles.****7.20.60.020. Care of Personal Protective Equipment (PPE).****7.20.60.030. Self-Contained Breathing Apparatus (SCBA).****7.20.60.040. Tools and Equipment.****7.20.60.050. Vehicles Ready for Response.****7.20.60.060. Change of Vehicles, Equipment.****7.20.60.070. Fire Hose.****7.20.60.080. Fuel.****7.20.60.090. Private Use of Vehicles and Equipment.****7.20.60.010. Personal Protective Equipment and Vehicles.**

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 situation involving hazardous material, fire gases or oxygen deficient atmosphere 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 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 division.

7.20.60.020. 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 reported to the Fire Chief immediately. If the PPE is determined to be unserviceable the Fire Chief will inform the responsible captain to replace the item.

Unnecessary abuse of the equipment 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 chief engineer will assist at the fire station to ensure nothing

is overlooked. A report of any missing articles shall be given to the chief engineer.

7.20.60.030. 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 SCBA's 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. Metal cylinders must be tested every five years.

7.20.60.040. Tools and Equipment.

No equipment, tools or supplies shall be taken from the apparatus except for use at the scene of an alarm 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 division are to be loaned for private use.

7.20.60.050. Vehicles Ready for Response.

All apparatus, equipment and vehicles shall be kept serviced and ready for immediate response at alarms. 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 alarm 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.

7.20.60.060. Change of Vehicles, Equipment.

Members shall not change the construction or arrangements of apparatus, or of any division vehicles, buildings, appliance or fixture without approval from the Fire Chief.

7.20.60.070. Fire Hose.

Fire hose on all front line, first out class 1 pumpers will be loaded for a forward hose lay from the water source to the fire. There can be exceptions made on some of the apparatus only on approval from the Fire Chief. The fire divisions SOP will discuss the procedures for laying fire supply line and attack lines at the scene of an alarm.

7.20.60.080. Fuel.

All fire apparatus and equipment will be topped off with fuel before being returned to the fire station and put back in service, this includes auxiliary pumps, fans, and generators. On weekends, holidays and after normal working hours the gates to the city shops will be properly secured after refueling.

7.20.60.090. Private Use of Vehicles and Equipment.

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

7.20.50. Training.**7.20.50.010. Scheduled Training.****7.20.50.020. Attendance Requirement.****7.20.50.030. New Members.****7.20.50.040. Apparatus Training.****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 the Fire Chief or the training officer may not be given credit for attendance.

7.20.50.020. Attendance Requirement.

Personnel are required to attend all training sessions, duration of one hour or more. There will be approximately 39 training sessions per training year. Personnel are required to attend seventy- percent (70%) or twenty-seven (27)-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 Chief 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 Chief is the only member who can excuse members from special training events.

7.20.50.030. 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 alarms before participating in any emergency. New members after the effective date of this revision will be required to become Utah State fire fighter one certified within one year after acceptance as a probationary member of the fire division.

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 Fire Chief for night sessions. State firefighter one-certification classes can be scheduled through the Utah Fire and Rescue Academy.

7.20.50.040. Apparatus Training.

Fire fighters 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 operator in returning the apparatus back to service.

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

The senior person remaining at the station when an alarm is received will initiate fire reports at the fire station. 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 will finalize the report, sign and secure it in the file box provided in the Radio Room.

7.20.60.020. Approving Reports.

The incident commander or the Fire Chief are the only members 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. 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 Emergency Medical Service (EMS) crew chief. The rescue crew will consist of three members

The fire division training officer, as approved by the Fire Chief, will schedule the rescue training. Rescue crewmembers must be clean-shaven when responding to an incident, not more than one day of growth. Beards, mustaches, and hair must not interfere with the sealing surface of the SCBA face piece.

