

City of New Auburn

Volunteer Fire and Rescue Department Policies

Approved by the City Council January 2007

Revised 2014

Revised and Approved by the City Council May 9, 2022

Section 1

Introduction

A. Scope of Policies

These policies, after adoption and approval by the City Council, shall be the controlling policies of the Volunteer Department known as the City of New Auburn Fire and Rescue Department, hereinafter referred to as “Department”.

All firefighters and first responder reserves shall familiarize themselves with and abide by all Department policies.

All activities and operations of the Department shall be carried out in conformance with Minnesota Statutes and City Codes.

The City of New Auburn reserves the right to revise, supplement or rescind any provision(s) of these policies at its sole discretion. These policies are not meant to be, and shall not be, construed as conferring contractual rights or benefits to any member covered by them.

B. Mission Statement and Objectives

The purpose and mission of the Department is to minimize the loss of life and property from fire, disaster, and any life-threatening situations.

The Department shall provide services regardless of race, religion, nationality or economic status or any other legally protected status.

C. Definition of Terms

Age Requirement: All members must be 21 years of age or older.

Assistant Chiefs: Two regular members appointed by the City Council to assist the Chief.

Chief: A member appointed by the City Council to act as head of the Department.

City: Shall refer to the City of New Auburn

Classification: Department members shall be classified as probationary members, regular members, reserve member, and/or officers.

Drill: Any regularly scheduled training session.

Fiscal Year: January 1 through December 31.

Incident Commander: The first member present at scene.

Member: The term member shall include all members of the Department (excluding the reserve members).

Member Duties: The duties of regular and probationary members shall be the training for, and execution of, rescue operations, fire suppression and prevention activities under the direction of the Department as directed by the Chief.

Membership: Membership of the Department shall consist of not more than 25 members and no more than 6 reserve members. Members of the Department shall hold the status of volunteer as provided pursuant to

Minnesota Statute and New Auburn City ordinance and policy. Volunteer status shall not prevent members from receiving a stipend for time spent on call and/or on duty.

Officers: Officers referred to in this policy will consist of Chief, first assistant chief, second assistant chief, training officer, assistant training officer and secretary.

Probationary Member: A probationary member shall be a member with less than three years of active service and not having finished Firefighter Essentials.

Regular Member: A regular member shall have more than three years of active service and have finished Firefighter Essentials.

Reserve Member: A reserve member shall consist of not more than 6 members and are first responders that will back up the fire and rescue department members. The reserve member will have a probationary period of one year.

Residence: The physical dwelling where a member resides.

Responds Time: Members shall reside within the New Auburn Fire District or within 15 minutes response time or exceptions granted by the New Auburn City Council.

Turn-out Gear: This equipment shall consist of National Fire Protection Association (NFPA) approved gear (at time of purchase) including bunker coat, pants, helmet, Nomex hood, gloves, and boots.

Section 2

Department Organization

A. Membership

The Department shall consist of not more than 25 fire and rescue members and not more than 6 first responder reserve members. Should it become necessary to increase or decrease the membership, the City Council shall designate the number of members on the Department.

Members must be at least 21 years of age.

Members of the Department shall hold the status of volunteer as provided pursuant to Minnesota Statute and New Auburn City ordinance and policy. Volunteer status shall not prevent members from receiving a stipend for time spent on call and/or on duty.

Members shall reside within the New Auburn Fire District or within 15 minutes response time or with exceptions granted by the New Auburn City Council.

Probationary members having served a probationary period of at least 36 months, finished the required basic training, and served in a satisfactory manner, as determined by the Officers shall be considered a regular member. If the probationary member has not finished the required training within the 36 month period that member will be released from the department.

B. Leave of Absence

Any member may request a Leave of Absence from their duties as a member of the Department for medical or personal reasons involving a family member or self. Leave of Absence shall be requested in accordance with the New Auburn Personnel Policy (Exhibit 1). The leave shall begin the day it is granted and end one year later. A member who returns to duty following a medical leave of absence may, at the discretion of the City as a

precondition to returning to duty, be required to undergo a medical examination at the City's expense in order to determine the members' fitness for duty and ability to perform all essential job functions. All leaves of absence will be considered carefully, and the city reserves the right to deny leaves of absence when the leave may harm the Department's ability to respond to calls. Leaves of absence, except for military leaves, do not apply towards the member's length of service. Military leaves will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act and New Auburn Personnel Policy (Exhibit 1).

Any member hospitalized for any reason whatsoever shall immediately be placed on unrequested leave of absence until a physician signed statement states that the member is able to perform Department duties.

C. Officers

The Department Officers shall consist of a: Chief, First Assistant Chief, Second Assistant Chief, Secretary, Training Officer and Assistant Training Officer.

Any Fire and Rescue Department member shall be eligible for any of the Offices mentioned above with 5 or more years of service.

Only one Office shall be held by any one member at one time.

All Officers of the Department shall be appointed by the City Council in accordance with the New Auburn Personnel Policy (Exhibit 1) hiring procedure. The Chief, Second Assistant Chief, and Assistant Training Officer shall be appointed in even numbered years, The First Assistant Chief, Training Officer and Secretary shall be appointed in odd numbered years. The newly appointed Officers shall assume their duties on the following First Monday in January unless it is a holiday then duties would assume on the next business day.

It is the policy of the City of New Auburn to provide equal opportunity to all persons without regard to race, color, creed, national origin religion, gender, sexual orientation, marital status, and status regarding public assistance, age or disability. No person shall be discriminated against regarding the appointment of officer positions.

