

Central Joint Fire District

Standard Operating Procedure



Central Joint Fire District

SUBJECT: Department Duties - Non-Emergency

SOP Number: 121B
Effective Date: 5/2/93
Revised Date:
Approved:

PURPOSE: The purpose of this standard is to define the Non-Emergency duties of this department.

SCOPE: This standard applies to all departmental personnel serving with the Central Joint Fire District.

ENFORCEMENT: Enforcement of this standard rests with the board of trustees and the Fire Chief.

APPLICATION: The Central Joint Fire District shall carry out the following Non-Emergency duties under non-emergency situations. These situations under no circumstances require Code 3 response:

1. Conduct fire safety inspections on properties located within the Central Joint Fire District.
2. Drive and operate vehicles owned by the department.
3. Repair and maintain apparatus and equipment within the knowledge of personnel.
4. Schedule all other maintenance to outside business.
5. Maintain all fire equipment in a serviceable condition.
6. Respond to request by law enforcement agencies for assistance with property recovery.
7. Perform routine maintenance on Self-Contained Breathing Apparatus.
8. Respond to request for Mutual aid specifically requesting manpower and equipment to cover an adjoining districts area.
9. Provide manpower for EMS assignments to the level of training suitable for First Responders.

10. Provide department personnel with training in the following areas:
 - Confined space rescue
 - Property recovery
 - Road Flushes
 - Gas vapor leaks
 - Severe thunderstorm watch
 - Severe thunderstorm warning
 - Tornado watch
 - Tornado warning
 - Flood watch
 - Flood warning
 - Severe snowstorm warning
 - Response to downed wires
 - Electrical rescue if necessary
 - Incident Command system
 - Vehicle Fires - suppression
 - Structure Fires - Suppression/Search and Rescue/Ventilation/Overhaul
 - Grass Fires - suppression
 - Driving department vehicles
 - Operating department vehicles
 - Auto Accident - Extrication/Fire Suppression
 - Hazardous Material:
 - Identification
 - Evaluation of incident
 - Containment to operational level
 - Decontamination to operational level
 - Incident stabilization
11. Repair and maintenance of water movement appliances.
12. Fire Hose testing.
13. Perform routine ladder maintenance.
14. Perform routine hand tool maintenance.
15. Perform hand tool repair.
16. Maintain and replace portable radio batteries.
17. Perform general housekeeping duties relating to building cleanliness only, such as sweeping floors and emptying trash.

18. Maintain records including, but not limited to, the following areas:
 - State form 902
 - Training
 - Personal equipment
 - Department vehicle inspection
 - Personal vehicle inspection
 - Arson records
 - Personnel
19. Perform fire prevention duties as needed.
20. Maintain a juvenile fire setters program.
21. Provide manpower for Non-emergency EMS transport.
22. The Central Joint Fire District under no circumstances shall provide any of the following services:
 - Pumping basements.
 - Filling pools.
 - Any item dealing with vehicle brake maintenance.
 - Maintaining and/or servicing drive line components.
 - Pump valve maintenance.
 - SCBA Repair.
 - Ladder testing.
 - Fire Extinguisher maintenance.
 - Respond to request for flushing debris from road surfaces.