



CITY OF MONROE FIRE DEPARTMENT REFERENCE GUIDE

Contents

Terms of employment
Probationary prerequisites and requisites station responsibilities
Station use and responsibilities
Map reading
Communication systems
Pager operating instructions and care attendance /credit sheets
Issuance of personal protective equipment uniform
Wearing of the uniform
Turnout gear
Responding to the station/incident confidentiality

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Terms of Employment

Work relationships constitute an "at will" arrangement which either party is free to terminate (*after consideration and approval of the Monroe Police & Fire Commission under WI Administrative Code 62.13*). Neither the Monroe Fire Department's Reference Guide nor the Standard Operating Guidelines manual embodies an "implied" contract. Reasons for separation include resignation, reduction in force, economic separation, layoff, retirement and discharge for cause.

Probationary members will serve a one-year probationary period, starting with their date of hire. The probationary period may be extended as deemed necessary by the Chief. An employee may be terminated at any time during their probationary period without cause.

Disciplinary action and/or termination may result if you fail to abide by the rules, regulations, standard operating guidelines, and policies of the department.

It is mandatory that all probationary members complete the fire department basic orientation session dealing with department policies, procedures, guidelines, rules and regulations.

It is mandatory that all probationary members complete the State of Wisconsin Fire Fighter I class. This is in accordance with the State of Wisconsin Rules and Regulations WI SPS 330.

An individual who, due to significant length of service, experience, or past training/education, feels that they are qualified in the job performance requirements of a particular certification level, may apply for a letter of equivalency from the Wisconsin Fire Service Training Office.

The Monroe Fire Department will accept letters of equivalency from Wisconsin or other states, as well as IFSAC or ProBoard certifications from other states or the U.S. military in-lieu of certifications for appointment to all positions including Firefighter 1, Firefighter 2, Driver/Operator (*Aerial & Pumper*), Inspector 1, Instructor 1, Fire Officer 1 and Fire Officer 2.

All candidates are required to read and become familiar with the department standard operating procedures and guidelines and the rules and regulations of the department.

Probationary members may ride on apparatus and assist department members after a thorough orientation of the equipment. However, they **will not** be permitted to participate in any interior structural firefighting until successfully completing the State of Wisconsin Firefighter I course and receive clearance from the department's training officers.

Department maintenance is every Thursday night of the month at 6:30 p.m. If maintenance should fall on a holiday, it will be held the night before the holiday or as scheduled by the maintenance supervisor. Probationary members are expected to attend maintenance as part of their probationary training.

All probationary members will take part in scheduled training specifically intended to familiarize them with department functions and procedures. This training will be coordinated through the training officers and is in addition to the required Tuesday evening training.

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All members must comply with minimum participation levels in accordance with Standard Operating Guideline 3.0010; Members are expected and encouraged to actively participate in department responses, training and work details.

A minimum combined calendar year participation total of response to 30% at first alarm or greater fire calls (*not including first response calls*) and attendance at 30% of regular monthly department training (*the second and fourth Tuesdays of each month, January through November unless modified by the department*) is required for continued membership.

Employees are expected to be in suitable mental and physical condition at work, performing their jobs satisfactorily and behaving properly. If it appears that you are not able to do your job, you may be asked to take a medical examination, or asked for an explanation.

Any employee who refuses to cooperate with the determination of whether he or she is fit for duty or hides a medical condition which may affect safety of the individual, other members or the public will be subject to discipline up to and including termination.

An employee unable to perform his or her assigned duties, or an employee who presents a danger to others in attempting to perform their duties, will be relieved of duty until such time that he or she is certified by a physician to return to full duty or authorized to return by the Department Head.

Station Responsibilities

The City of Monroe Fire Department stations are kept locked at all times. A key/combination will allow you entrance to the stations. A certain amount of responsibility goes along with your possession of this key/combination. The door key/combination is issued to you primarily to gain access to the station for emergency responses, training sessions, meetings, and scheduled department activities. The key/combination must never be given to non-members of this department. Remember this key/combination is a privilege afforded to you in complete trust by this department. You are allowed use of this key/combination to show family and/or friends around the station.