All terms of office shall be two years.

Whenever vacancy arises in any executive office, the City Council shall promptly appoint a replacement Department member to hold such office. The Department Officers shall provide guidance in such appointment. Such Department member shall hold the officer position for the remaining duration of the term.

D. Salaries and compensation

Following is a list of officers that shall receive salaries with their respective annual gross salaries shown that shall be paid out of the Department Fund during the month of December of each year.

1. Chief - \$1,000.00
2. First Assistant Chief - \$750.00
3. Second Assistant Chief - \$650.00
4. Training Officer - \$500.00
5. Assistant Training Officer - \$400.00
6. Secretary - \$400.00
7. All firefighters and certified active-first responders responding to medical call only, receive \$20.00 per call. No compensation for other calls.

All members will be compensated on an hourly rate of \$9.00 an hour for any training that is in addition to the regular scheduled training. This compensation will be given semi-annual. Additional training besides the monthly trainings (monthly trainings can be on training night or a different time) will be compensated at an hourly rate of \$9.00 an hour.

All members will be compensated for driving their personal vehicle to any training that is in addition to the regular scheduled training at a rate that is set annual by the city council. Mileage will be paid upon request with city council approval.

Essential Duties of the Fire Chief

The Fire Chief shall be responsible to the City for satisfactory performance of certain essential duties, including but not limited to the following.

- a) Under the direction of the City Council plan, direct and coordinate all programs and activities of the Department.
- b) Supervise all members of the Department and enforce Department policies and procedures.
- c) Develop and maintain an adequate staff of qualified, well-trained personnel.
- d) Develop and maintain an effective fire loss management program including fire prevention, code enforcement and public education.
- e) Ensure a timely Department response to fires and other emergencies with an appropriate staffing level.
- f) Investigate fires or provide for such investigation.
- g) Maintain cost-effective fire suppression services.
- h) Assist the City Clerk with the preparation and administration of the Department budget and updated Five Year Capital Improvement Plan setting forth the anticipated needs of the Department which will then be presented to the City Council for approval.
- i) Communicate departmental objective, policies and procedures to members of the Department and to the public.
- j) Enforce all City ordinances and other Minnesota laws concerning fire suppression and prevention.
- k) Inspect or direct the inspection of all premises and order the removal or abatement of all fire hazards.
- l) Make and distribute as directed such reports as may, from time-to-time, be required by the State Fire Marshal of the City, including but not limited to an annual report setting forth the activities of the Department during the preceding year as well as additional reports and recommendations the Chief and or City Council deem necessary.
- m) Keep a complete run sheet records of all fire and rescue calls which includes the time, the location, cause of the fire and/or rescue call, type of building, name of owner and tenant, purpose for which occupied, firefighter signatures responding to the call and such other information as may be deemed advisable or as may be required by the City, State Department of Insurance of Fire Marshal.
- n) Recommend to the City Council for its review and approval revisions, modifications and additions to these policies periodically and as needed.
- o) Recommend to the City Council for its review and approval administrative and operational policies.
- p) Recommend to the City Council for its review and approval for the removal of a member.
- q) Responsible for the equipment and apparatus maintained by the Department and its care and condition.
- r) Perform other duties needed to ensure the safe and efficient administration and operation of the department.
- s) Perform other duties as directed by the city or its designated representative(s); and

- t) Provide the City Administration Department with necessary information needed for department service billing.

G. Essential Duties of the Assistant Fire Chief

It shall be the duty of the two Assistant Chiefs to assist the Chief in Chief's duties, and to perform such duties as may be assigned to them by the Chief, and in the absence of the Chief to assume Chief's duties in their order. The first Assistant assuming duties, and in the absence of both the Chief and First Assistant, the Second Assistant shall assume the duties of the Chief. The two Assistant Chiefs shall be responsible to the City for satisfactory performance of certain essential duties, including but not limited to the following:

1. Assist the Fire Chief as directed to direct and coordinate all programs and activities of the department.
2. Assist the Fire Chief as directed to supervise all members of the Department.
 - a) Assist the Fire Chief with ensuring that apparatus, equipment, and gear is always in safe and proper operating condition or that the item is removed from service until such time that it can be repaired or replaced.
 - b) Assist the Fire Chief with scene safety at all training drills and at fire and rescue scenes.
 - c) Assist the Fire Chief with all record keeping, reports, public education, department training, procurement of equipment and supplies, and administrative duties; and
 - d) Perform other duties as directed by the Chief, the city, or its designated representative(s)

H. Essential Duties of the Training Officer

The Training Officer shall be responsible to the Chief for satisfactory performance of certain essential duties, including but not limited to the following:

- a) Responsible for the proper training of members.
- b) Schedule training drills each month.
- c) Give the members instructions in the approved methods of firefighting, rescue operations, and fire prevention.
- d) Assist with record keeping, training equipment, materials, reports, and public education.
- e) Maintain adequate and competent attendance records including firefighter signatures and/or copies of certificates of completion for I person or online training for all training drills Department meetings and fire call responses.
- f) Maintain records including firefighter signatures on washing turnout gear annually.
- g) Perform other duties as directed by the Chief, the city, or its designated representative(s); and
- h) Maintain adequate records consisting of, but not limited to, test results, training certificates, and medical evaluation forms.