7.30. EMERGENCY MEDICAL SERVICES (EMS) DIVISION

7.30.10. Administration.

7.30.10.010. Policy Compliance.

7.30.10.020. Violation of Order.

7.30.10.030. Reporting Issues of Concern.

7.30.10.040. Mutual Aid Request.

7.30.10.050. Smoking Prohibited.

7.30.10.060. Retention/Attraction Bonus Program

7.30.10.070. Public Statements.

7.30.10.080. Salaries and Wages.

7.30.10.090. Planned Recognition Program

7.30.10.010. Policy Compliance.

All employees shall familiarize themselves with and conform to, the rules and regulations, policies, procedures and order of Spanish Fork City as they affect their duties and the operation of the Emergency Medical Service (EMS) division.

7.30.10.020. 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 Emergency Services Manager and/or Emergency Medical Service (EMS) lieutenant for proper action. Violations will be punishable by admonishment, reprimand, suspension or dismissal as outlined in Personnel Policy §1.20.80.

7.30.10.030. Reporting Issues of Concern.

All employees shall notify the Emergency Services Manager promptly concerning any and all matters brought to their attention which may affect the interest and welfare of the division. When a question of interpretation of any rule, regulation, order or policy arises, it shall be submitted to the Emergency Services Manager or Emergency Medical Service (EMS) lieutenant. A ruling will then be made by appropriate authorities for review with the Director of Public Safety.

7.30.10.040. Mutual Aid Request.

Request for mutual aid will be made only by the Director of Public Safety, Emergency Services Manager, lieutenant or officer in charge at the scene.

7.30.10.050. Smoking Prohibited.

There shall be no smoking in the front or rear compartments of the ambulance, nor shall there be smoking in the station, nor at the scene of any accident or ambulance call.

7.30.10.060 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 are not eligible for the "Retention Program" bonus.)
- a. To qualify for the "Retention Bonus" an AEMT must do the following:
 - i. Take and pass the "Skills and Knowledge" refresher training exam
 1. Exam will be administered by one of the Lieutenants as needed
 2. Exam will be conducted within one month of the time that an AEMT requests to take the exam
 - ii. Once the employee has successfully completed the exam, Lieutenant shall fill out the Employee Recognition form found at this link <https://form.jotform.com/80227306409149> indicating the AEMT has passed the exam and qualifies for the Retention Bonus.
 - iii. Form must be approved by both the Division Director or Supervisor and the Department Director
- 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.)
- a. To be eligible for reimbursement, the individual must have completed AEMT training, be nationally registered as an AEMT, and be eligible to work for Spanish Fork Ambulance as an AEMT.
 - i. Initial \$500 bonus - 6 months after successfully passing the AEMT exam
 - ii. Additional \$500 bonus - 12 months after successfully passing the AEMT exam
 - b. Once the employee has successfully completed the necessary requirements, their Lieutenant shall fill out the Employee

Recognition form found at this link

<https://form.jotform.com/80227306409149> indicating the AEMT has filled the requirements qualifies for the Attraction Bonus.

- Form must be approved by both the Division Director or Supervisor and the Department Director

(amended October 2021 Admin Order 01-21)

7.30.10.070. Public Statements.

Information relative to the affairs of the division shall only be furnished to personnel connected with the public safety department or city manager's officer. Employees are not authorized to make statements to the news media or general public concerning any emergency responded to by the department. Information required at the scene will be dispensed by the officer in charge. News releases, public statements or statistical information or similar information concerning department affairs and activities shall be handled by the Director of Public Safety.

7.30.10.080. Salaries and Wages.

Compensation for employees shall be as established by the city council as outlined in the city salary schedule.

Emergency Medical Service (EMS) employees working special events will be paid at the overtime rate. Special events are in addition to the employee's regular shift. In order to work a special event, the employee need to be currently covering 80% of shifts and 60% of meetings. 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.

