

**LANCASTER COUNTY FIRE COMMISSION
MEETING AGENDA
LANCASTER COUNTY EOC, 111 COVENANT PLACE
FEBRUARY 4, 2016**

February 4, 2016 at 7:00 PM (Meal served at approximately 6:30 – Fire Commissioners Only)

Invocation
Visitors Comments
Approval of January 7, 2016 Minutes

Information Items

- Grants Update
- Training Report (See Attached)
- Maintenance Report
- Budget Detailed Account Inquiry (See Attached)

Action Items

1. Discussion concerning Results of Semi-Annual Information Request
2. Discussion concerning RACI (Responsible Accountable Consult Inform) – See Enclosed
3. Discussion concerning Fire Apparatus Purchase
4. Discussion concerning Recruitment Retention Grant Update (Nathan Wall)
5. Discussion concerning New Radio System
6. Discussion concerning Rescue Transition
7. Discussion concerning Fire Commission Budget
8. Discussion concerning Training Officers' Appointments (See Attached)
9. Discussion concerning Approval of Fire Department AFG Grants
10. Standing Committee Reports
 - Standard Operating Guideline Committee (See Attached)
 - Strategic Planning and Governmental Operations Committee
 - Apparatus and Equipment Committee
 - Budget Planning & Appropriations Committee
 - Personnel and Interagency Relations Committee
11. Commissioner's Comments

Note: Please be sure to bring your SOG notebooks for revisions and updates.

Minutes of the Lancaster County Fire Rescue Training Officer's Association

January 21, 2015

Training Officers:

Jeremy Taylor	#1	Brandon Thompson*	#2
Robbie Clanton*	#3	Toby Roberts	#4
Michael Metcalf	#5	Bobby Hudson*	#6
Britt Blackmon*	#7	Darrel Pigg	#8
Richard Jackson*	#9	Steve Piotrowski*	#10
Jeremy Sims*	#11	Phillip Pegram*	#12
Jonah Smith	#14	C.F. Truesdale	#15
Stephen Gardner	#16	Fred Plyler*	#17
Billy Lloyd*	#18	Richard Cauthen*	#19
Phil Polston*	EMS	Keith Wilson*	Fire Rescue
Danny Deese	City Fire	JD McCarley	SCFA

* - Member present

Also present: Adrian Caskey, Andy Sims

The meeting was called to order at 7:00 pm, January 21, 2016 by Larry Pegram and opened with prayer by Fred Plyler.

Bobby Hudson made a motion to accept the minutes from our December meeting; Robbie Clanton seconded; Motion carried unanimously.

Robbie Clanton made a motion to accept the January agenda; Fred Plyler seconded; Motion carried unanimously.

First Responder update:

1st Responder class will begin March 7th. The class will consist of Mondays and Thursdays. The class will test April 18th. All members that wish to register need to have a form in by February 22 by 5pm so Phil can order books. Phil asked for all departments to not use C-collars. AED maintenance will be in March.

SCFA Region 2 Coordinator

JD was not present. The fire portal is messing up. Please be patient while the academy works through the problems. Region 2 office is moving to a new location. If anyone is in need of a retest, contact JD.

Visitor Comments:

Patrick Helms explained about T-shirts with the incentive program. Committee will decide on who gets a T-shirts and other incentives. If a member wants to continue getting incentives who joined at October 15, 2015, they need to continue their service.

Fire Commission Report:

Gift card sign in sheets were turned in. Recruitment and retention officer Nate Wall reported about tuition assistance. Lastly, someone who has I-300, does not need to go back and take 2146.

Old business:

a. Training Records / Reports:

All departments 2015 summaries are due January 29th by 5 pm.

b. Classes January - June:

Keith reported that the 1152 class at Indian Land currently has 15 and is a go. Any members needing CPR need to send in on a county registration form.