I. Essential Duties of the Secretary

- a) Keep in the rear of the minute book a record of all the members of the department.
- b) Call the roll at every meeting and note those present or absent.
- c) Keep correct and accurate record of the proceedings of every meeting.

- d) Serve notices that may be ordered by the department.
- e) Notify all members of any special meetings, stating the reason, therefore.
- f) Present all bills for payment approval and upon approval submit them to the City Council for payment approval and payment.
- g) Collect any donations to the Department, record them, and turn them over to the City Clerk to be placed in the Departments general operating fund; and
- h) Perform other duties as directed by the Chief, the city, or its designated representative(s).

The Secretary's books shall be always open to the inspection of the City Clerk and City Council.

J. City Clerk (Non-Officer Duties)

A monthly report of receipts and disbursements shall be submitted to the Chief of the Department by the City Clerk. An annual report of all receipts, disbursements, and balances shall be submitted to the Chief of the Department after it has been accepted by the City Council.

K. Assistant Training Officer

The Training Officer shall be responsible to the Chief for satisfactory performance of certain essential duties, including but not limited to the following:

- A. Responsible for the proper training of members.
- B. Schedule training drills each month.
- C. Give the members instructions in the approved methods of firefighting, rescue operations, and fire prevention.
- D. Assist with record keeping, training equipment, materials, reports, and public education.
- E. Maintain adequate and competent attendance records including firefighter signatures and/or copies of certificates of completion for in person or online training for all training drills Department meetings and fire call responses.
- F. Perform other duties as directed by the Chief, the city, or its designated representative(s); and
- G. Maintain adequate records consisting of, but not limited to, test results, training certificates, and medical evaluation forms.
- H. Maintain records including firefighter signatures on washing turnout gear annually.
- I. To keep track of all the first responder's hour and make sure they are paid accordingly.

Section 3

Chain of Command

A. Administration and Operations

The Fire Chief will report as directed to the City Council. The Fire Chief shall carry out administrative and supervisory duties under the direction of the City Council and its designee.

The Assistant Chief and Training Officer will report to the Fire Chief and assist as directed. In the absence of the Fire Chief, the Assistant Chief shall assume the full authority and responsibility of the Fire Chief.

During short periods of absence, the Fire Chief may designate one of the Assistant Chiefs of the department as Acting Fire Chief, who shall assume responsibility and authority for all operational activities of the department. In case the Fire Chief will be absent for a period longer than 30 days, the City Council shall approve the appointment of an Acting Fire Chief until such time as the Fire Chief has returned to duty.

All members shall follow the designated chain of command. If problems or questions arise, they should be referred to the Chief if the issue is not resolved at that level, they should contact the City Council.

B. Emergency Command and Control

When responding to emergencies, whether in a personal vehicle or department apparatus, members should adhere closely to traffic laws, speed limits, request for right-of-way and drive with caution.

The Senior Chief Officer or member who is first to arrive at the scene shall broadcast a size-up of the incident on the radio and assume command of the operation as Incident Commander in accordance with the Minnesota Incident Management System. Other arriving personnel shall report to the Incident Commander.

Upon the arrival of a Chief Officer, the Incident Commander shall report the known facts of the situation and the actions taken. The Chief Officer may assume command of the operation at that time or at the officer's discretion, allow the initial Incident Commander to maintain operational control of the incident under the supervision of the Chief Officer.

Other Officers and personnel that arrive at the scene will report to the Incident Commander for instructions. Apparatus operators will remain with their units until directed to do otherwise by the Incident Commander.

In the event of a major incident, the City's Emergency Operations Plan should be referred to and followed.

Section 4 Fire Commission

A. Purpose of the Fire Commission

The Fire Commission is established to set budgets, for the Fire and Rescue Department Fund, allocate budget between the City and Townships, resolve issues between the Department and Townships and City, and any other matters that arise regarding the Department relations with the City and Townships.

B. Fire Commission Members

The Fire Commission shall consist of the Fire Chief, The First Assistant Chief, Training Officer, Mayor, City Clerk, One member representative of the New Auburn Township Board, and One Member representative of the Penn Township Board and one representative from the City Council.

C. Fire Commission Meeting Date

The Fire Commission shall meet annually on the second Tuesday of February each year to finalize the budget for the following year and may meet at any other time as necessary.

Section 5

Recruitment, Selection and Appointment of Members and Maintenance of Job-Relevant Requirements

A. Purpose

The purpose of these policies is to establish a uniform and equitable system for the selection of members to the department. Members are held to a high standard by society and the city desires that its residents and visitors have the utmost confidence in the integrity, competence, and reliability of its members. These policies are designed to ensure that a fair and effective process is followed in the selections of members.

B. Non-Discrimination

Equal Employment Opportunity (EEO) It is the policy of the City to provide equal opportunity to all persons without regard to race, color, creed, national origin, religion, gender, sexual orientation, marital status, and status regarding public assistance, age, or disability. No person shall be discriminated against regarding the selection of members.

Americans with Disabilities Act - The Fire Department will comply with the requirements of the Americans with Disabilities Act of 1990 (ADA) in a responsive, cost-effective manner.

Employment Eligibility Verification - The fire Department will comply with the Immigration Reform and Control Act of 1986.

C. Application Submission

All individuals interested in being considered for a position as a member must complete an application form provided by the Fire Department or City Office.