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

7.30.10.090. Planned Recognition Program

- A. Years of Service. All part-time EMTs 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.
 - a. Years of service awards will be presented at the annual EMS Awards Banquet.
 - b. Prior to the awards banquet the Division Director or their appointee shall fill out the Employee Recognition form found at

- this [LINK](#) indicating the part-time EMT qualifies for the Years of Service Bonus.
- c. Form must be approved by the Division Director or Supervisor, together with the Department Director's approval.
 - d. A certificate of service and pin from the Division Manager, Department Director or the Mayor shall be given to the part-time employee for 5 years of service
 - e. A certificate of service from the Division Manager, Department Director or the Mayor shall be given to the part-time employee and notice of the dollar amount added to their payroll check of \$10 for every year of service starting at the 10 year mark. (\$100 for 10 years, etc.)
- B. EMS Awards Banquet. An awards banquet will be held annually and typically during the month of February.
- a. The following awards will be given.
 - i. Crew of the Year
 - ii. EMT of the Year
 - iii. Call of the Year
 - b. Nominations for these awards will be received from EMT employees during the business meeting held in January.
 - c. Leadership will discuss and vote on the nominees to determine those who will receive the award(s).
 - d. Each award will consist of a plaque and/or certificate.

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

7.30.20. Command and Control.**7.30.20.010. Chain of Command.****7.30.20.020. Appointment and Terms.****7.30.20.010. Chain of Command.**

Under the direction of the Director of Public Safety, the Emergency Services Manager is responsible and in charge of all functions of the Emergency Medical Service (EMS) division, both at the Emergency Medical Service (EMS) scene and the station. In his/her absence the lieutenant shall take command. The Emergency Services Manager shall report to the Director of Public Safety.

7.30.20.020. Appointment and Terms.

Appointment and removal of the Emergency Services Manager shall be by the Public Safety Director. Recommendations of appointment and removal of other officers shall be made by the Emergency Services Manager to the Public Safety Director and City Manager for final approval.

7.30.30. Employment Qualifications and Standards.**7.30.30.010. Applicants.****7.30.30.020. Response to Calls****7.30.30.030. Volunteers.****7.30.30.040. Personal Responsibility for Shift Coverage.****7.30.30.010. Applicants.**

A. (Must be 18 years of age or older). All applications for employment with the Spanish Fork Emergency Medical Service (EMS) division shall be in writing and shall be filed with the city human resource division. All applications are referred to the division for review. All associates shall have priority over new applicants for active status placement.

B. Upon final selection of an applicant, a personnel action form must be completed and signed.

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

D. An applicant, when selected for employment, will be required to pass a medical examination, as directed by the city.

7.30.30.020. Response to Calls

Employees must be able to respond to the station when on call within six minutes from initial page.

7.30.30.030. Volunteers.

A. Any emergency medical technician in good standing, wishing to withdraw as an active employee, may request to be placed on the volunteer list. If a volunteer desires to be placed on the active list, he/she may make application to do so.

B. Volunteers may attend meetings and other activities of the division. Volunteers shall have priority to be placed on active status over new applicants, as long as they have current EMT certification. Meeting attendance of at least fifty percent (50%) is required for volunteer status. Failure to meet meeting attendance requirements shall be grounds for dismissal. Upon forfeiture of EMT certification, associates shall be dropped from the volunteer list.

7.30.30.040. Personal Responsibility for Shift Coverage.

All employees are personally responsible to ensure their primary and backup shifts are covered by themselves or another active employee of the division. Failure to provide shift coverage will result in disciplinary action. All employees covering shifts are required to sign the daily shift board, certifying they are on call and notifying the crew of their coverage. Employees are also responsible to complete their own time cards on the City's timecard system to accurately reflect any changes to the schedule.

7.30.40. Responding to Emergencies.**7.30.40.010. Traffic Laws.****7.30.40.020. Route to Station.****7.30.40.030. Response Requirements.****7.30.40.040. Radio Response to Calls.****7.30.40.050. Placement of Ambulance.****7.30.40.060. Safety at Scene.****7.30.40.070. Use of Radio.****7.30.40.010. Traffic Laws.**

It is the responsibility of employees, when responding to an alarm, to observe the motor vehicle code and all safety rules, realizing that they have the responsibility for the welfare of the public. ALL TRAFFIC LAWS ARE TO BE OBEYED. Upon reaching the station, personnel are to legally park in designated stalls on the south side and in back of the station.