Guests are not allowed to sit in or handle any part of the emergency apparatus that may interfere with or disrupt the normal and proper operation of the unit.

Children must be kept at safe distance from the emergency apparatus and under direct supervision at all times. Guests are allowed use of the kitchen facilities, or weight room with supervision of a department member. All station telephones are business telephones and their use is limited to fire department use only.

Monroe Fire Department property may not be taken out of the station without the permission of a Chief Officer or the Officer on call. Any misuse of your key or equipment may result in your immediate suspension and possible discharge from the department.

Station Use and Responsibilities

Kitchen facilities are yours to use whenever you wish. You may bring food to prepare and eat in the kitchen area. You are responsible for cleaning up after you are finished having a meal and/or beverage.

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It is the responsibility of each member to keep their gear locker clean and maintain their equipment in an orderly fashion. Any station or personal property that has been tampered with or stolen should be reported to a ranking officer immediately.

Disciplinary action and/or termination will result if an individual is found to have tampered with, or stolen property of the fire department or another member.

Map Reading

It is extremely important that you understand how the city streets are laid out. It is equally important that you understand how to read a map for finding addresses in the department's rural district. You are not allowed to operate apparatus until after completing your probation and being cleared by the apparatus officer.

There is a map of the city of Monroe near the base radio and main entrance at each station. The address or fire number of the call and nature of the call should be written on the verified for your information. There are maps of the county in the truck on the passenger's side.

House numbers are assigned based on their location:

Houses located on the South or the East Side of the street will end in an even number.

Houses located on the North or the West Side of the street will end in an odd number.

Communication Systems

The communication system used by the City of Monroe Fire Department consists of a telecommunications and radio communications system. Detailed below is an explanation of how both systems operate and what your responsibility is as a member of the Monroe Fire Department.

Telecommunications system (telephone system) consists of two portions; Phone and Radio

Non-emergency administrative phone lines are listed below:

Station No. 1 House Phone 608-329-2575

Station No. 2 House Phone 608-329-2578

FAX 608-329-2576

Chief 608-329-2579

Deputy Chief 608-329-2570

The radio communications system has the following components:

1. A base station transmitter/receiver
2. All fire apparatus are equipped with multi-channel mobile radios
3. The officer on call is equipped with a pager, portable radio and cell phone
4. Each member of the department is issued a tone-activated pager and charger that have the capability to monitor and alert.
5. Officers of the department are issued a portable radio

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The following is a list of call signs for the officers *(as of 12-1-2014)*:

A.	Fire Chief	7510
B.	Deputy Chief	7511
C.	Training Division Chief	7512
D.	Apparatus Division Chief	7513
E.	Captain-Training	7514
F.	Captain-Apparatus	7515
G.	Captain-Safety	7516
H.	Lieutenant-Apparatus	7517
I.	Lieutenant-Apparatus	7518
J.	Lieutenant-Training	7519
K.	Lieutenant-First Response	7520
L.	Chaplain	7521

(SUBJECT TO CHANGE WITH NEW APPOINTMENTS OR PROMOTIONS)

Pager Operating Instructions and Care

1. Turn the volume control knob on the top of the pager to the on position. The pager will emit a tone indicating it is on.
2. While depressing the small black reset button on the top, turn the volume control knob to desired level. If you do not hear the squelch sound, check to assure that the battery is charged, installed correctly and the battery door is closed.
3. All pagers are equipped with a selective call switch on the top of the unit. When this switch is towards the A symbol, the pager will only alert when the call is for the Monroe Fire Department. When placed in the B position the pager will vibrate on alert and you will hear the voice message. When the switch is towards the C symbol the pager will monitor all pages on the fire frequency. When the selector is placed in the D position the pager will vibrate and tone on alert but you will hear the voice message. These set can be modified for individual preference. Firefighters may also elect to have Green County EMS tones in the pager if desired.
4. Should your pager fail to receive calls or require any repairs, notify a chief officer and another one will be issued to you while yours is being repaired.
5. If you lose your pager, report the loss to a chief officer immediately. You should make every attempt to locate the pager.
6. You are responsible for the proper care of your pager.