D. Application Review

Preliminary Screening - The Fire Chief or his/her Designee(s) will review the initial applications for completeness and compliance with minimum requirements established for the position. If the application is incomplete or discloses that the applicant does not meet the minimum requirements, the application shall be rejected. An applicant may appeal the rejection of an application to the City Council, by making a written request to the City within 10 days of rejection of application.

E. Oral Interview

The interview committee, consisting of the Chief and any member who is appointed by the Chief, will interview all applicants who meet the minimum qualifications. The City Council, by and with the recommendation of the interview committee, shall ultimately approve or deny an applicant.

F. Conditional Offers

Approved candidates will be made conditional offers that are contingent on a candidate's successful completion of a medical examination.

G. Medical Examination

Candidates approved by the City Council will be notified of the requirement to pass a medical examination, at the City's expense, by the City's selected physician. The medical examination will be position related and consistent with business necessity. The city will provide the physician with a copy of the position description and the

standard medical examination criteria. The physician may request copies of the candidate's medical records. If the physician determines that additional tests may be necessary, the physician may conduct such further tests, provided that the city first authorizes any additional expense. The examining physician shall indicate whether the applicant is able to perform all essential functions of the job under the work conditions described and given the physical requirements noted in the job description.

H. Rescinding a Conditional Offer of Employment

If the results of the medical examination indicate that the candidate should not be hired for the position, the Fire Chief is to notify the City Clerk. The City Clerk shall then notify the City Council who will be responsible for making the decision to rescind the conditional offer of employment. The City must notify the affected candidate within ten (10) days of its final decision to rescind the job offer.

Section 6 Duties of Members

The members of the Department shall perform the duties of extinguishing and subduing fires, rescue operations, prevention, preservation and protection of life and property. On calls, members shall report immediately to the Fire Station. When the incident operations are completed, members shall return the equipment to the station and make the equipment and/or apparatus ready for the next incident as determined by a Chief Officer. The Chief Officer shall release the members after attendance for the call has been recorded.

All members must file a medical evaluation with the Chief officer on or before the annual meeting every other year. All members must have a fit test evaluation with the chief officer on or before the annual meeting every other year.

A. Meetings

All meetings whether annual, monthly, or special shall be held at the Fire Station. Meetings shall occur the first Monday of the month (except on a legal holiday). The annual meeting will occur the first Monday of December of each year (except on a legal holiday). All meetings will begin after a truck and hall inspection has been performed by the highest-ranking officer and all infractions have been corrected. The inspection will begin at 8 p.m. All members are required to attend a minimum of six regular meetings per year. Excused absences are permitted. You may come to the fire hall and read the minutes and sign the sign the minutes book to receive credit for the meeting.

In accordance with State of Minnesota law, it is unlawful to conduct a meeting on a State of Minnesota mandated holiday unless it is necessary. If the first or third Monday is a holiday, then the meeting shall be held on a date set by the fire and rescue department members. The meeting date shall be set at the meeting the month prior.

Special meetings may be called by the order of the Chief or upon the request of the City Council. The request shall state the subject to be considered at the meeting. The Chief shall then provide notice of the meeting to the members at least 24 hours in advance.

The order of business shall be:

1. Call to Order
2. Roll Call for Attendance
3. Reading and approval of minutes of previous meeting
4. Reports of Officers and Committees
5. Reading of Bills and Communications
6. Unfinished Business
7. Chief's Report
8. New Business
9. Good of the Department
10. Adjournment

B. Training Drills

Department Members will meet for training drills on the third Monday of each month (except on a legal holiday). Training drills will begin at 7:00 p.m. unless otherwise announced. All members are required to attend a minimum of six drills per year and firefighter signature on the training sign in sheet or show an online dated certificate of completion for an online training class. All first responder reserves are to attend a minimum of three drills per year and first reserves signature on the training sign in sheet. Trucks and equipment must be cleaned and restored to a proper manner before being put back into service. Excused absences are permitted.

Additional qualified training permitted:

1. Instructor led course
2. Officer meets with you
3. Online Training

C. Attendance at Meetings and Drills

To obtain an excused absence from a meeting or drill.

1. Member must leave a message with a current Department member giving a reason for absence prior to the start of the meeting or training drill.
2. Member may be excused at the next meeting for working late.

Failure to attend the required minimum of meetings and drills will be grounds for termination of that member after warning and grace period have been given by an officer.

D. Attendance – Call Response Percentage Requirements

The fire department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This policy specifies the minimum required fire department percentages for response attendance. The fire department percentage is 10% annually. All members must meet 10% to responding to emergency calls to remain in good standings. An exception can be brought in front of the fire officers and city council, City Council will have final decision.

E. Minnesota law requires the fire chief to annually certify service cred of each volunteer firefighter rendering active service with the fire department. The amount of service credit certified by the fire chief must be the number of completed months of the previous year during which an active volunteer firefighter rendered at least the minimum level of duties specified and required by the fire department rules, regulations and polices. The certification must be made annually by March 31 to an officer of the relief association's board of trustees and to the municipal clerk or clerk treasurer of the municipality served by the associated fire department.

F. Resignation - Any employee wishing to resign from the fire department in good standing shall provide the fire department board with a written resignation stating the last date of work and the reason for leaving.

Section 7 Discipline

Disciplinary action shall be in accordance with the City of New Auburn Personnel Policy. Grounds for immediate dismissal or suspension may include, but are not limited to, the following:

- (a) Theft.
- (b) Willful destruction of property.
- (c) Misrepresentation of the Department for personal gain.

