
Section: 1.33 Committee & Workgroup Responsibilities

Effective Date: 01/16/2012

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SCOPE:

This policy applies to department officers and other department members who may be placed in a position of oversight of a committee or workgroup.

PURPOSE:

Provide SMFD Committees and workgroups with consistent direction for a predictable outcome.

Responsibility: SCBA

Purpose: Create and implement a PM, repair and use program for all breathing apparatus systems

Item:

- Implement a system to record all maintenance of all SCBA systems, track and record all activities, repairs, upgrades and inspections.
- Verify the SCBA program is in accordance with OSHA requirements.
- Ensure that only approved and certified people work on apparatus systems.
- Ensure that ample and appropriate spare parts are on hand
- Review cost and prepare budget needs and options during budget time
- Conduct annual air sampling
 - Conduct annual compressor maintenance
 - Conduct routine maintenance
- Ensure that all routine maintenance is conducted in accordance with manufactures recommendation
 - Conduct annual mask testing
 - Conduct annual apparatus performance testing
 - Perform PM

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Responsibility: Special Operations – Technical Rescue

Purpose: Coordinate plans, training program, and equipment proposal and conduct inspections/testing of equipment. The program is established at the operations level, as follows:

- 1) Structural Collapse
- 2) Confined Space Search and Rescue
- 3) Vehicle and Machinery Search and Rescue
- 4) Water Search and Rescue (in conjunction with Water rescue Committee)

Item:

- Conduct review of all identified exposures
- Complete an outline and training program targeted at the operations level and in conjunction with the identified exposures.
- Implement an equipment inspection program
- Implement a thorough documentation system that outlines all equipment and a format for recording inspections and manufactures maintenance guideline
- Review cost and prepare budget needs and options during budget time

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Responsibility: Special Operations - Hazardous Materials

Purpose: Coordinate plans, training program, and equipment proposal and conduct inspections/testing of equipment. The program is established at the operations level

Item:

- Conduct review of all identified exposures
- Complete an outline and training program targeted at the operations level and in conjunction with the identified exposures.
- Implement an equipment inspection program
- Implement a thorough documentation system that outlines all equipment and a format for recording inspections and manufactures maintenance guideline
- Identify mitigation opportunities
- Identify training needs
- Air monitors; complete all maintenance, calibrations and records keeping system for all air monitors. Create recommendations for new equipment and provide for budgetary input.
- Review cost and prepare budget needs and options during budget time

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Responsibility: GIS/Mapping

Purpose: Coordinate map and GIS needs

Item:

- Create a system that keeps Station and vehicle maps current
- Coordinate with County GIS needs of SMFD and the county
- Identify mapping needs for vehicles and implement
- Communicate with department about updates and needs

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Responsibility: Facilities

Purpose: Coordinate and communicate facility needs and repairs

Item:

- Create a system that keeps Station in good repair
- Coordinate with city on repair needs
- Create a system to communicate with the city and keep current with repair requests.
- Create a system to communicate with crews and keep the department current with repair requests.
- Provide for station planning and budget preparation for station needs.

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Responsibility: Vehicle Inventory

Purpose: Coordinate and communicate vehicle inventory to provide for consistent and predictable equipment locations

Item:

- Create a system that tracks and archives equipment and supply location
- Create a system that determines supply quantities
- Implement a mechanism that allow for changing of inventory supplies or location.

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Responsibility: EMS

Purpose: Coordinate and communicate EMS needs, supplies and repairs

Item:

- Create a system that tracks inventories and develop a system that allows for inventories to not drop below minimums
- Communicate with our Medical Director and seek input and prior approval for ALL changes on equipment or supplies before purchases.
- Prior to large purchases, seek approval of Medical Director to verify the current items remains suitable for purchase
- Coordinate repairs, updates
- Conduct purchases, and develop systems to track and communicate purchases with department secretary
- Monitor a system to track equipment out of service.
- Provide budgetary input

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Responsibility: Wellness Program

Purpose: Coordinate and communicate the Wellness Program

Item:

- Implement a system that is current with current firefighter medical standards, and the departments Medical Doctor. In accordance with OSHA requirements
- Create documents that outline examination protocol in conjunction with our medical director.
- Schedule and coordinate the annual wellness examinations and fit testing for SCBA and HEPA. SCBA is conducted through the medical provider.
- Coordinate HEPA fit testing through qualified department staff.
- Review cost and prepare budget needs and options during budget time

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Responsibility: Maintenance of Vehicles and Equipment Program

Purpose: Coordinate and communicate the Vehicle and equipment maintenance Program

Item:

- Facilitate and coordinate quarterly meetings with the service center.
- Communicate all maintenance topics to department
- Create, update weekly maintenance check sheets and up to date filing system allowing access from both stations.
- Coordinate scheduled maintenance
- Determine and create a system to provide direction for emergency repairs allowing the shift officer to make a determination on facility/vendor including urgent repairs.
- Schedule all pump tests
- Schedule/prepare for ground and Arial testing
- Implement a system to maintain and support Station compressor for vehicles.
- Small engine repairs, schedule with Service Center if we are not capable to make the repairs.
- Coordinate repairs/updates; tools, hydraulics, extinguishers and loose equipment
- Schedule DOT inspection with the Service Center.
- Provide budgetary input on project maintenance, refurbishment, and large purchases.
- Review cost and prepare budget needs and options during budget time

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RESPONSIBILITY: Community Education

Purpose: Provide public education and prevention to the public

ITEM:

- Determine and establish learning objectives based upon current trends and needs.
 - Fire
 - EMS
- Coordinate the annual school fire prevention program
- Schedule programs
- Conduct prevention fire/EMS lectures to groups

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RESPONSIBILITY: Uniform Committee

Purpose: Develop a consistent uniform for staff through receiving input for the department

ITEMS:

- Select a committee with representation from all three shifts. Membership includes an officer to serve as chair and a member of the union officer rank. Ideally, the members should serve dual purpose.
- Shift members solicit input from the shift, and keep their shift informed.
- Develop and update the uniform policy, coordinate results
- Select vendor meeting department needs
- Committee chair presents any changes or modification to the Captains group.
- Provide input to selection of uniform vendor.
- Provide input into the new hire uniform needs for the new hires first year.
- The department, as best we can for purpose and function, will utilize American made clothing and apparel.

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RESPONSIBILITY: PPE

Purpose: This Committee has a focus to provide the best possible PPE for the available budget.

ITEM:

- PPE includes turnout, boots, fire gloves, tech gloves, EMS gloves, hoods, helmets, and mandatory tools/items carried in turnout pockets.
- Review and remain current with department needs
- Remain current with modern technologies
- Shift members solicit input from the shift, and keep their shift informed (one from each shift, and chaired by the officer)
- Develop and update the purchase specifications
- Select vendor meeting department needs
- Committee chair presents any changes or modification to the Captains group.
- Provide input to selection of PPE vendor.
- The department, as best we can for purpose and function, will utilize American made clothing, apparel and equipment.
- Determine an inspection program of the PPE including documentation
- Participate in the budget process

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RESPONSIBILITY: Water Rescue

Purpose: Develop and implement a water program targeting moving water, ice, and standing water that provides for the safety of personnel while conducting rescue, recovery, hazmat, and fire suppression.

ITEM:

- Conduct a risk assessment
- Determine equipment and training needs. Bring Training needs to the Training committee for implementation
- Implement and conduct an inspection program of equipment and develop a documentation process
- Participate in the budget process
- Work with adjoining departments in partnership to maximize resources and capabilities
- Develop policies and bring to the Captains group for action
- Develop and maintain qualified operators
- Participate in the UMSC
- Select group Attend workshops and drills

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RESPONSIBILITY: Training committee

Purpose: Develop and implement a robust training program covering items listed in the OSHA compliance manual.

ITEM:

- Lieutenants from each shift being lead by a Captain
- Review compliance needs and implement a program through objectives and learning points and methodology to provide a consistent and repeatable program.
- Implement a records keeping system
- Review department injury statistics and provide training
- Implement a program compliant with OSHA and the OSHA compliance manual
- Review national and local trends, implement programs aimed to address trends
- Create a system to allow for DAILY topics to provide for consistent delivery of material.
- Develop a schedule

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RESPONSIBILITY: Safety Committee

Purpose: Provide for the safety of department members through analysis of department injuries, review safe operations, facilities, policies and programs.