Attendance/Credit Sheets

Attendance at fire department training sessions and calls are recorded on a department call or training sign in sheet. Attendance reports are generated from these sign in sheets. It is your responsibility to ensure that your name is entered on the appropriate sheet for each fire call, training session or other department function.

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Training sessions are held from approximately 6:30 p.m. to 9:00 p.m. on the second and fourth Tuesday evening of the month. Training dates and times may be changed, as the Chief deems necessary. The Chief Officer in charge will provide a training attendance form for signing in. Training that takes place other than the normally scheduled times must be approved by the Chief for compensation and the attendance sheet will be the responsibility of the officer or senior firefighter in charge.

When responding to a call it is your responsibility to sign in on the call sheet located at the rear of each station.

A miscellaneous sign in sheet is created for documentation of hours that individuals spend providing building maintenance, apparatus checks, and station work as deemed necessary by the Chief.

It is prohibited for anyone other than an officer to sign anyone's name other than his or her own.

Sign-ins may take place only up to 20 minutes after the initial call. All members signing in must remain at the station until released by command.

Violations of above tenants may result in disciplinary action under the terms of SOG 3.006 and WI Administrative Code 62.13.

Issuance of Personal Protective Equipment

Equipment issued to probationary members:

- a. Helmet (2)
- b. Bunker Coat (2)
- c. Short Boots with Bunker Pants (2 pr.)
- d. SCBA Face piece (2)
- e. Hood (2)
- f. Gloves (2)
- g. Standard Operating Guideline Manual (in either hard-copy or electronic version)
- h. Safety Glasses (2)
- i. Work shirt
- j. Dress shirt
- k. Dress pants
- l. Badge
- m. Collar Insignia
- n. Name tag
- o. Pager & charger
- p. Passport Accountability Identification tags (8)

NOTE: It is the member's responsibility to make sure he/she has received all of the above named equipment and that it is maintained in an orderly fashion.

Uniform

Uniform wear and maintenance is now covered under separate policy (see SOG 3.015)

Turnout Gear

You will be issued a complete set of turn out gear, which is to be worn in accordance with the department's standard operating guidelines. It is designed for your protection and must be worn completely and properly. The following will cover the description, wearing, and caring for your turnout gear.

You will be issued two helmets that meet NFPA guidelines.

HELMET COLRS DESIGNATE THE FOLLOWING:

Chief Officers: White helmets

Captains and Lieutenants: Red helmets

Firefighters: Black helmets

Chaplain: White helmets

The helmets should be cleaned and inspected periodically. Report any defects or cracks immediately. The chin strap should always be used to ensure that the helmet will remain secure. Each helmet has a Monroe Fire Department insignia on the front. A member's position and/or rank can be identified by the color of helmet and helmet front lettering.

The addition of personal stickers etc. is generally not encouraged. The department reserves the right to require removal of any sticker or insignia which may be deemed unacceptable by administration, other members or the public.

The addition of personal equipment such as flashlights, wedges or other small appliances relevant to the job is acceptable however the department reserves the right to require removal of any item which may be deemed unacceptable by administration.

Your name will be on the tail of your coats for identification purposes. All coats are issued with reflective stripes so you can be easily seen in the dark. Your coats should be kept clean. Turnout coats will be worn with all liners in place. Any tears, holes, or other types of excessive wear should be reported immediately to the Safety Officer.

You will be issued bunker pants with a set of suspenders. Reflective stripes will be around the ankle portion of the pants. Any tears, holes, or other types of excessive wear should be reported immediately to the Safety Officer. Bunker pants will be worn with all liners in place.

You will be issued two pair of gloves. The gloves are to be worn at all times for your protection. Gloves should be inspected periodically; if damaged, they should be replaced as soon as possible.