- (d) Threatening or attempting to inflict bodily injury upon another member of the Department or person at the scene of a response.
- (e) Unwarranted harassment, whether sexual, racial, or religious against other Department members.
- (f) Reporting for duty or on schedule for duty while under the influence of any nonprescription drugs or alcohol.
- (g) Failure to obey legitimate orders from any designated scene commander at a response.
- (h) Reckless behavior that may endanger others.
- (i) Carrying weapons while on duty.
- (j) Use of abusive, intimidating, or threatening language.
- (k) Deliberate failure to follow accepted protocol.
- (l) Unauthorized use of Department equipment.
- (m) Falsifying reports, records, or similar behavior.

While on duty, Department officers shall not endorse or officially support an individual running for a position on the City Council, county board, or township board of a township within the public service area.

Should a department officer hold any office on the City Council, county board, or township board within the public service area, that member must recuse his/herself from any decision-making activities that may be construed as a conflict of interest.

Any member not conducting themselves in accordance with the City’s Personnel Policy or any other City Policy as to affect the morale or efficiency of this Department or cause it to be placed in a disreputable light before the public shall be dealt with according to the New Auburn Personnel Policy (Exhibit 1).

Section 8

DRUG AND ALCOHOL RESPONSE POLICY

1. When responding to the station, firefighters will obey all Minnesota Statutes, including but not limited to Chapter 169A – Driving While Impaired. It is the firefighter’s responsibility to ensure he/she is obeying all Minnesota Laws and Statutes.
2. Upon arriving at the Fire Hall in response to an emergency call, a Firefighter shall immediately inform the Fire Officer in charge of any of the following conditions: a) if the Firefighter has consumed alcohol during the preceding four (4) hour period and the amount consumed in that period; b) if the Firefighter is using any prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving or operation of machinery; and c) if the Firefighter has used any illegal drugs during the preceding twenty four (24) hours. A Firefighter who fails to comply with this requirement is subject to disciplinary action.
3. The Department maintains a zero tolerance policy with respect to the following: a) the use of any illegal drugs; b) the use of any prescription or non-prescription medication which is labeled with a warning regarding drowsiness, driving, or operation of machinery, unless a physician has certified that the Firefighter can safely and properly perform the duties of a Firefighter; and c) consumption of more than two (2) drinks of alcoholic beverages in the previous four (4) hours, provided that no more than one (1) drink is consumed within one (1) hour of the call. Any form of marijuana use, whether it be medicinal or recreational, shall disqualify the firefighter from call response or training for 24 hours.
4. A Firefighter who has consumed any alcohol during the preceding four (4) hour period, or who is using a prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving or operation of machinery and does not have a physician’s certification that the Firefighter can safely and properly perform the duties of a Firefighter, shall not perform any of the functions listed below, but will instead be assigned to other duties: a) drive any vehicle/apparatus; b) use SCBA; c) enter a structure fire; or d) provide emergency medical assistance or first aid.
5. The Fire Officer in charge shall restrict the activities of any Firefighter as he/she deems appropriate if the Fire Officer in charge reasonably believes or suspects that the Firefighter may be unable for any reason to safely and properly perform the duties of a Firefighter. This applies even if the Firefighter is in compliance with the requirements of Paragraphs 1 through 5 of this Policy.

6. Any Firefighter who during an emergency response observes any indication that another Firefighter is under the influence of illegal drugs, amounts of alcohol that are unacceptable under this Policy, or prescription drugs shall report those observations to the Fire Officer in command. Such indications include, but are not limited to, the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation.

7. If the Fire Officer in charge has a reasonable suspicion that a Firefighter may be under the influence of alcohol and/or drugs during an emergency response, the Fire Officer shall ensure that the Firefighter is relieved of duty and kept in a safe area. Such indications include, but are not limited to, the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation. Observance by another firefighter shall also be used as a consideration in this matter. A ride home will be provided to the Firefighter as soon as possible. In no case will the Firefighter be allowed to drive home from the fire activity. The Fire Officer in command may require that the individual immediately submit to a field impairment test. An individual's refusal to submit to such tests is grounds for disciplinary action.

8. The Fire Officer in charge shall complete an Incident Report Form if there is a reasonable suspicion of a Firefighter under the influence of alcohol and/or drugs but denied by the Firefighter. An individual's refusal to submit to such tests is grounds for disciplinary action.

9. In any case of a scheduled social event that may involve consumption of alcohol by a substantial percentage of the Department's members, the Fire Chief shall arrange in advance for emergency response by a neighboring Department pursuant to the appropriate mutual aid agreement.

10. A Fire Officer in command who fails to fulfill the responsibilities or actions listed in this policy shall be subject to disciplinary action.

11. Disciplinary action for violation of this policy may include a written reprimand, suspension, or termination from the Department.

Section 9 Harassment

All members of the Department shall comply with the following harassment policy:

The city is committed to providing a working environment that is free of harassment and discrimination. Everyone has the right to work in a professional atmosphere. In keeping with this commitment, the City shall maintain a strict policy prohibiting unlawful harassment including sexual harassment. This policy prohibits harassment in any form, including verbal or physical conduct that denigrates or shows hostility or aversion toward an individual.

A. Sexual Harassment

The city is committed to providing an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and prohibited by law. The following constitutes sexual harassment and will not be tolerated:

- a. All volunteers are prohibited from threatening or insinuating, either explicitly or implicitly, that a volunteer's refusal to submit sexual advances will adversely affect a person's status as a volunteer.

