

Tinton Falls Fire District #1

Borough of Tinton Falls, New Jersey

Board of Fire Commissioners



Fire District Operating & Administrative Procedures

-By-Laws, Policies & Forms-

Updated as of 18 March 2021

Modifications

Title	Change	Date
4-12 Firefighter Incentive Program	Added	12/19/2019
Joint District Application	Added	1/25/2020
District Application	Removed	1/25/2020
Sexual Abuse & Molestation Policy	Added	06/18/2020
5-2 – District Fire Chief's Vehicles	Removed limitation on Lights & Sirens as per Motion on 9/17/2020	9/17/2020
4-2 – Fire Fighter, Fire Officer and Fire Police Qualifications 4-6 – District Training	Updated Annual Required Training	3/18/2021
4-12 – Firefighter Participation Incentive	Updated Stipend requirements, removed Apparatus Ride Incentive, added Call Response Incentive. Passed Resolution	3/18/2021

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Section 1

By-Laws

Tinton Falls Fire District #1

Borough of Tinton Falls, New Jersey

BOARD OF FIRE COMMISSIONERS BYLAWS

Article I: Seal

Section 1 The official seal of the Board of Fire Commissioners of Tinton Falls Fire District #1 in the Borough of Tinton Falls, County of Monmouth, hereinafter referred to as the Commissioners, shall consist of an embossed impression of a circular metallic disc containing in the outer rim the words, "The Commissioners of Fire District No. 1 in the Borough of Tinton Falls, County of Monmouth".

Article II: General Powers

Section 1 The Commissioners are created pursuant to NJSA 40A:14-70. The general powers of the Commissioners are specifically set forth in NJSA 40A:14-81 and supplemented by various statutory sections in NJSA 40A:14-70, et seq.

Article III: Members

Section 1 NJSA 40A:14-70 states that the Commissioners shall divide themselves into three classes of members. The first class of members shall consist of two members to be elected for terms of one year each. The second class of members shall consist of two members to be elected for terms of two years each. The third class of members shall consist of one member to be elected for a term of three years. Upon expiration of said terms, said successors to the Commissioners shall be elected for terms of three years.

Section 2 If a vacancy shall occur in the membership of the said Commissioners, said vacancy shall be filled by the remaining members until the next succeeding annual election, at which time, a resident of the fire district shall be elected for the unexpired term.

Section 3 Elections to the membership to the Commissioners are regulated by NJSA 40:14-70 through NJSA 40A:14-78, inclusive. All elections for membership to the Commissioners are to be held in compliance with said statutory sections.

Article IV: Officers

Section 1 The officers of the Commissioners shall be a President, Vice President, Secretary, Treasurer and Assistant Secretary/Assistant Treasurer. These officers shall be elected by the Commissioners from its members at the annual organizational meeting each year, which meeting shall be held on the first regular meeting after the election regarding Commissioner membership, which is held each year.

Section 2 In the absence of any officer, the Commissioners may, by majority vote of members present, delegate the powers and duties of each officer to any other officer or member during the period of such absence.

Section 3 In the event of the absence of both the President and the Vice President from any meeting, the Commissioners may, by a majority vote of those present, delegate the parliamentary power of such officer to any other officer present for the purpose of conducting Commissioner business at such meeting. If said President and Vice President are absent from said meeting, the senior member present (said seniority to be determined by the terms of continuous service) shall preside at said meeting.

Article V: President and Vice President

Section 1 The President shall preside at all meetings of the Commissioners and shall have general supervision, direction and control of the affairs of the Commissioners and shall sign all contracts, drafts and checks relative to the Commissioners general account. Said checks are also to be signed by the Treasurer and the third member of the Commissioners as designated.

Section 2 The Vice President shall, in the absence or incapacity of the President, assume all duties and powers of the President.

Article VI: Secretary and Assistant Secretary/Treasurer

Section 1 The Secretary shall keep all the minutes and records of the Commissioners, prepare the agenda of all meetings in cooperation with the President, provide notice of meetings to members, arrange proper and legal notice of hearings, attend to correspondence and perform such other duties as are necessary and incidental to the office of Secretary.

Section 2 In addition, the Secretary shall be the custodian of the official seal of the Commissioners and shall attest to all documents, resolutions, agreements and obligations.

Section 3 The Assistant Secretary/Treasurer, who shall also have the obligations as set forth in Article VII, Treasurer and Assistant Secretary/Treasurer below, shall, in the absence or incapacity of the Secretary, assume all duties and powers of the Secretary.

Article VII: Treasurer and Assistant Secretary/Treasurer

Section 1 The Treasurer shall have care and custody of and be responsible for all funds of the Commissioners and shall deposit the same in the name of the Commissioners in such bank or banks as the Commissioners may designate.