New Business:

a. Elections:

Jeremy Sims nominated Brandon Thompson for President and Robbie Clanton 2nd. All was in favor.

b. IST 2016:

IST will be handed out in February. Looking at using online IST. If a firefighter misses, they can go back and look over the material online.

c. ICS – NIMS:

Reminder that the ICS class is at the end of the month.

d. Officer classes:

June 2016 all officers should have necessary to hold their position.

Forcible Entry IST

Our next meeting will be February 18th at 7:00.

The meeting was adjourned

Respectfully submitted,

Britt Blackmon

FY 2015-2016

COUNTY OF LANCASTER
 BUDGET REPORT BY FUNCTION
 CURRENT PERIOD: 12/01/2015 TO 12/31/2015

IDEAL REMAINING PERCENT. 50 %

<u>ACCOUNT</u>	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR TO DATE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
Function: 141 FIRE SERVICE						
Fund: 10 GENERAL FUND						
Expenditure						
10-7-141-530-00 TRAVEL, TRAINING, DUES	49,500.00	433.00	12,707.58	9,118.00	27,674.42	56
10-7-141-540-00 SUPPLIES-GENERAL	34,000.00	1,687.70	16,236.02	610.60	17,153.38	50
10-7-141-551-00 EQUIPMENT-GENERAL	163,000.00	8,163.04	31,971.48	120,412.55	10,615.97	7
10-7-141-551-45 EQUIPMENT-PROT. CLOTHING	55,000.00	17,237.28	27,598.30	25,865.09	1,536.61	3
10-7-141-560-00 EQUIPMENT - CAPITALIZED	40,000.00	0.00	0.00	0.00	40,000.00	100
10-7-141-570-00 UTILITIES-GENERAL	160,000.00	7,987.04	62,378.08	0.00	97,621.92	61
10-7-141-590-00 MAINTENANCE-VEHICLES	130,000.00	5,347.40	37,438.25	37,762.32	54,799.43	42
10-7-141-590-05 GASOLINE	75,000.00	2,799.10	19,408.38	0.00	55,591.62	74
10-7-141-591-00 MAINTENANCE-GENERAL	40,000.00	2,167.11	13,493.31	8,709.14	17,797.55	44
10-7-141-600-00 CONTRACTUAL SERVICES (CS)	40,000.00	485.99	18,998.90	1,000.00	20,001.10	50
10-7-141-650-00 INSURANCE-GENERAL	50,000.00	0.00	44,770.64	0.00	5,229.36	10
10-7-141-690-00 SPECIAL PROJECTS	134,249.00	478.22	1,634.95	12,507.57	120,106.48	89
10-7-141-691-01 SP - PROMOTIONS	38,000.00	3,590.00	21,232.00	0.00	16,768.00	44
10-7-141-760-00 MATCHING FUNDS	38,000.00	4,568.50	3,417.30	42,890.27	-8,307.57	-22
10-7-141-771-00 DS - LEASE PURCHASE	225,576.00	0.00	225,575.19	0.00	0.81	0
Function: Function: 141 FIRE SERVICE, Fund: Fund: 10 GENERAL FUND						
Total Expenditure	1,272,325.00	54,944.38	536,860.38	258,875.54	476,589.08	37.00
Fund: 11 CAPITAL IMPROVEMENT FUND						
Expenditure						
11-7-141-560-00 EQUIPMENT - CAPITALIZED	55,000.00	0.00	37,935.00	41,251.00	-24,186.00	-44
Function: Function: 141 FIRE SERVICE, Fund: Fund: 11 CAPITAL IMPROVEMENT FUND						
Total Expenditure	55,000.00	0.00	37,935.00	41,251.00	-24,186.00	-44.00