Other types of sexually harassing conduct in the workplace or in a work-related setting, committed by any volunteer or City employee, is also prohibited. This includes but is not limited to:

- a. Physical contact such as intentional touching, pinching, brushing against another's body or impeding movement.
- b. Verbal abuse or teasing, jokes, hostile remarks of a sexual nature or tales of sexual exploits (in person, phone, e-mail, internet).
- c. Sabotaging a volunteer's character or reputation (spreading rumors).
- d. Visual contact, such as leering, staring at another's body or obscene gestures.

- e. Displaying sexually suggestive objects or pictures.
- f. Flirting, repeated or inappropriate date requests/gift giving.

B. Reporting Occurrences of Harassment

The city will thoroughly investigate and remedy any known incidents of harassment. Any volunteer who believes they have been the victim of harassment by another volunteer or an employee of the city or any third person with knowledge or belief of conduct, which may constitute harassment or witness what they believe, is harassment has the obligation to communicate the problem immediately in one of the following ways:

- a. Inform the person engaging in the harassing conduct that such is offensive and must stop; if a volunteer does not wish to communicate directly with the person whose conduct is offensive, report the alleged acts to the Chief, first or second assistant chiefs and/or City Clerk.
- b. Nothing shall prevent the reporting of harassment directly to the City Clerk in accordance with the New Auburn Personnel Policy (exhibit 1).

The Chief shall immediately report any incidents of harassment to the City Clerk who shall then investigate all allegations of harassment, formal or informal, verbal or written and make recommendation to the Council to discipline any volunteer who harasses a volunteer or employee of the City.

The Council will take such action as appropriate based on the results of the investigation. The volunteer who filed the complaint will be informed of the findings and conclusion.

The full cooperation of all volunteers is expected and required to assure a working environment free of harassment. Retaliation in any form against a volunteer who complains of harassment or participates in an investigation is strictly prohibited and may be cause for appropriate disciplinary action. Similarly, false accusations or providing false information as a witness may result in disciplinary action.

Section 10 General Regulations

All members of the Department shall adhere to all local, state and federal requirements and shall be subject to the following rules and regulations:

- A. For the purpose of efficient service and discipline, members shall be subject to the orders of Department Officers.
- B. Every member shall immediately report to the Officer in charge any accident or injury sustained while on duty, no matter how trivial. If any injury should occur, however minor, the first report of Injury must be completed.
- C. Every member shall be held responsible for the safekeeping and proper care of all Department property under member's control.
- D. Members shall not divulge information relative to administration of the Department. Requests for information concerning the cause, damage, etc., of a fire or rescue shall be referred to the Chief or in Chief's absence, a Chief Officer.
- E. Every member shall be always subject to call and make every effort to respond whenever possible.
- F. Visitors to the Fire Station shall be courteously received.
- G. Members of the Department must abide by all traffic laws when responding to the Fire Station to any call or other emergency. Members who lose their driver's license or receive restrictions on their license are required to notify

the Chief or Chief Officer on the first workday after any temporary, pending or permanent action is taken on their license and to keep the Chief or a Chief Officer informed of any changes thereafter.

- H. Any member who chooses to report to the scene of any medical call should meet the following requirements. Member should be within a two-block radius of the scene when the alarm is sounded, or if the call involves a family member. Responder must have at least the following equipment: latex gloves and CPR mask. Any member who after receiving the alarm should decide to stop at the scene should not have altered their direction from the station, must have latex gloves and a CPR mask, and may only stop if responding units have not arrived on the scene.
- I. Every member shall, within 5 days, report to the Chief any changes in address or telephone number.
- J. Every member, upon resignation or being dismissed from the Department, shall promptly surrender all Department property in possession to the Chief or Chief Officer. All department identifications on personal vehicles shall be removed. Members may be required to pay back all lost, damaged, or unreturned equipment or property.
- K. No department apparatus, equipment or property of any kind shall be taken from the Fire Station for personal use.
- L. No one except members of the Department shall be allowed to ride on the apparatus at any time without the permission of the Chief.
- M. In the event of an accident involving apparatus, the apparatus shall remain at the scene. Necessary aid shall be summoned and the proper law enforcement agency and Officer in charge shall be notified. Also, names and addresses of any witnesses shall be secured along with any other pertinent information. All accidents shall be reported in writing to the Chief or other officer in charge on the return to the Fire Station. All accidents will be investigated by the officers of the Department. The Chief or another Chief Officer must report the accident to City Clerk as soon as possible.
- N. No member shall drive any piece of apparatus to a fire or other emergency unless proficient in the operation of all aspects of that apparatus.
- O. It is the riders' responsibility to assist and to direct the driver while backing up the apparatus. Both the driver and riders will share the responsibility for damage occurred.
- P. All fire emergency vehicles will be refueled when necessary.
- Q. Members shall report for their regular scheduled maintenance duties. If unable to attend, they shall decide in advance with their maintenance crew leader.

Section 11

General Fire Ground Regulations

The following general fire ground regulations shall apply to all members:

- A. Safety rules shall be strictly adhered to and include, but not be limited to, the following. This is not an all-inclusive list, but identifies the main safety rules and concerns:

Equipment

1. Members shall not ride on tailboards.
2. Safety and seat belts on vehicles must be always used.
3. No jumping on or off vehicles while in motion.
4. Drivers must make sure that all members are safely on vehicles.
5. No standing in jump seats while vehicles are in motion.
6. No standing on side running boards.