Section 2 The Treasurer may, subject to the direction of the Commissioners and in accordance with such requirements for counter signatures as the Commissioners may provide, sign, make and endorse in the name of the Commissioners, together with the President, Treasurer and any third member of the Commissioners as designated, all checks, drafts and orders for payment of money. Said checks of the Commissioners shall be executed by the President and the Treasurer and any third member of the Commissioners as designated.

Section 3 The Treasurer may, after approval by the Commissioners, pay all vouchers and approve such requisitions and purchase orders as may be authorized by the Commissioners.

Section 4 The Treasurer shall render a report of the finances of the Commissioners at each regular meeting and at such other times as may be requested.

Section 5 The Treasurer shall keep accurate and correct books of account of all business transactions, requisitions, purchase orders, vouchers and invoices as are necessary and incidental to the operation of business of the Commissioners. The Treasurer shall do and perform all duties incidental to said office.

Section 6 When required by the Commissioners, the Treasurer shall give such security for the faithful discharge of his duties as the members may direct, including a cooperate surety bond, premiums for which shall be paid by the Commissioners.

Section 7 The Assistant Treasurer, who shall also have the obligations as set forth in Article VI, Secretary and Assistant Secretary/Treasurer above, shall, in the absence or incapacity of the Treasurer, be permitted to sign all checks as hereinabove required by the Treasurer.

Article VIII: Attorney, Auditor/Accountant and Engineer

Section 1 The Commissioners shall appoint an attorney, an auditor/accountant and an engineer, as appropriate, who shall be paid such compensation as the Commissioners may, from time to time, provide.

Section 2 The Attorney shall furnish the Commissioners all legal services outlined on the attorney's contract with the Commissioners and, additionally, such legal advice and counsel as shall be requested and shall represent the Commissioners in all legal matters.

Section 3 The auditor and/or accountant shall be a registered municipal accountant or a certified public accountant and shall render such auditing or accounting services as may be required by the Commissioners and by law.

Section 4 The engineer shall be a licensed professional engineer and shall render such engineering services as outlined in the engineer's contract with the Commissioners and, additionally, shall render such engineering and consulting services as may be required by the Commissioners.

Article IX: Meetings and Quorum

Section 1 The annual organization meeting of the Commissioners for the election of officers and for the transaction of such other business as may come before the Commissioners shall be held at 7:30 PM on the First Tuesday following the general election in each year.

Section 2 The regular meetings of the Commissioners for the transaction of its business shall be held on the third Thursday of each month at 7:30PM. Workshop meetings shall be held on the third Thursday of each month at 7PM.

Section 3 All regular or special meetings held by the Commissioners shall be held in compliance with the Open Public Meetings Act of the State of New Jersey, P.L. 1974, C-231.

Notification of said meetings shall be in compliance with said Open Public Meetings Act of the State of New Jersey.

Section 4 A majority of the entire authorized membership of the Commissioners shall constitute a quorum. Action may be taken by the Commissioners by a vote of a majority of the authorized membership.

Article X: Hearings

Section 1 In addition to those required by law, the Commissioners may, at their discretion, hold open public hearings which they deem to be in the public interest.

Section 2 Notice of such hearings shall be published once in a newspaper of general circulation in the Borough of Tinton Falls at least five days prior to the date thereof and such notice shall be posted in a prominent place in the Tinton Falls Borough Municipal Building unless otherwise required by law.

Section 3 A record of the hearing shall be kept.

Article XI: Member Conflicts of Interest

Section 1 A member shall not have any direct pecuniary interest in a contract with the fire district, nor shall he furnish directly any labor, equipment or supplies to the fire district in exchange for any monetary compensation.

Section 2 In the event a member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the fire district, the member shall declare his interests and refrain from bidding or voting upon the question of contracting with that company.

Section 3 It is not the intent of this policy to prevent this fire district from contracting with corporations or businesses where a member is an employee of same. This policy is designed to prevent placing a member in a position where his interest in the fire district and his interests in his place of employment of other indirect interest may conflict and to avoid appearance of conflicts of interest even though such conflict may not exist.

Article XII: Voting Method

Section 1 Votes on all motions or resolutions shall be “ayes” and “noes”. No secret ballots shall be used.

Article XIII: Committees

Section 1 It is the policy of the Commissioners to operate as a committee of the whole on matters of policy, decisions and expenditures. However, since the details of the Commissioners are sometimes voluminous in nature, it is the Commissioners’ policy to have members assigned to a committee so concentrated effort may be spent on a particular segment of the Commissioners work.

Section 2 The President, during his term in office, may create permanent and/or special committees at his discretion for determined periods of time. Appointments to the committees shall not exceed the term of office of any member.

Section 3 The function and formation of said committees shall be as so established by the President.

Article XIV: Compensation for Members

Section 1 NJSA 40A:14-88 provides for compensation for members in such amounts as the Commissioners shall fix, subject to review by the Borough of Tinton Falls. Said members may receive compensation in accordance with said statutory section.