7.30.40.020. Route to Station.

Personnel responding to emergencies will be required to take the most expedient route available to the station. Personnel are required to go directly to the nearest East/West through street. These include 800 North, 400 North, Center Street and 300 South.

7.30.40.030. Response Requirements.

There must be at least two (2) EMT's responding to all calls. In order to transport a patient from the scene, there must be at least one certified intermediate EMT.

7.30.40.040. Radio Response to Calls.

It is the responsibility of all employees in charge of any vehicle that is responding to a call or other activity to see that the central dispatcher is notified of such response. Upon arrival at the scene, the crew will immediately notify central dispatch and will also notify them of additional equipment or personnel needs and any environmental hazard or unusual condition or situation.

7.30.40.050. Placement of Ambulance.

When parking the ambulance at calls or other activities, employees will ensure the ambulance is not in danger and that it will not block or impede the movement of other vehicles at the scene or vehicles which may arrive later. When an

ambulance must be parked on a road or roadside, proper warning lights shall be displayed for the protection of the equipment and employees.

7.30.40.060. Safety at Scene.

All employees shall be alert for hazardous conditions or situations at the scene or other activity. It is the duty of the person who discovers any hazardous condition or situation to warn all people nearby and 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 officer in charge notified immediately of its existence.

7.30.40.070. Use of Radio.

Proper radio procedures will be strictly adhered to at all times. Radios are only to be used for official division business. All messages are to be courteous, short and to the point. No unnecessary conversations will be permitted. Personnel should use plain speech on the radio.

7.30.50. Clothing, Equipment and Vehicles.**7.30.50.010. Protective Gear.****7.30.50.020. Employee Appearance.****7.30.50.030. Tools and Equipment.****7.30.50.040. Vehicles Ready for Response.****7.30.50.050. Stocking Requirements.****7.30.50.070. Familiarization with City.****7.30.50.010. Protective Gear.**

All personnel are required to wear appropriate protective gear (gloves, masks, coats, safety belts, eyewear). When and where the circumstances warrant, personnel will not handle a patient without appropriate protective gear.

7.30.50.020. Employee Appearance.

Upon responding to a call, each employee shall be neat, clean and professionally dressed in the appropriate division uniform.

7.30.50.030. Tools and Equipment.

No equipment, tools or supplies shall be taken from the ambulance except for use at the scene of a call or other approved activity. No tools or other equipment of the division are to be loaned for private use.

7.30.50.040. Vehicles Ready for Response.

A. All vehicles shall be kept serviced and ready for immediate response to and use at alarms. It is the responsibility of the employee in charge of any apparatus, equipment or vehicle to see that this is done immediately upon returning to the station from an alarm 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 the appointed officer, or city mechanics.

7.30.50.050. 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 insure 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.

7.30.50.070. Familiarization with City.

All employees shall acquaint and familiarize themselves with the location of the main topographical features (such as roads, fire roads, peaks, canyons, streams, communities, landmarks, street addresses, etc.) of the area so that they may readily find their way to assignments or so that they can easily understand and follow reasonable directions to alarms and emergencies.

7.30.60. Training.**7.30.60.010. Scheduled Training.****7.30.60.020. Scheduled Meetings.****7.30.60.030. Attendance Requirements.****7.30.60.040. Extended Absence.****7.30.60.050. EMT Training Requirements.****7.30.60.060. Emergency Medical Service (EMS) Conferences.****7.30.60.070. Advance Notification for Non-Attendance.****7.30.60.010. Scheduled Training.**

Meetings will be scheduled on a weekly basis. Meetings dates/times may be changed by the Emergency Services Manager as needed. All employees are expected to attend scheduled meetings. Credit for meeting attendance is given if the member attends 1 hour of a scheduled meeting (or the completion of the meeting if the meeting last less than 1 hour). Minimum meetings attendance requirements must be met. Employees will be paid for whatever portion of the meeting they attend.