7. Members shall adhere closely to traffic laws, speed limits, requests for right-of-way and drive with caution.
8. Members shall have full turn-out gear in possession before vehicles leave Fire Station.
9. Trucks and equipment must be cleaned and restored to a proper manner before being put back into service.

Fire Station

1. Members shall not run in Fire Station.
 2. Children are not allowed on vehicles unless approved by the Fire Chief.
 3. No children shall be allowed in fire apparatus rooms unless approved by the Fire Chief.
 4. Safety chain must be always secured on compressed air tanks.
 5. Apparatus compartment doors and cab doors must be kept in closed position when not in use.
 6. All fire Department buildings will be tobacco free, as required by the Minnesota Clean Air Act. Tobacco products are prohibited in and on all fire department apparatus, all emergency scenes and training.
- B. Vehicles shall respond in the sequence required for various types of calls unless otherwise directed by an officer.
 - C. Proper radio procedures shall be followed.
 - D. All requests for information concerning anything about fires as to the cause, damage, etc... shall be referred to the Fire Chief or Command Officer.
 - E. The senior Chief Officer or Firefighter who is first to arrive at the scene, shall broadcast a size-up of the incident on the radio and assume command of the operation as Incident Commander in accordance with the Minnesota Incident Management System. Other arriving personnel shall report to the Incident Commander.
 - F. Upon the arrival of a Chief Officer, the Incident Commander shall report the known facts of the situation and the actions taken. The Chief Officer may assume command of the operation at that time or, at the Officer's discretion, allow the initial Incident Commander to maintain operational control of the incident under the supervision of the Chief Officer.
 - G. All members arriving at the scene will report to the Incident Commander for instructions. Fire ground apparatus assignments shall be made by the Incident Commander.
 - H. Mutual aid shall be requested by the incident commander. Mutual aid fire ground procedures shall be adhered to.
 - I. Members shall stay with their apparatus until assigned.
 - J. Interior attack line shall be controlled by a two (2) person back up with a charged line. Interior crews shall notify an officer when entering and leaving a fire structure.
 - K. Fire reports are the responsibility of the Incident Commander. They shall be initiated by the officer in charge of the first apparatus to arrive at the scene.
 - L. When a member received an order which conflicts with a previous order, the member shall inform the officer who issued the conflicting order.
 - M. Fire ground shall remain secured until Incident Commander returns control to owner.
 - N. Mutual aid units shall be staged until assigned by Incident Commander.
 - O. First unit on scene shall give an initial report on radio (i.e., "Smoke showing, laying hot line", etc.)
 - P. Orders relative to the need, placement or cancellation of equipment or members at the scene of an emergency shall be transmitted only by the Incident Commander or Incident Commander's Designee.
 - Q. The Incident Commander shall provide periodic progress reports and when appropriate announce "fire under control" at any structure fire.

- R. When an officer issues an order, being fully aware that such order is in conflict a previous order, the officer shall be held accountable for any harmful results, which may ensue from the interference with the execution of the previous order.
- S. No member shall leave a scene or the Fire Station during a call unless member has permission for the Incident Commander.
- T. In the event of any suspicion of incendiarism at a fire, the FGC shall immediately summon the Fire Marshall. Under no circumstances shall the premises be left unguarded until the arrival of the Fire Marshall.
- U. No person other than members shall be permitted to enter a building in which a fire has occurred and where the Department is still in charge without permission of the Incident Commander. Should permission be granted, the Incident Commander shall direct a member to accompany the person who so desires admittance, and such member shall remain with that person until leaving the building.
- V. Any reported loss of person property at a fire shall be immediately brought to the attention of the Incident Commander. The Incident Commander shall initiate an attempt to recover the missing property and, if the property is not located, shall forward a report of estimated value and description to the Chief.
- W. Should any discrepancy be claimed in articles of value returned to the owner, the Incident Commander shall investigate the circumstances and report findings to the Chief.
- X. Any property removed from a fire scene shall be documented by the Incident Commander and witnessed by two (2) other members or a law enforcement officer.
- Y. No public or private vehicles shall be permitted to drive over hose lines. Apparatus shall not be driven over hose lines when it can be avoided.
- Z. Vehicle drivers shall be responsible that all equipment taken from the vehicle they are driving is returned to it or accounted for before leaving the fire or rescue scene.

Section 12

Fire Scene Regulations

The following fire scene regulations shall be adhered to:

- A. Self-contained breathing apparatus (SCBA) shall be used by all members entering any burning or smoke-filled structure or vehicle.
- B. No SCBA shall be removed until air is safe and clear inside and/or outside structure or vehicle.
- C. SCBA shall be worn in a potentially hazardous atmosphere.
- D. All fire protection clothing shall be worn at any fire scene.
- E. Helmet safety shields shall be used at any fire where SCBA is not being worn.
- F. Members shall always work in pairs inside structures.
- G. All turn-out gear shall be worn at auto extrications.
- H. Members shall keep their turn-out gear clean, washing turn out gear annually and training officers documenting.
- I. Members shall wear glasses when using extrication equipment.
- J. Heavier than air gases shall be prevented from entering other low areas where damage or injury could occur.
- K. Defective equipment shall be reported to the Fire Chief.
- L. Department related injuries must be reported to the Fire Chief and to proper personnel at the City Administration Office.
- M. Personal alert devices shall be activated when wearing SCBA.
- N. Pumper operator shall wear turn-out gear.
- O. Initial trucks leaving the fire hall shall have a minimum of two personnel.