Section 2 If a member resigns, their term of office has expired or otherwise is no longer a member, their compensation shall be pro-rated up to 12 Noon on the effective date of their resignation or term end.

Section 3 New members compensation shall start at 12 Noon on the effective date of their swearing in/term commencement.

Article XV: Hiring of Employees

Section 1 NJSA 40A:81.1 et seq. authorizes the Commissioners to hire various employees in compliance with that procedure set forth in said statutes. The Commissioners shall hire employees in compliance with said statute.

Article XVI: Order of Business

Section 1 Order of Business is subject to change at any time prior to or during said meeting by order of the President or the Vice President in the absence or incapacity of the President.

- Call to order
- Certification of Public Meeting Law
- Flag Salute
- Roll Call
- Reading of minutes from previous meeting
- Correspondence
- Treasurer's Report
- Fire Chief's Report
- Old Business
- New Business
- Committee Reports
- Budget
- Public/Audience Participation
- Unfinished Business
- Adjournment

Article XVII: Amendments

Section 1 These by-laws may be altered, amended or repealed at any regular or special meeting by four-fifths vote of the membership upon (14) days' notice to all members of such desired alteration, amendment or repeal. Said alteration, amendment or repeal will not be effective until same has been voted upon at two consecutive meetings by the Commissioners and subsequently adopted by said Commissioners.

Article XVIII: Appointment and/or Review of Appointment and/or Election of Volunteer Fire Company Officer

Section 1 The Commissioners, pursuant to the New Jersey statutory law, do hereby retain the right to review the appointment and/or election by the volunteer fire companies, within the fire district, of line officers relative to said fire companies. These line officers are specifically defined as Chief, Assistant Chief, Captain and Lieutenant. This right of review by the Commissioners shall include the right to reject an appointment and/or election of a line officer by the volunteer fire companies if same is deemed to be undesirable or unacceptable by the Commissioners.


Article XIX: Fire Chief's Required Attendance

Section 1 It is hereby required by the Commissioners that the Fire Chief of the fire district, or his duly authorized representative, attend all Commissioners' meetings which are held on the 3rd Thursday of each month at 7 PM, unless otherwise specified by the Commissioners.

Section 2 It is further specifically determined by the Commissioners that the said Fire Chief, or his duly authorized representative, shall be required to attend all further meetings of the Commissioners when notified within a reasonable period of time at the discretion of the Commissioners.

Section 2

Administrative Policies

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	<u>2-1 National Fire Incident Reporting System (NFIRS)</u>		
Policy:	2-1	Updated:	06/2018

The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the United States Fire Administration (USFA) to gather and analyze information on the magnitude of the Nation's fire problem, as well as its detailed characteristics and trends. The Act further authorizes the USFA to develop uniform data reporting methods, and to encourage and assist state agencies in developing and reporting data. In order to carry out the intentions of the Act, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS).

All fire companies under the auspices of the Tinton Falls Fire District #1 must electronically submit monthly NFIRS reports to the Division of Fire Safety. All reports are to be completed through Emergency Reporting Software provided by the Board of Fire Commissioners. NFIRS Reports shall be completed for all emergency responses which detail the date, time, type of incident, actions taken and the personnel on the emergency response. The District Fire Chiefs are required to report to the Board of Fire Commissioners on the status of such monthly submission.

State of New Jersey Division of Fire Safety – NFIRS Reporting Status
<http://www.state.nj.us/dca/dfs/contactnfirs.shtml>

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	2-2 Required Documentation to the Board and Required Annual Submittal		
Policy:	2-2	Updated:	01/2018

In order to ensure verification of licenses and certifications the Board of Fire Commissioners mandates that the Fire Chief's submit a roster of their membership with driver's license numbers as well as copies of their licenses by the *fourth Tuesday of February each year*. Failure of a member to submit a copy of their driver's license will prohibit them from operating any vehicle insured by the Board of Fire Commissioners.

In addition to the requirement for submittal of driver's licenses the Board of Fire Commissioners also requests copies of all certifications of Line Officers elected to the New Year, as outlined in the required certifications policy, by the *fourth Tuesday in January of each year*.

Pursuant to New Jersey Statutory law and the District By-Laws, Article XVIII, Section 1, the Board of Fire Commissioners have the right to review officer's certifications to ensure that proper certifications are held, and the highest level of qualification is maintained in the upper echelons of the fire officer ranks.

Other required submittal of documentation is covered in the table below. Please refer to the Firefighter, Fire Officer and Fire Police Certifications for required documentation.