<u>Department</u>	<u>Training Officer</u>	<u>Signature</u>	<u>Asst. Training Officer</u>	<u>Signature</u>
Antioch	Jeremy Taylor	_____	Preston Davis	_____
Bell Town	Brandon Thompson	_____	David Melton	_____
Buford	Robbie Clanton	_____	Matthew Broughton	_____
Camp Creek	Alex Wiseman	_____	Toby Roberts	_____
Charlotte Road	Michael Metcalf	_____	Chris Madden	_____
Elgin	Bobby Hudson	_____	Brooks Faulkenberry	_____
Flat Creek	Britt Blackmon	_____	Scott Vassar	_____
Gooch's	Darrell Pigg	_____	Sue Bryson-Pigg	_____
Heath Springs	Richard Jackson	_____	Alex Parker	_____
Indian Land	Steve Piotrowski	_____	David Spence	_____
Kershaw	Jeremy Sims	_____	Brad Sowell	_____
McDonald Green	Phillip Pegram	_____		_____
Pleasant Valley	Jonah Smith	_____	Josh Honeycutt	_____
Rich Hill	C. F. Truesdale	_____	Andy Sims	_____
Riverside	Stephen Gardner	_____	Chris Gardner	_____
Shiloh Zion	Fred Plyler	_____	Sam Plyler	_____
Tradesville	Billy Lloyd	_____		_____
Unity	Richard Cauthen	_____	Jay Hayes	_____
Lancaster	Danny Deese	_____		_____
LC EMS	Phil Polston	_____	Sherri Brady	_____
Fire Service	Doug Spinks	_____	Britt Blackmon	_____
SCFA	JD McCarley	_____	Visitor	_____
	Visitor	_____	Visitor	_____

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Officer Requirements

S.O.G. 101.01

Adopted: 1-7-2016

Rescinds: 3-6-2014

I. Purpose:

To ensure personnel that hold Officer positions within Lancaster County Fire Rescue are properly experienced and trained, the following requirements shall be met:

II. General:

Years of service requirements are as a Firefighter (18 years old or older) beginning at the date all training requirements were met at the time he/she entered Lancaster County Fire Rescue. Junior or Explorer years do not count toward years of service requirements, nor does the time used to complete the minimum firefighter requirements. Only continuous, full calendar years of service accrue service time. Partial years will not count.

Each Officer must have a current physical on file at the Lancaster County Fire Rescue Office and be up to date on their annual Infection Control certification. Course numbers are associated with a past or current South Carolina Fire Academy (SCFA) or National Incident Management System (NIMS) delivered course.

III. Lieutenant Requirements:

- IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
- IS-700.a and IS-800.b (Online courses)
- I-300 Intermediate Incident Command (SCFA 2153)
- Required Interior Firefighter courses per Lancaster County Fire Rescue Standard Operating Guideline (SOG) #402.07 (example: SCFA 1152 or equivalent, 1153 or 1154)
- Haz-Mat Operations (SCFA 2728 or equivalent)
- One 16 hour Officer class from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
- Two years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.

IV. Captain Requirements:

- IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
- IS-700.a and IS-800.b (Online courses)
- I-300 Intermediate Incident Command (SCFA 2153)
- Required Interior Firefighter courses per Lancaster County Fire Rescue Standard Operating Guideline (SOG) #402.07 (example: SCFA 1152 or equivalent, 1153 or 1154)
- Haz-Mat Operations (SCFA 2728 or equivalent)
- Two 16 hour Officer classes from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
- Three years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.

LANCASTER COUNTY FIRE RESCUE

S.O.G. 101.01

Adopted: 1-7-2016

Rescinds: 3-6-2014

Standard Operating Guideline:

S.O.G. Title: Officer Requirements

V. Assistant, Deputy or Battalion Chief:

- IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
- IS-700.a and IS-800.b (Online courses)
- I-300 Intermediate Incident Command (SCFA 2153)
- I-400 Advanced Incident Command (SCFA 2154)
- Required Interior Firefighter course per Lancaster County Fire Rescue SOG #402.07 (example: SCFA 1152 or equivalent, 1153 or 1154)
- Haz-Mat Operations (SCFA 2728 or equivalent)
- Three 16 hour Officer classes from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
- Five years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.
- Served as an officer with a department within Lancaster County Fire Rescue for at least two years prior to being elected as an Assistant, Deputy or Battalion Chief.