7.30.60.020. Scheduled Meetings.

Training will be conducted during the weekly scheduled meetings. It shall be the duty of all personnel to attend scheduled training sessions. Credit for training hours will be given to each employee for the amount of time the employee spends at each training session. Each person is responsible to maintain the number of training hours required by the state for certification/re-certification.

7.30.60.030. Attendance Requirements.

A. Attendance at a minimum of 60% of the total meetings for the year is required of all employees. If an employee is absent from a meeting, it is his/her responsibility to contact other employees/volunteers in attendance at said meeting for information.

B. Employees coming to meetings under fifteen (15) minutes later after the meeting has begun shall be reported present for purposes of meeting credit. Any volunteer coming in over fifteen (15) minutes late may be considered absent for that meeting for purposes of credit. Employees shall receive compensation for any time spent in training.

C. Any employee who shall be absent for three (3) consecutive meetings shall be subject to the appropriate disciplinary action up to and including termination.

7.30.60.040. Extended Absence.

A. If an employee cannot take his/her shift for a period of three (3) months or longer, the Emergency Services Manager and lieutenants shall review the reasons and make one of the following decisions: 1) leave employee on active status; or 2) terminate the employee.

B. Employees unable to attend scheduled meetings 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 meetings held on other nights, to the satisfaction of division officers.

7.30.60.050. EMT Training Requirements.

All applicants of the Spanish Fork Emergency Medical Service (EMS) Division desiring to enroll in an available and approved EMT certification course must meet the following guidelines:

- 1 be an employee of the division 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 Emergency Medical Service (EMS) Division or reimburse the city for the cost of said course; and
- 5 accept advanced training when qualifications have been met.

7.30.60.060. 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 cover eighty- percent (80%) or more of shifts (main and backup combined) will have conference tuition paid and will be eligible for attendance.
- 4 be eligible to attend conferences and attend training meetings with sixty percent (60%) or more attendance will also have hotel, per diem meals,

and mileage paid for by the city. If below sixty percent (60%) meeting attendance these expenses are paid for by the employee.

- 5 All employees enrolled in conferences are required to 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 Emergency Services Manager, or a full reimbursement to the city will be required of said member.

7.30.70. Reports.**7.30.70.010. Reports.**

Each crew is responsible to ensure appropriate reports are completed immediately after each call. Reports will be filed in the designated station location.

7.30.80. Transporting Patients.

Individuals may be transported in the ambulance based on the following criteria:

A. Parent of Minor.

The parent of a minor child may be permitted in the front or back of the ambulance for comfort of the child. The parent must wear a seat belt.

B. 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 to keep occupants together, or because there is no other way for the individual to be transported. The individual must wear a seat belt.

C. Elderly Patient Spouse.

When transporting an elderly patient and the spouse requests to go and has no other way of getting to the hospital at that time. The spouse must wear a seat belt.

D. Crew Chief Discretion.

The crew chief has the discretion to allow a family member to be transported with the patient for various reasons related to safety, medical, or emergency situations. The individual will then ride in the front of the ambulance and will wear a seat belt.

7.30.90. Emergency Medical Service (EMS) Badge Policy.**7.30.90.010. Emergency Medical Service (EMS) Badge Policy.**

A. A badge will be issued after an employee has been with the division for one year.

B. The badge is city property just like a pager and will be turned back into the division upon termination of employment.

C. If the employee has been with the division for five years and in good standing, they may purchase a badge with their name and starting date on the badge. The employee must submit a request to the Emergency Services Manager for approval and to have it ordered.

D. When an employee reaches ten years with the division they will turn in the first issued badge. At this time the division will issue a badge that has the employee name and hire date. This badge may be kept by the employee at the end of employment or retirement.

E. The proper times for the badge to be used and worn include: when in service of the division on dress shirt/uniform, public appearances, funerals, 9-11, city council meetings, Emergency Medical Service (EMS) and Fire week events, when dealing with the public, and special occasions announced by the division, holidays, etc.

F. Any misuse or improper authority representation with the badge will be grounds for termination and the return of their badge to the city regardless of who paid for the badge. This applies to active and inactive/retired members of the division.