Due Dates for Required Documentation

Annual Submittal of Member Driver's License	Regular Meeting February-Annually
Annual Submittal of Company Roster	Regular Meeting February-Annually
Line Officer Certifications for New Year	Regular Meeting December-Annually
Fire Company Roster Updates – New Member	Upon Update
Hepatitis B Vaccination Declination or Proof	As Soon as Member Joins
CEVO or Equivalent Certificate	Upon Completion/Member Joins
Firefighter Certifications	Upon Completion/Member Joins
Insurance Forms	As Soon as Member Joins
Homeowners Insurance-Family Use of Gym	Upon Approval from Trainer
LOSAP Certification List	Regular Meeting February-Annually
New Member Application (Original)	Upon Acceptance to the District
Monthly Chief's Report	At each meeting 3 rd Thursday of Month

Note: As members are added, resign, or terminated proper notification of such action is required to the Board of Fire Commissioners at the next regular meeting.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	2-3 Purchase Orders/Requisitions		
Policy:	2-3	Updated:	01/2018

This policy establishes a uniform procedure to formalize the Purchase Order functions as it pertains to the value of goods purchased, control physical receipt and issuance of payment.

It is the policy of the Board of Fire Commissioners to establish a purchase order form, which can be referred to in Section 7 "Fire District Forms".

All disbursements of District funds, except those outlined in the chart below, require that a purchase order be completed. Before any agreement is made to purchase a product or service, except those outlined in the chart below, approval to enter into said agreement to purchase, through requisition which can be referred to in Section 7 "Fire District Forms". Or proposal, must be granted by the Board at a regular or special meeting or otherwise approved by the Board Purchasing Agent.

It is the obligation of the Board to implement and enforce compliance with this policy. Failures to comply with provisions of this policy may result in the Fire Company incurring expenses and assuming full responsibility with all bills associated with a purchase.

The procedure in place to purchase a product or service is as follows:

1) Request Approval for Purchase/Service through Requisition or Proposal. *
IF APPROVED, FOLLOW BELOW...
2) Provide information on item/service to be purchased by District Purchasing Officer.
3) Purchase order is prepared per procedure above.
4) Upon receipt of all products/service the Senior Fire Officer/Purchase Officer will certify such.
5) Upon receipt of invoice the Treasurer will ensure that the invoice and receipt of products match.
6) Purchase Order is submitted for transmittal of payment; Approval for payment at next meeting.

***Note: Approvals may only take place at a regular or special meeting**

The Treasurer should submit all complete invoices to the Board for approval to pay as soon as possible after an order is complete. If approved by the Board, the Treasurer shall pay all bills immediately or as directed by the Board.

Purchase Orders/Requisitions

**Reference to the Board's By-Laws should be referenced to as it dictates the duties of the Treasurer and disbursement of District funds. **

The following disbursements or funds from the Fire District are exempt from the requirement that a Purchase Order be signed by the vendor prior to incurring an expense or the payment of a bill:

Utility Bills; Including Sewer Taxes, Phone, Electric, & Natural Gas
Professional Services Provided (e.g. District Attorney, Auditor & Accountant)
Federal, State & Local Taxes
Pension Contributions & Employee Insurance
Fuel Bills for Official Vehicles
Payments to other government agencies for services rendered (e.g. Training at a county fire academy)


For purposes of the district's accounting software, a purchase order should still be created.

Emergency Purchases

In the event of unforeseen damage to or failure of fire apparatus or equipment such as the apparatus or piece of equipment would have to be taken out of service, emergency purchases can be made without prior approval of the Board. Examples of the types of purchases covered in this section would be such instances as tire repair and replacement of hoses, belts and batteries.

In the event an emergency purchase is necessary, the following procedure shall be followed:

- 1) The Senior Fire Officer of the Fire Company having the emergency shall see that the repair is made immediately, and the apparatus or equipment is returned to service as soon as possible after discussing the matter with the Fire Commissioner in charge of equipment or his/her alternate and receiving approval.
- 2) This same Senior Officer shall notify the Commissioner in charge of equipment maintenance within (24) hours of the emergency purchase. If he is not available, the President of the Board shall be notified.
- 3) Within one week (7 days) of the emergency purchase, a Purchase Order shall be completed filed as per policy.
- 4) At the next meeting of the Board following the purchase, the Senior Officer of the Fire Company making the purchase shall report to the Board detailing the purchase.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	2-4 Travel Expense Reports		
Policy:	2-4	Updated:	01/2018


Whenever a member of the Board of Fire Commissioners or one of the District Fire Companies travels on official business for the District and meets any of the following criteria for reimbursement they must follow this policy for full reimbursement.

An expense report, which can be referred to in Section 4 "Fire District Forms, must be completed and turned over to the Board of Fire Commissioners for proper reimbursement. *This expense report, along with receipts, must be submitted to the Board within (10) days of the completion of travel.* Failure to comply will result in non-payment.