VI. Fire Chief:

- IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
- IS-700.a and IS-800.b (Online courses)
- I-300 Intermediate Incident Command (SCFA 2153)
- I-400 Advanced Incident Command (SCFA 2154)
- Required Interior Firefighter course per Lancaster County Fire Rescue SOG #402.07 (example: SCFA 1152 or equivalent, 1153 or 1154)
- Haz-Mat Operations (SCFA 2728 or equivalent)
- Three 16 hour Officer classes from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
- Five years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.
- Served as an officer with a department within Lancaster County Fire Rescue for at least four years prior to being elected as a Chief.

VII. Reciprocity Procedures through the South Carolina Fire Academy:

- A. Reciprocity and Equivalency:** The SCFA offers reciprocity and equivalency in certain occupational areas for certifications achieved through other fire training agencies. This program is available only to current, active members of South Carolina fire departments. To be eligible the certification must be in one of the accredited occupational levels offered by the SCFA.
- B. Reciprocity:** Reciprocity is the awarding of certification, with no required testing, to those who have been certified at an occupational level by another IFSAC accredited entity. The certification must be in one of the occupational levels offered by the SCFA. The following items are necessary to apply for reciprocity: 1.) Completed reciprocity/equivalency request form. 2.) Letter from your

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Officer Requirements

S.O.G. 101.01

Adopted: 1-7-2016

Rescinds: 3-6-2014

S.C. Fire Chief, on department letterhead, verifying your membership in a S.C. fire department.
3.) Copy of IFSAC accredited certificates with readable seal numbers or a transcript from the issuing agency showing certification levels and seal numbers.

- C. **Equivalency:** Equivalency is the awarding of program credit (e.g. Firefighter I) to individuals certified or trained at an occupational level to a national standard by an entity not accredited by IFSAC. In order to receive transcript credit and certification to one of these levels, an applicant, upon approval by the Certification and Accreditation Supervisor, must challenge the written examination for that level. In some cases skills testing may also be required. Please note the SCFA does not offer equivalency at the course or subject level unless it is part of a curriculum that leads to certification in one of the accredited occupational levels offered by SCFA. The following items are necessary to apply for equivalency: 1.) Completed reciprocity / equivalency request form. 2.) Letter from your S.C. Fire Chief, on department letterhead, verifying your membership in a S.C. fire department. 4.) Copy of certificates or a transcript from the issuing agency showing training courses completed. 5.) Documentation of hours, objectives, methods of evaluation and NFPA standards met. This information can generally be obtained from a course outline, schedule or syllabus.
- D. To have training courses reviewed by the SCFA for Reciprocity or Equivalency, contact the Lancaster County Fire Rescue Training Officer and set up a meeting for him to review the course information and forward it to the SCFA for review.

VIII. Grandfather Clause:

Any officer who has held their current position for at least 10 years and has a combined total of 25 years continuous service time accrual will be grandfathered in perpetuity for their current or any other officer position at the same level or below in rank. This exemption does not attach if legal requirements change such that updated training is needed or if life safety requirements based on legal precedents require additional training certifications. The grandfathered person will only need to participate in the additional training required, not remedial courses leading to that training.

IX. Implementation Period:

Implementation period for these requirements will be three years from the approval date. The Lancaster County Fire Commission voted to approve these requirements on June 6, 2013.

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Carbon Monoxide Response

S.O.G. 402.05

Revision: Updated

Rescinds: 01-03-2008

I. Purpose:

The purpose of this guideline is to establish a set of procedures for the fire departments in Lancaster County who respond to Carbon Monoxide (CO) incidents. The safety of firefighters shall be the primary purpose of this guideline. This guideline also allows the fire departments to determine if the incident is an emergency or non-emergency response.

