

Lancaster County Fire Commission
Regular Meeting Minutes
February 4, 2016

The February meeting of the Lancaster County Fire Commission was held on Thursday, February 4, 2016 at the Lancaster County EOC at 111 Covenant Place at 7:00 p.m. Freedom of Information Act requirements were met by fax notification to The Lancaster News, The Herald, Kershaw News Era, Learn TV and Fort Mill Times. The agenda was also posted on the bulletin boards at the Lancaster County Administration Building and the EOC on Friday, January 29, 2016.

Vice Chairman Rocky Hudson called the meeting to order at 7:00. Tom Lever gave the invocation.

Fire Commission Members:

Antioch – Ken Helms *
Bell Town – Timmy Baker; Alternate – Howard Gainer *
Buford – Rocky Hudson *
Camp Creek – Matt Baker *
Charlotte Rd/Van Wyck – Craig Roof *
Elgin – Brooks Faulkenberry *
Flat Creek – Ken Sims *
Gooch's – Terry Ward; Alternate – Darrell Pigg *
Heath Springs – Tracy Benton; Alternate – Patrick Helms *
Indian Land – Chris Kimble *
Kershaw – Tracy Caldwell *
Lancaster – Tom Lever *
McDonald Green – C. J. Addison *
Pleasant Valley – Greg Nicholson *
Rich Hill – Scott Barton *
Riverside – Adrian Caskey *
Shiloh-Zion – Justin McLellan *
Tradesville – Marvin Catoe *
Unity – Jay Hayes *
F-1 – Darren Player *
F-2 – Keith Wilson *
F-4 – Billy Lloyd *
F-6 – Britt Blackmon *
F-7 – Nathan Wall *
F-9 – Tony Gainer *
F-10 – Stephen Blackwelder
Administrative Assistant – Donna Greene
* - Members Present

Visitors: Bill Parker – Indian Land Fee District Board; Chris Miller, Indian Land Fire Department; Doug Spinks, Kershaw Fire Department; Daniel Faulkenberry, Lancaster Fire Department

Visitor's Comments: None

Approval of January 7, 2016 Minutes – CJ Addison made a motion to approve the minutes as written. Greg Nicholson seconded the motion, which received unanimous approval.

Information Items:

- Grants Update – Darren Player stated that the grant cycle was closed. If any department submitted a grant to let him know.
- Training Report – Keith Wilson reported to the Commission:
 - We've had 309 members register for training during July through December 2015.
 - Classed for January through June 2016 are on the Fire Portal.
 - Southeastern Fire School enrollment is open for 2 members per department.
 - Request Classes:
 - 1152 has 14 students registered.
 - There has been a name change to Incident Command System and Resource Management for the Fire Service. It is now 2146. We had 17 finish the class held at the EOC.
 - An on-line class (3309 – Introduction to Technical Rescue) is required before Rope Rescue.
 - Firefighter I has 14 students in the class right now. It will be held at Charlotte Road/Van Wyck.
 - I-400 is being held at Kershaw FD and has 9 students registered. It will be held on Tuesday, February 23 from 6 to 10; Thursday, February 25 from 6 to 10, and Saturday, February 27, from 8:30 to 5.
 - I-300 will be held at the EOC on March 15 & 17 from 8:30 to 5.
 - School Bus Extrication will be working through March to try to get classes.
 - Swiftwater Rescue Technician class will be held April 9 & 10 at the Whitewater Center.
 - Rope Rescue Technician class will be held April 25, 26, 28, 30 and May 1.
- Maintenance Report – Billy Lloyd stated the monthly maintenance reports have been placed on the table.
- Budget Detail Account Inquiry – Darren Player stated the information is provided in the package. If anyone has any questions, please let him know and he will respond.

Action Items:

1. Discussion concerning Results of Semi-Annual Information Request – Darren Player stated that two stations did not have forms returned to the office. Charlotte Road Van Wyck and Gooches failed to return the entire information request. All others returned their information. No action taken.
2. Discussion concerning RACI (Responsible Accountable Consult Inform – Darren Player asked everyone to see the attached document which explains how Fire Rescue of Lancaster County operates. Darren asked everyone to look at this and we will come back at a later date to adopt. No action taken.
3. Discussion concerning Fire Apparatus Purchase – Darren Player stated the purchase is complete and explained how the process of purchasing was done and the procedure County Council is following. Billy Lloyd stated that one station is looking at how the trucks will be numbered. CJ Addison made a motion for the Apparatus and Equipment Committee to look at

how the trucks will be numbered. Brooks Faulkenberry seconded the motion which received unanimous approval.

4. Discussion concerning Recruitment Retention Grant Update – Nathan Wall stated the grant is on an October to October budget year. Nathan reported we have lost 20 members and gained 9 new members. During this process, Nathan and Britt have visited three high schools. The newsletter and a chief’s questionnaire will be coming soon. The questionnaire will ask how departments want to handle new members and who would be a good mentor. Nathan also explained the upcoming video productions. No action taken.
5. Discussion concerning New Radio System – Darren Player stated Chris Nunnery has been meeting to discuss securing land and buildings for the sites and also looking at costs for the buildings. Patrick wrote two regional grants covering six stations for radios. No action taken.
6. Discussion concerning Rescue Transition – Darren Player stated float boats have been ordered and we are getting prices for the gator vehicle. We are preparing to get the dry suits ordered. Darren passed out the rescue training criteria. Discussion was made about the years of service and the difference between career and volunteer. Tracy Caldwell made a motion to drop the years of service on rescue criteria. Greg Nicholson seconded which received unanimous approval.
7. Discussion concerning Fire Commission Budget – Darren Player stated the budget is attached and explained the budget process with County Council. If anyone has questions, please contact Darren. No action taken.
8. Discussion concerning Training Officers’ Appointments (See Attached) – Keith Wilson stated the list of training officers is included in the package and needs approval from the Fire Commission. Justin McLellan made a motion to approve the list of training officers. Greg Nicholson seconded the motion which received unanimous approval.
9. Discussion concerning Approval of Fire Department AFG Grants – Darren Player stated there is nothing new to report.
10. Standing Committee Reports:
 - Standard Operating Guideline Committee** – (See attached) Tracy Caldwell stated Tony Gainer would present the committee report. Tony stated there are four SOGs included in your package. Tony reviewed the changes made in SOG’s 101.01, 402.05, 402.07 and 600.02. This being a policy vote, roll call was taken and received unanimous approval.
 - Strategic Planning and Governmental Operations Committee** – No report
 - Apparatus and Equipment Committee** – No report
 - Budget Planning & Appropriations Committee** – No report
 - Personnel and Interagency Relations Committee** – No report
11. Commissioner Comments:
 - Shiloh Zion FD BBQ will be held Saturday, February 6, 2016.

Scott Barton made a motion to adjourn. Tracy Caldwell seconded the motion which received unanimous approval. The meeting was adjourned.

*For the Commission,
Britt Blackmon*

<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

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S.O.G. 101.01

Adopted: 1-7-2016

Rescinds: 3-6-2014

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

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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 indicate 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.

- 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

Adopted: Update 1-19-16

Rescinds: 05-06-2010

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.