Reimbursable travel expenses:

Hotel
Travel (Airfare)
Meals (No Alcohol)
Car Rentals
Seminar Registration
Mileage/Tolls

- Every effort must be made to make hotel reservations using the available Government rate or cheapest available rate allowed.
- Meals & Incidentals will be reimbursed up to GSA M&I rate for the approved area as listed on GSA.gov. Costs will be reimbursed up to full daily rate for which receipts are provided, for each day of travel.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	2-5 District Firehouse		
Policy:	2-5	Updated:	01/2018

The Tinton Falls Fire District #1 Headquarters is located at 2 Volunteer Way, Tinton Falls, NJ 07753 and this policy governs the use of the building in which the Wayside Fire Company operates. This policy further outlines the regulations relating to all the uses of the building for Fire District #1 Headquarters.

The building belongs to the Fire District and the Board of Fire Commissioners are the landlords. They have the right to set reasonable rules and regulations on the Fire Companies use of the building. The Wayside Fire Company is the principal tenant of the building and is to expect reasonable and unhindered use of the facility for firefighting activities and activities associated with their roles as firefighter's subject to the rules and regulations of the Fire District.

Access to the Building

Access to each room and section of the building will be restricted by special keying to those who have a need to use the specified area. At all times the building is to be kept locked. The Board of Fire Commissioners will have unrestricted access to all areas of the building at all times. Others have access as described:

Wayside Fire Company: Shall have unrestricted access to the building except for the Commissioner's Office and Chief's Office.

Pine Brook Fire Company: Shall have unrestricted access to the building except for the Commissioner's Office, Fire Company Administrative Offices and the Wayside Fireman's Room.

Wives & Immediate Family: Wives and immediate family members over the age of (18) years-old, with authorization from the Board of Fire Commissioners, may have access to the conditioning room. Prior to using the conditioning room the family member must attend a safety briefing by the District Trainer and sign the appropriate release form prior to using the conditioning room.

Under limited conditions the Board may allow other parties or organizations to use certain areas of the building. Additionally, in the case of any dispute of building uses, the Board of Fire Commissioners will decide the issue.

Use of the Building

The primary purpose of the building shall be to provide a headquarters for the Fire District and operational base for the Wayside Fire Company. Below are some other general items regarding the use of the building.

Fireman's Room: The Fireman's Room is for the use of the Wayside Fire Company and any of its guests they invite to use this room. It is to be finished and maintained by the Wayside Fire Company at their expense.

Building Cleanliness: The Wayside Fire Company is responsible for the day-to-day cleanliness of the building areas which they have access to. This mainly refers to the apparatus bays, Fireman's Room and the Fire Chief's Office.

Building Maintenance/Property: The Board of Fire Commissioners is responsible for maintaining the building and property. This is to include paying reasonable costs of utilities. Excess utility costs, as determined by the Fire District, will be the responsibility of the organization responsible for the excess costs.

Conditioning Room: This is the property and responsibility of the Board of Fire Commissioners and is available to all District personnel, their spouses, children older than 17 years old and any others the Board of Fire Commissioners allows to use it.

Prior to using the conditioning room, any members or other authorized persons must attend a safety briefing by the District Trainer and sign the appropriate release form prior to using the conditioning room.

Meeting Room & Kitchen: The use of the meeting room and the adjacent kitchen is for the use of the Fire Companies and any others the Board of Fire Commissioners decides to allow to use them.

The Fire Companies' members who wish to use the meeting room for a function must first get authorization from their own Fire Company and then forward the request to the Board of Fire Commissioners for approval at a regular meeting. The approval process must be done using the Building Request Form, which can be referenced in Section 7 "Fire District Forms. The decision to approve or disapprove the use of the building will be noted in the official minutes of the Board.

The Board of Fire Commissioners has final control over the use of the building and if problems arise the Board acts as the final authority on the uses of the Building. The building will not be used for commercial purposes.

NJSA 2C:33-13 prohibits smoking in any area of the building and such a prohibition has been endorsed by the Board through the adoption of the said law through Resolution.

District Firehouse***Building Calendar***

The Board of Fire Commissioners will maintain a yearly calendar of all planned activities of the whole District. Prior to the January meeting both Fire Companies will submit their requests for the use of the building for activities such as meetings, drills and training. At that time the secretary of the Board will issue a calendar of dates on which the building will be used via the Office 365 calendar.

This calendar will also be used to coordinate all uses of the building by either the Fire Company or other entity using the building to help ensure that there are no conflicts in scheduling.


If an emergency occurs and there is no time to formally request the use of the building for an activity the Secretary, in consultation with as many Board members as possible, can grant approval for the use of the building at the next regular meeting. All other rules and regulations regarding the use of the building shall still apply under these circumstances.

If an emergency occurs the situation shall be noted in the official minutes of the Board of Fire Commissioners.

Discipline

Anything that is broken or damaged in the building that is not the result of firefighting activities, or any conduct by members that is cause for discipline is the responsibility of the individual Fire Company.