II. General:

The fire department having the responsibility to respond and evaluate Carbon Monoxide alarms should remember that:

- Carbon Monoxide is a colorless, odorless gas that can be lethal.
- Carbon Monoxide is lighter than ambient air and will collect at higher levels.
- Carbon Monoxide is a bi-product of incomplete combustion.
- When a solid, liquid, or gas burns, carbon monoxide may be produced.
- Always consider life safety when using this guideline.
- Symptoms of CO are similar to the flu, which may include: headache, nausea, fatigue, and dizziness.
- OSHA has established a maximum safe working level for CO at 50 parts per million (ppm) over an 8 hour period in the general workplace.

III. Response:

- A.** Upon receiving 911 calls that refer to CO, Dispatch should find out details about the incident like; Is everyone out of the structure? Does anyone have signs and symptoms? Are any doors and windows open for ventilation?
- B.** If no one has any signs or symptoms, Dispatch should tone out the primary fire department to respond non-emergency traffic to this location for CO monitoring.
- C.** If signs and symptoms are present, Dispatch should tone out the primary fire department and the nearest EMS unit to respond emergency traffic to this location for patient care and CO monitoring.

IV. Procedure:

The following actions shall be taken by the fire department on scene of a Structure Fire or CO alarm. It will be the responsibility of the Incident Commander (Chief or highest ranking officer) to assure that the following guidelines are followed. The fire department should recommend that the structure not be occupied while monitoring is in progress. The fire department's main goal, as it is with any situation, is to keep the occupants safe from injury.

- A.** Upon Arriving on Scene:
 1. Assume command until a higher ranking officer arrives.
 2. Make sure the structure is NOT occupied.
 3. Question occupants about signs and symptoms - flu like symptoms, headache, nausea, fatigue, and dizziness.

4. Question occupants about the type and location of heating systems, gas logs, appliances, water heater, and stove or cook top. This will give firefighters a clue as to where the source may be.
5. Have a firefighter remove the Scott Protege ZM CO Detector from its case. This should be done in clean, fresh air. Do not remove any detector in a potential toxic atmosphere.

B. Monitoring Equipment: Scott Protege ZM CO Detector

1. Scott Protege ZM CO meters are constantly on. The LCD screen shows a number and this number indicates the amount of months remaining on the life of the battery. When the battery life is 0, return the unit to the Apparatus and Equipment Officer for replacement.
2. When CO gas is detected, the LCD screen switches to the PPM (Parts Per Million) screen and will indicated a numerical factor for the concentration of gas detected.

C. Monitoring the Structure:

1. If signs and symptoms are present, two firefighters, in full protective clothing and SCBA, shall enter the structure to begin monitoring the atmosphere. If there are no signs and symptoms, full protective clothing and SCBA is not required.
2. Begin monitoring the first room. Readings should be taken at chest level and at the ceiling. Continue through the structure with a left or right hand pattern.
3. Check closely around all appliances, vents, and heating devices to try to isolate the source.
4. If the monitor detects any level of CO up to 10 PPM within the structure, it shall be considered a normal reading and ventilation may occur to allow for a re-test.
5. If the monitor detects an elevated level (10 PPM or greater) within the structure, it shall be considered an above normal reading and ventilation (Natural or PPV) must occur to allow CO to exit the structure. A re-test should be done to isolate the source of CO.
6. Inform the occupants of the levels found and that further monitoring is being done to isolate the CO source.
7. Once the CO source is located, it shall be shut off, power disconnected from it and the gas turned off. (if applicable)
8. Once the structure levels have been reduced to a safe level, and the source has been located and isolated, the structure may be occupied at the discretion of the occupant / owner.

D. Turning Property back over to the owner:

1. Once the structure is clear of CO, the Incident Commander will explain to the property owner or occupant that the source has been shut off.
2. Concern shall be strongly expressed to the owner or occupant about the cause of this problem. It will be recommended that a licensed gas official, appliance technician, or heating and air technician repair the problem before the unit is powered back up and the gas turned on. (If applicable)
3. Fire Department personnel shall not fix problems associated with CO. This will have to be handled by trained professionals.