You are issued two pairs of short boots to go with your bunker pants. The boots have protective toes and insoles for your added protection. A boots, which fits properly, will provide greater support, prevent blisters, and reduce ankle and foot injuries. Boots must be worn with bunker pants. Always wear socks (*some prefer heavy or multiple pairs*) when wearing fire boots. Boots should be washed with mild soap and warm water to remove oil, grease, or solvents, which may deteriorate the rubber.

The protective hoods issued are to be considered part of your regular protective clothing. It should be worn any time protective gear is required. This includes training sessions.

You will be fit tested and issued a SCBA face piece to be worn with the self-contained breathing apparatus. You should take your face piece on all calls and training regardless of their nature.

Since any responding member may be required to don an SCBA, ALL members wishing to respond to incidents MUST continually comply with the requirements of WI Administrative code SPS 330.12(d) which states;

A fire fighter may not wear a beard or facial hair that comes in contact with a facepiece seal if the fire fighter's duties require him or her to use a self-contained breathing apparatus. If a fire fighter wears eyeglasses, the fire fighter shall use frames that do not pass through the seal area of the facepiece.

Members found not in compliance will be placed on indefinite leave of absence until they are able to regain compliance.

You will be issued safety glasses, if you require prescription safety glasses the department will purchase them for you (including bifocals or trifocals). It is your responsibility to have a current eye exam. If you wish to purchase more stylish safety glasses, the department will reimburse you up to the cost of the department issued safety glasses. Safety glasses must be worn on all calls regardless of the nature of the incident.

The safety committee will inspect all turnout gear as deemed necessary by the Safety Officer.

Turnout gear must be cared for properly and in working conditions at all times. Any gear that is worn or unsafe should be replaced immediately. Turnout gear is to be worn in accordance with the department's standard operating guidelines. You are responsible for keeping your turnout gear clean and reporting any unsafe turnout gear. Turnout gear should be cleaned on a regular basis for your personal safety. Since each firefighter is issued two complete sets of gear you should make plans to respond to the appropriate station or move gear from one location to another while you are laundering your PPE. Report any concerns of unsafe gear to the department's Safety Officer

Responding to the Station/Incident

When responding to the station you may use your flashers and red lights. Lights are not required and are not department issued. You must remember that the use of flashers and/or a red light does not give you the right of way. YOU MUST STILL OBEY ALL TRAFFIC LAWS. Response to the station should be in a SAFE manner. You should not respond directly to the incident.

When possible the following codes will be used to inform the responding units of the initial status of the incident and the manner in which they should respond.

CODE RED - This incident is an emergency. Fire is present. Responding units should use lights and siren. Personnel should be in full turnout gear and prepared to perform their assigned tasks when they arrive on scene. Stand by for additional information and size up.

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ALL CALL – This incident requires the response of all available personnel. It is normally issued after a Code Red and in conjunction with a MABAS Box Alarm. Responding units should use lights and siren. Personnel should be in full turnout gear and prepared to perform their assigned tasks when they arrive on scene. Stand by for additional information and size up.

EMERGENCY Response (10-33) - This incident should be considered an emergency however, the incident commander is uncertain if fire and/or injuries are present. Responding units should use lights and siren. Personnel should be in full turnout gear and prepared to perform their assigned tasks when they arrive on scene. Stand by for additional information and size up.

NON-EMERGENCY Response (10-40) - This incident is not an emergency. Fire and/or injuries are not apparent at this time. All units should continue to respond until informed to disregard. Response should be without the use of lights and siren. Responding units should obey all traffic laws. Personnel should remain ready to perform assigned tasks when they arrive on scene and stand by for addition information.

Confidentiality

One of your most important obligations as an employee of the Monroe Fire Department is to respect the privacy of the citizens we serve. Regardless of whether you are acting in the capacity of a firefighter or a first responder you may not discuss patients, their illnesses or their personal affairs except in the course of treatment. All information concerning a patient is strictly confidential.

Disciplinary action under SOG 3.006 and WI Administrative Code 62.13 and eventual termination may result if patient confidentiality is disregarded.

Implementation: This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

Effective Date: December 2, 2014

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