The Fire Company involved is the first level of authority to handle disciplinary actions necessary by such actions of their members or their guests. The Board will intercede in the situation if they feel the problem is not being satisfactorily addressed by the Fire Company.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	2-6 Length of Service Awards Program - L.O.S.A.P.		
Policy:	2-6	Updated:	01/2018

The Board of Fire Commissioners has established a LOSAP program for the District Fire Companies as allowed by NJAC 5:30-14.49. The following is the policy of the Board of Fire Commissioners regarding both the annual submittal of required documentation so the Board may process the annual contributions as well as other regulations as they apply.

A member must meet the requirements as set by the Board of Fire Commissioners under the statute which authorizes LOSAP. For further information please refer to Model LOSAP Point Scale to ensure that a member qualifies. It is up to the responsibility of the Fire Company to maintain all records as they apply to a member qualification for LOSAP. For further information refer to the New Jersey Division of Community Affairs Website for more information at:

<http://www.state.nj.us/dca/divisions/dlgs/programs/losap.html>

Yearly Report from Fire Companies

The following information is to be posted in the respective Fire Company no later than January 15th of the following year for the year's prior LOSAP qualifying members. For example, 2017 qualifying members in LOSAP must be posted in the fire company by January 15, 2018.

A letter certifying the eligibility of members with supporting documentation of training, drills, and calls for all members shall be presented to the Board of Fire Commissioners on Fire Company stationery and signed by both the Fire Company Fire Chief and President *no later than the 3rd Thursday in March of each year.*

The letter shall be addressed to the following, an example can be referred to in Section 4 "Fire District Forms:

Tinton Falls Fire District #1
Board of Fire Commissioners
2 Volunteer Way
Tinton Falls, New Jersey 07753

The letter will include the following text:

“The following Members of the Pine Brook Fire Company of Tinton Falls Fire District #1, Borough of Tinton Falls, New Jersey, have qualified to receive LOSAP benefits for the year 2017:

NAME	SSN
John A. Doe	148-74-8599
Jane Doe	151-85-9652

The above information was posted in the Pine Brook Fire House from January 15, 2018 through February 15, 2018.

We the undersigned certify that the information above is an accurate record of LOSAP eligibility. Supporting documentation is attached.”

As stated previously, this letter is to be signed by the Fire Company Fire Chief and President. It is imperative that this documentation is submitted by the 3rd Thursday of March every year; failure could result in no LOSAP benefit for Fire Company members.

General Requirements for Distribution of LOSAP Funds

These are general rules that apply to LOSAP funds and distribution of such funds.

Vesting: (5) years of service in a Fire Company within the Fire District is required to vest during each of those (5) years or an accumulation of such, a member must have attained (50) LOSAP points as described in the LOSAP point schedule as adopted by the Board.

Distribution Age: A member must be 55 years of age to access the funds for personal distribution.

Death Prior to Vesting: If a member dies prior to vesting, the funds in the members account may be distributed to the members designated beneficiary.

Transfer of LOSAP: A member who transfers to another municipality or Fire District that has a LOSAP program may transfer or rollover the funds to the receiving Department's LOSAP program as permitted by the LOSAP vendor.

Resignation: Funds will be returned to the Fire District upon a member's resignation or termination from a Fire Company where the member has not been vested.

2-6 *Length of Service Awards Program-L.O.S.A.P.*

Withdrawal of Funds without Age or Hardship: A member who withdraws funds prior to the distribution age or without a stated hardship may continue to participate in the LOSAP.

program provided they remain on active duty with their Fire Company. The member must begin a new vesting track at that time.

Hardships: Hardships which allow for withdrawal of LOSAP funds prior to the age of distribution are determined by the LOSAP vendor as directed by the Board of Fire Commissioners.


LOSAP Service Provider

The Board of Fire Commissioners has chosen AIG Retirement as the LOSAP Vendor. Below is there information:

Valic Retirement
450 Headquarters Plaza
Morristown, NJ 07960
800-448-2542
www.valic.com

Section 3

Operational Procedures

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-1 Member Response to the Fire Station		
Policy:	3-1	Date:	

Purpose: To establish criteria for the safe response of firefighters to and from the fire station.

Scope: This operational procedure applies to all Tinton Falls Fire District #1 personnel operating personally owned motor vehicles.

References:

- a. New Jersey State Statue 39 (Chapter 3, Section 39)
- b. New Jersey State Vehicle Operator's Manual

Any member responding to a report of a fire or other emergency in their personally owned vehicle (POV) shall obey all the traffic laws of the State of New Jersey including posted speed limits, etc.

Blue Lights

-May only be used within the boundaries of the Borough of Tinton Falls


-**Are Courtesy lights only** and do not give the operator of a vehicle with a blue Light any special rights or privileges.

-**Shall only be used when responding to a dispatch of the respective fire company.**

Responsibility: It shall be the responsibility of all Officers and personnel to keep an eye on each other's driving habits. While responding to the firehouse or incident, all laws and rules of the State of New Jersey and/or the Borough of Tinton Falls or any other Municipality through which a member travels shall be adhered to.