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Training And Requirements For Each Rank

S.O.G. 402.07

Adopted: Updated 1-14-16

Rescinds: 10-02-2008

I. Purpose:

This guideline applies to all members of Lancaster County Fire Rescue. This guideline explains the minimum requirements and training to be a Firefighter, Lieutenant, Captain, Assistant Chief, Deputy Chief, Battalion Chief and Fire Chief.

II. General:

- A.** All required training classes will be provided to firefighters at no cost. The firefighter will be responsible for any travel costs unless otherwise approved.
- B.** All required training will be administered through the South Carolina Fire Academy (SCFA) or the Lancaster County Fire Rescue Training Officer or his designee.

III. Training and Requirements According To Rank:

A. Firefighter: The following is a list of required courses that a new (yellow helmet) firefighter must successfully complete prior to being allowed to operate on an emergency scene in a rescue or suppression manner. Once all the listed below training is successfully completed, the firefighter should be issued a black helmet.

(The listed courses should be the most current approved course)

- 1. Infection Control - Firefighter Orientation (Pre-application)
- 2. NIMS Courses IS-100.b; IS-200.b; and IS-700.a (online) (Pre-application)
- 3. Fundamentals of Firefighting (SCFA 1152)
- 4. Online Hazardous Material Awareness Level (SCFA 1427) Taken at any time prior to the below Haz-Mat Operations course.
- 5. Hazardous Materials Operations (SCFA 2728)
- 6. Begin all required Basic Structural Firefighter Training within 1 year.

****All training must be started within the first year and completed within 18 months of hire date or the firefighter will have to stop responding to emergency calls until the required training is complete. **All Fire Rescue members are encouraged to complete Firefighter I and II certification as soon as possible.**

B. Lieutenant: The following is a list of requirements that a Lieutenant must successfully complete prior to being elected or promoted to this rank:

- 1. IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
- 2. IS-700.a and IS-800.b (Online courses)
- 3. I-300 Intermediate Incident Command (SCFA 2153)
- 4. Required Firefighter and Haz-mat courses listed above (example: SCFA 1152 or equivalent and 2728). All Fire Rescue Officers are encouraged to complete Firefighter I & II.
- 5. One 16 hour Officer class from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
- 6. Two years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: **Training And Requirements For Each Rank**

S.O.G. 402.07

Adopted: Updated 1-14-16

Rescinds: 10-02-2008

- C. Captain:** The following is a list of requirements that a Captain must successfully complete prior to being elected or promoted to this rank:
1. IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
 2. IS-700.a and IS-800.b (Online courses)
 3. I-300 Intermediate Incident Command (SCFA 2153)
 4. Required Firefighter and Haz-mat courses listed above (example: SCFA 1152 or equivalent and 2728). All Fire Rescue Officers are encouraged to complete Firefighter I & II.
 5. Two 16 hour Officer classes from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
 6. Three years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.
- D. Assistant Chief, Deputy Chief or Battalion Chief:** The following is a list of requirements that an Assistant Chief, Deputy Chief or Battalion Chief must successfully complete prior to being elected or promoted to this rank:
1. IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
 2. IS-700.a and IS-800.b (Online courses)
 3. I-300 Intermediate Incident Command (SCFA 2153)
 4. I-400 Advanced Incident Command (SCFA 2154)
 5. Required Firefighter and Haz-Mat courses listed above (example: SCFA 1152 or equivalent and 2728). All Fire Rescue Officers are encouraged to complete Firefighter I & II.
 6. Three 16 hour Officer classes from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.
 7. Five years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.
 8. Served as an officer with a department within Lancaster County Fire Rescue for at least two years prior to being elected as an Assistant, Deputy or Battalion Chief.
- E. Fire Chief:** The following is a list of requirements that a Fire Chief must successfully complete prior to being elected or promoted to this rank:
1. IS-100.b and IS-200.b (Online courses) and/or Incident Command for the Fire Service (SCFA 2137, 2147 or 2146)
 2. IS-700.a and IS-800.b (Online courses)
 3. I-300 Intermediate Incident Command (SCFA 2153)
 4. I-400 Advanced Incident Command (SCFA 2154)
 5. Required Firefighter and Haz-Mat courses listed above (example: SCFA 1152 or equivalent and 2728). All Fire Rescue Officers are encouraged to complete Firefighter I & II.
 6. Three 16 hour Officer classes from the Officer Curriculum section of the SCFA curriculum book or National Fire Academy courses or older officer classes taken from an accredited organization that is approved by the Lancaster County Fire Rescue Training Division.