ITEM:

- As with ICS safety officer, the chair has the authority to suspend, alter or terminate unsafe practices.
- The committee lead by an officer, and shall have representation including the Union, and a member of each shift, some of the members should be dual purpose.
- Conduct regular station inspection for facility safety including MSDS, fall, slip, electrical and verify OSHA compliance.
- Take minutes and post.
- Communicate with the Fire Chief on a regular basis, and immediately report items that pose a threat.
- Provide recommendation regarding training to the training committee based on need.
- Make proactive recommendations to the Captains group

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RESPONSIBILITY: CPR/BP program

Purpose: Remain proactive in the community to provide CPR training and blood pressure screening (Heart Restart in Time and the CPR certification).

ITEM:

- Create and coordinate Public Information about the program(s)
- Schedule classes
- The CPR Heart Restart program is designed to eventually be championed by a member of the public, search for a public champion for self sustainment.
- Review of target properties and implement a schedule to conduct blood pressures once per week/per station on a rotating schedule. Target groups include resident facilities that may have limited ability to drive to the station
- Create a record keep system tracking participants.
- Reach out to community groups
- Create a cleaning system and replacement program
- Participate in the budget process
- Participate in the County heart Restart program
- Assist the parent cities with AED, CPR needs
- Complete the Heart Safe community initiative and sustain after receipt

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RESPONSIBILITY: IT

PURPOSE: Provide for preventative maintenance, coordinate repair, and create plans

ITEMS:

- Coordinate “simple”, ordinary software/hardware repairs, upgrades with each city IT person.
- Create and follow a communication/repair request system
- Coordinate with LOGIS repairs and system upgrades that go beyond “simple/routine”.
- Review cost and prepare budget needs and options during budget time

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RESPONSIBILITY: Station Supplies

PURPOSE: Provide for a seamless supply of department supplies

ITEMS:

- Create a system that receives department input on supply needs
- Supplies include; floor dry, station cleaning supplies, bathroom supplies, kitchen supplies, cleaning equipment, bedding, beds, foam, hose and station furniture.
- Purchase station cleaning supplies that meet the department needs, yet, are also “house-hold” in nature to minimize the need for MSDS as able.
- Create a system that provides a supply cache.
- Review cost and prepares budget needs and options during budget time.

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RESPONSIBILITY: Policy Review Committee

PURPOSE: Annually review and update the Policies of SMFD. Identify and develop policies the organization may not have in place.

ITEMS:

- The committee will review all policies for currency, relevancy, and review for conflicting information.
- The committee will be asked to review in accordance with applicable regulations such as OSHA. NFPA is a standard. SMFD has not adopted NFPA, however, use as a point of consideration. We as an organization will balance the standard with other organizational considerations.
- The committee is asked to bring forward areas where NFPA and other standards are difficult to be followed due to budgetary restrictions.
- The committee chair will bring revisions to the Fire Chief.
- The committee will provide regular updates.

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RESPONSIBILITY: Special Events Committee

PURPOSE: As needed, lead special event coordination.

ITEMS: The committee will create outline for special events including

1. New hire introduction
2. Promotions
3. Retirements
4. Non-LODD funeral
5. Be prepared to handle other, as needed special events
6. Annual Meeting

- Will be prepared to coordinate special events as necessary.
- This committee will be under the supervision of the Fire Chief
- The committee will provide for Operation, Planning, and Logistical and Financial support.

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RESPONSIBILITY: EMS Taxing District Advisory Committee

PURPOSE: The Committee is tasked with the review of EMS operation considerations. Provide input to the Fire Chief and SM Board of Directors.

ITEMS: The Committee will be structured in accordance with the Minnesota Statute 144.E. Specifically representation from:

1. First Responder Group
2. Ambulance Service
3. Medical Director
4. Communications

The committee will meet as needed and minimum of once per year during winter. It is hoped that the committee will provide guidance on the needs of quality patient care from a system approach:

1. Review EMD data
2. Review DCC data
3. Review SMFD alarm data
4. Review HET alarm data as related to the EMS taxing district
5. Review Capital needs
6. Complete a record system including minutes and comply with open meeting law requirements