The Motor Vehicle and Traffic Laws of the State of New Jersey (Chapter3, Section 39.3-54) permit's the use or blue warning lights by firefighters responding to an alarm. Authorized use of blue lights is dependent upon possession of the proper permit. Members may use blue lights only if they have a permit. Applications for blue light permits may be obtained from the Fire Chief.

1. No blue lights are to be used outside Borough limits. Your life is more important than a call. Abuse of this privilege will result in disciplinary action.
2. Firefighters shall not use personal vehicle to respond directly to the scene, unless directed by a Company Officer.
3. Turnout gear must not leave the firehouse unless it is being used for a Tinton Falls Fire District #1 function.


	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-2 Apparatus Minimum Emergency Response Staffing		
Policy:	3-2	Updated:	01/2018

Minimum Manning Requirements

In order ensure that all emergency apparatus responding to emergencies are properly staffed the Board of Fire Commissioners establishes the following response staffing requirements for all first due apparatus.

- Engine Company: 3 Firefighters
- Ladder Company: 3 Firefighters
- Rescue Company: 3 Firefighters
- Brush Truck: 1 Firefighter

Please note that only those members with Firefighter I certification shall be counted towards the firefighter minimum manning on the engine, quint, and RIT responses.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-3 Fire Apparatus Emergency Response		
Policy:	3-3	Updated:	06/2018

Purpose: To establish criteria for safe operation of an emergency vehicle while responding to the scene of an emergency and normal daily usage, as applicable.

Scope: This operational procedure applies to all motor vehicle operators assigned to operate the Tinton Falls Fire District #1 apparatus. An emergency vehicle is defined as any Tinton Falls Fire District #1 vehicle equipped with emergency lights and siren per NJS 39:4-91 (engine, utility trucks and Chief's vehicle).

Responsibility: Fire apparatus responding to an emergency are not permitted to disregard selected traffic signals and regulations. Emergency vehicles do not inherently have the right of way. The other drivers are required to grant right of way to emergency vehicles displaying warning lights and sounding warning signals. However, warning lights and sirens shall not dilute the fact that the ultimate responsibility for safe operation of an emergency vehicle rests with the driver. There is no emergency that justifies reckless endangerment of lives and property during an emergency vehicle response.

It is the overall responsibility of the Training Division to ensure that all personnel receive recurring training that will reinforce and support safe operations of fire apparatus.

It is the responsibility of the Fire Officers or Acting Officers to ensure, prior to an emergency response, that:

1. Cleared operators of the apparatus are to be knowledgeable and fully capable of performing all aspects of driving, placement and operating Tinton Falls Fire District #1 apparatus.
2. All Officers of apparatus will wait until they have met the minimum staffing requirements as set forth in Policy 3-2.
3. It will be the Officers responsibility to make sure that all firefighters will be fully dressed in PPE, S.C.B.A, seated and **seat belted** in place before leaving the apron of the firehouse.
4. The driver has the choice whether to wear their PPE while driving to the scene. Once on the scene, the driver must wear all personal protective firefighting equipment.
5. When operating the apparatus in reverse, the driver shall use a firefighter for assistance. When possible, the backup firefighter will use a walkie-talkie to help guide the apparatus driver.

3-3

Fire Apparatus Emergency Response

6. At no time will the operator of fire apparatus leave the vehicle unattended at a scene. If an operator must leave his or her apparatus, said operator must find another qualified operator to man the apparatus in their absence.

Response Definitions:

Non-Emergency/Flow of Traffic: The Incident Commander on scene makes the decision no emergency on location. No lights and no siren.

Emergency: The Incident Commander on scene makes decision that occupant(s) and/or property are in danger. Lights and sirens, good safe pace.

Responses: All responses shall be an emergency response until the Incident Commander notifies apparatus otherwise.

Staging: After the first engine and truck have arrived on scene, all other apparatus will stage and wait for spotting instructions from the Incident Commander. All firefighters will stay with the apparatus they arrived on and await instructions. The second due engine will wait at the nearest hydrant.

Portable Radio: When a sustained water supply is needed at an emergency incident the hydrant operating team will have Walkie-Talkie communications with the scene pumper or apparatus that will be receiving the water supply.

The Walkie-Talkie will be transmitting on the Tinton Falls F/G frequency. If no Walkie-Talkie is available hand signals should be used.

Backing Apparatus Up: Drivers of apparatus are responsible to use the assistance of a firefighter when backing apparatus up. Whenever possible, the firefighter will use a Walkie-Talkie to assist the apparatus backing up.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-4 Fire Company Radio Procedures		
Policy:	3-4	Updated:	01/2018

In order to ensure the proper use and availability of the radio frequencies used by the Fire Companies in both Fire District #1 & 2, the following radio procedures are adopted and to be followed by all personnel communicating on these frequencies.