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Training And Requirements For Each Rank

S.O.G. 402.07

Adopted: Updated 1-14-16

Rescinds: 10-02-2008

7. Five years as a certified Interior Firefighter and as an active member and in good standing with a fire department within Lancaster County Fire Rescue.
8. Served as an officer with a department within Lancaster County Fire Rescue for at least four years prior to being elected as Chief.

F. Fire Commission Members: The following is a list of required courses that a Lancaster County Fire Commission member must successfully complete prior to being appointed to this position:

1. Meet all Firefighter requirements listed above.
2. I-300 Intermediate ICS (SCFA 2153)

G. Executive Committee of the Fire Commission: The following is a list of required courses that an Executive Committee member of the Lancaster County Fire Commission must successfully complete:

1. Meet all Firefighter requirements listed above.
2. I-400 Advanced ICS (SCFA 2154)

IV. Responsibilities:

- A.** All Fire Chief's shall ensure that new Lancaster County Fire Rescue members have successfully completed the above training prior to being allowed to operate on an emergency scene in a rescue or suppression manner. Recently promoted Officers should have obtained the required training for that position prior to being elected or promoted.
- B.** New Fire Rescue members shall not register for classes without the permission from their Fire Chief or Training Officer and must have completed an NFPA 1500 compliant physical.
- C.** The Infection Control Class – Each new applicant must complete Infection Control prior to the application being processed. The Fire Chief, along with the applicant, must arrange with the Fire Rescue Office Training Division a date and time for the applicant to complete the class at the Fire Rescue Office.
- D.** The department Training Officer will explain the steps and order that training should be taken.
- F.** As more advanced training is requested by the new member, they should contact their department Fire Chief or Training Officer for a list of more advanced and available training.
- G.** The Lancaster County Fire Rescue Training Officer shall be responsible for handling all class registration forms whether they are SCFA or Lancaster County Registration Forms or electronic registration forms through the SCFA Portal of Services. All registration forms will go through the Fire Rescue Office for training in order to ensure the process is complete and accurate.
- H.** Any member wishing to take a course that is not on the approved list of training courses set by the Fire Commission will be responsible for the cost of the course. If there fire department wishes to accept responsibility for the cost of the course, that is acceptable also.

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Incident Command System and Required Training

S.O.G. 600.02

Adopted: Update 1-19-16

Rescinds: 05-06-2010

I. Purpose:

Lancaster County Fire Rescue responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, we will always operate within the Incident Command System (ICS) at the incident scene. This procedure identifies the Standard Operating Guideline to be employed in establishing Command and all the components of the Incident Command System. This guideline also covers the required ICS training for each position within the Fire Service.

II. General:

- A. Lancaster County Fire Rescue has adopted the National Incident Management System (NIMS) which is a nationwide template enabling federal, state, local, and tribal governments and private sector and non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Lancaster County has adopted Presidential Directive 5, the NIMS program.
- B. Lancaster County Fire Rescue shall implement the ICS on all incidents responded to by Lancaster County Fire Rescue personnel.
- C. The ICS shall also be used at all incidents in which the scope and complexity of the incident exceeds the capabilities of routine operations.