Section 13

Responsibility for compliance with Minnesota Data Practices Act and Confidentiality

1. General data practices

All Department members shall be personally responsible for compliance with the Minnesota Data Practices Act. Their attendance at the scene of emergencies provides Department members with access to private and confidential information concerning people's lives and property. Members are strictly prohibited from discussing or providing such information on other than a business necessity basis within the Department. Questions concerning confidentiality should be referred to the City Clerk or Chief or 1st assistant or 2nd assistant.

Individual personnel files are regarded as private data and will be treated as such. Officers of the Department who have access to such information shall be personally responsible for maintaining confidentiality of such information. Questions concerning confidentiality should be referred to the City Clerk.

2. Social Media

All calls are regarded as private data and will be treated as such. Members of New Auburn Fire and Rescue are prohibited to make comments or post anything regarding to a call. Any other posts or comments regarding the fire department events or community functions concerning the fire department in a negative way will be prohibited. The use of social media to discriminate against the fire department and/or its members, the city of New Auburn and/or its council or city workers is strictly prohibited. Questions concerning confidentiality should be referred to the City Clerk or the fire department officers.

Failure to comply with this policy may result in disciplinary action.

Section 14

First Responder Reserves

The purpose of the Reserves is to provide in conjunction with fire and rescue department medical and rescue coverage for the city of New Auburn and the surrounding area and to assist the fire department on all other calls.

1. Membership

The reserves shall consist of no more than 6 members and no less than 2 members at any given time. Should it become necessary to increase or decrease the membership, the City Council shall designate the number of members on the reserves.

Members must be at least 21 years of age and maintain at least a current first responder or E.M.T. certification.

Members shall reside within the New Auburn Fire District or within 15 minutes response time or with exceptions granted by the New Auburn City Council.

Members must complete a one-year probation period.

2. Salaries and compensation

All members will be paid per call for medical calls, an hourly rate after two hours for other calls.

1. \$20.00 per call
2. Hourly wage of \$9.00 per hour after the first two hours except medical calls.
3. Training time will be paid an hourly wage of \$9.00 per hour (training will not be paid for regular scheduled training nights)
4. Refresher courses will be paid an hourly wage of \$9.00 per hour
5. \$250.00 annual salary

All pay will be paid twice a year.

First Responder Reserves will not be eligible for any relief association benefits.

All members will be compensated for driving their personal vehicle to any training that is in addition to the regular scheduled training at a rate that is set annual by the city council.

3. Essential Duties of Reserves

The Reserves main objective is to minimize the loss of life by reaching people with medical attention as soon as possible.

The reserves will also assist the fire and rescue department with all other types of calls.

- a. The reserves may respond to any non first responder calls
- b. All reserves will be required to go to a minimum of 3 trainings per year
- c. The reserves must attend two meeting per year one of which will be the annual meeting in December
- d. All reserves will be provided with a pager
- e. All reserves will be provided with a bag for their gear (there will be a place in the fire hall for storage of gear)
- f. Active Fire Department Officers will act as incident command at all scenes
- g. Minimum of 2 personnel must be available before the rescue truck can leave the station
- h. Should follow all regular fire and rescue department policies
- i. The reserves may only drive the rescue truck and the grass rig pickup

Section 15 Billing

All billing will be written and approved by the fire department officers according to the billing rate sheet below:

Billing Rate Sheet

A. Medical

- a. The New Auburn Fire and Rescue Department will not charge for any medical calls.

B. Rescue

- a. Search and rescue ----- N/C
- b. Water rescue ----- \$100/hour
- c. Auto ----- N/C
- d. Auto with extrication tool used ----- \$250/hour

C. Fire

All fire calls will be charged for type of fire, trucks used, and additional direct expense.

- a. Type of Fires
 1. House of any kind ----- \$250/hour
 2. Structures (fire) ----- \$250/hour
 3. Auto with fire ----- \$250/hour
 4. grove, woods, trees, grass or marsh ----- \$250/hour
 5. illegal refuse (ex: garbage, tires, treated wood) ----- \$250/hour All illegal fires are subject to a fine in addition to New Auburn Fire and Rescue charges
- b. Trucks used
 1. #931 Tanker/Pumper ----- \$250/hour
 2. #932 Tanker/ Pumper ----- \$250/hour
 3. #933 Mini Pumper ----- \$100/hour

- 4. #934 grass rig ----- \$100/hour
- 5. #935 Rescue Van ----- \$100/hour
- 6. #936 3,000 gal tanker ----- \$150/hour
- 7. Ranger-----\$100/hour
- c. Additional direct expenses
 - 1. replacement cost for foam
 - 2. mutual aid bills from other fire departments
 - 3. other items billed to the department such as but not limited to a backhoe, skid loader, additional trucks for hauling water
- D. Miscellaneous
 - a. Request for assistance (minimal or no equipment used) --\$50/hour
 - b. False alarm (cancelled by homeowner) ----- \$50/hour
 - c. False alarm (cancelled by fire department) ----- \$50
 - d. Smoke odor in a building ----- \$50/hour
 - e. Hazardous Material Spill ----- \$250/hour
 - f. Carbon Monoxide Detector alarm ----- \$50/hour

Minimum charge will be for one hour of service.

Customer will be billed in half hour increments after the first hour.

All billing to other local fire departments will follow mutual aid agreements.