III. Establishing Command:

- A. The first arriving unit will give a size-up of the situation encountered.
- B. It is the duty of the first arriving unit to clearly establish command at the scene. This will require all apparatus drivers to have SC Fire Academy course 2146 – ICS for the Fire Service. Advanced level ICS (Intermediate level I-300) is an acceptable alternative.
The highest ranking Officer of the fire dept. having jurisdiction should be the Incident Commander.
- C. Lancaster County Fire Rescues accountability system will be strictly followed.
- D. Command can only be transferred by a broadcast over the radio so everyone knows who is in command. (This should only be done after a face to face communication so the new I.C. can be made aware of all aspects of the scene.)
- E. The street or road name will be used to identify the location of command. (Example: A structure fire at 200 Grace Ave. would be identified as Grace Ave. Command.) Every effort should be made to limit the command name when long road names are involved.
- F. The scene should be divided into manageable sections and sector officers assigned as needed.
- G. The building sides will be identified by the letter designations A, B, C, D and each floor designated as divisions such as division 1, division 2, etc...

IV. Command Structure:

A. The following list is areas of control that the Incident Commander is in charge of. If these positions are not delegated, the Incident Commander will be responsible for them himself.

- | | |
|---------------|-----------------|
| 1. Operations | 5. Safety |
| 2. Planning | 6. Liaison |
| 3. Logistics | 7. Information |
| 4. Finance | 8. Intelligence |

B. A Safety Officer should be appointed and will have the authority to stop any and all activity he deems unsafe. (If a safety officer is not assigned this will be left to the responsibility of the Incident Commander.) ****Note:** When operating on a hazardous materials scene, a safety officer must be assigned in order to comply with OSHA regulations.

C. Additional levels of the Incident Command module may be staffed as the situation warrants.

V. Command Responsibilities:

A. Assesses the situation.

B. Determines the incidents objectives and strategy.

C. Establishes immediate priorities.

D. Develops an incident command structure that will best mitigate each incident.

E. Serves as the ultimate Incident Safety Officer, responsible for preventing injuries and death.

F. Develop an Incident Action Plan (IAP).

G. Approves request for additional resources or release of resources.

VI. Incident Command Training for Fire Service members:

A. The following NIMS training courses are offered online through the Department of Homeland Security: IS-100.a, IS-200.a, IS-700.a and IS-800.b. These are internet based courses that can be taken online at the firefighters pace. Once courses are completed successfully, a certificate is emailed to the firefighter so it can be printed.

B. All new personnel must complete the following National Incident Management System (NIMS) training: IS-100.a, IS-200.a and IS-700.a prior to employment. A copy of these certificates will have to be turned in with your New Hire Application package. Application packages will not be processed without these required NIMS training certificates for these three on-line courses.

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Incident Command System and Required Training

S.O.G. 600.02

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- C. Required NIMS and ICS Training per Rank as a minimum. This must be completed prior to accepting a position or a higher ranking position:
1. Firefighters – IS-100.a, IS-200.a, and IS-700.a
 2. Lieutenants & Captains – IS-100.a, IS-200.a and/or SCFA 2137, 2147 or 2146; IS-700.a, IS-800.b and I-300
 3. Chiefs & Assistant /Deputy /Battalion Chiefs – IS-100.a, IS-200.a and/or SCFA 2137, 2147 or 2146; IS-700.a and IS-800.b; I-300 and I-400
 4. Apparatus Drivers – IS-100.a, IS-200.a and/or SCFA 2137, 2147 or 2146 and IS-700.a.
 5. Fire Commission Members - IS-100.a, IS-200.a and/or SCFA 2137, 2147 or 2146, IS-700.a, IS-800.b & I-300
 6. Fire Commission Executive Committee - IS-100.a, IS-200.a and/or SCFA 2137, 2147 or 2146; IS-700.a, IS-800.b, I-300 & I-400.

The rank or position may not be assumed until all necessary NIMS and ICS requirements, along with any other requirements contained in the full body of SOG's as adopted, have been met.