The primary dispatch frequency of the fire companies is 154.430 MHZ, designated as Central Paging. The primary Dispatch is carried out by the Monmouth County Sheriff's Communications-Fire Dispatch. Tone generators enabled to dispatch Tinton Falls emergency services units are located in the fire companies but are secondary to Monmouth County.

The Fire Service radio frequency for the fire companies of Tinton Falls. "Truck-to-Truck" and "Portable-to-Portable" communications should be conducted on "Tinton Falls T/A" or "Tinton Falls FG" which eliminates the unnecessary communication being heard by the Dispatchers at the Monmouth County Radio Room.

Fireground communications should be conducted using "Tinton Falls FG", as the need arises. Monmouth County may assign another frequency for fireground use depending on the situation.


Only the Fire Chief and Assistant Fire Chief shall call into service when they are responding to a scene.

All other officers shall only call in their identifier when fulfilling a role within ICS at a scene such as assuming the role of IC when no Chief is present.

No one is to call "in service" unless they are within the Borough of Tinton Falls or within one mile of the border.

Do not call apparatus into service "on the apron". Call apparatus into service once the crew is on board and the apparatus is rolling towards the call.

Radio traffic is to be kept to a minimum and plain English shall be used. No "10 Codes" are to be used in any radio traffic.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-5 Required Gear on Emergency Responses		
Policy:	3-5	Date:	

Purpose: To establish Personal Protective Equipment (PPE) criteria for the safety of all Fire Company Personnel responding to emergencies, training and drills.

Scope: This operational procedure applies to **ALL** Tinton Falls Fire District #1 personnel that respond to Incident Calls, trainings and drills.

References: All Firefighters and Officers will wear FULL personal protective gear:

All Tinton Falls Fire District #1 protective clothing shall meet or exceed O.S.H.A. and N.F.P.A. Standards. (Appendix C Subpart L – Fire Protection 29 CFR part 1910)

Full turn-outs Pants and Coats (Company ISSUE) NFPA 1987 1971-1975

Protective Hood (Company ISSUE) NFPA 1987

Helmet with approved visor (Company ISSUE) NFPA 1987

Boots (Company ISSUE OR APPROVED) NFPA 1987 ANSI Z41.1

Gloves (Company ISSUE) NFPA 1983

Self-Contained Breathing Apparatus: Must be turned on before donning (USE PROPER SIZE MASK)


PASS Alarm (MUST BE TURNED ON) NFPA 1983

Responsibility: It will be the overall responsibility of the Fire Officers to ensure all SAFETY precautions are adhered to. Your responsibility for Safety to the Firefighters is the NUMBER ONE PRIORITY of your job.

Captains: Shall be responsible for having an inspection drill for fit and condition of their Company's protective clothing at least once a year.

Procedures:

1. All FIREFIGHTERS and OFFICERS must be fully clothed under their turnout gear.
2. All personnel will wear full personal protective clothing while operating at an emergency scene. The only exception shall be at the Incident Commander's discretion.
3. It shall be the Officers' and Firefighters' responsibility to ensure that every Firefighter entering a hazardous area shall: snap every snap, clip every clip, and fasten every piece of Velcro strap and to cover every piece of exposed skin possible. (Your looks and life depend on it.)

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-6 Self-Contained Breathing Apparatus (SCBA)		
Policy:	3-6	Date:	01/2018

Purpose: To establish a standardized procedure to implement a Self-Contained Breathing Apparatus (S.C.B.A.) Program.

Scope: This operational procedure establishes a S.C.B.A. program for Tinton Falls Fire District #1 personnel. The program establishes safety procedures for those personnel working in areas where the atmosphere is hazardous or suspected of being hazardous (I.D.L.H.) to comply with **29 CFR 1901.134**. It also establishes criteria for recruit training program, in-service inspection, S.C.B.A. maintenance and a breathing air certification program.

References: It is the responsibility of the Chief, Assistant Chief, Line Officers and Training Officer to ensure all Firefighters strictly adhere to this operational procedure.


Procedures:

1. Self-Contained Breathing Apparatus Safety: Self-contained breathing apparatus (S.C.B.A.) shall be used by all Fire protection personnel who operate in the following areas:
 - (A) Where the atmosphere is hazardous
 - (B) Where the atmosphere is suspected of being hazardous
 - (C) Where the atmosphere may rapidly become hazardous
 - (D) Personnel working below ground level or inside any confined space
2. Personnel shall not remove the S.C.B.A. at any time in the hazardous atmosphere. The only time S.C.B.A. can be removed is after the safety of the atmosphere has been established by testing and continuous monitoring.
3. The required use of S.C.B.A. means that the user must have the face piece in place, breathing air from the S.C.B.A. only. Wearing S.C.B.A. without the face piece in place does not satisfy the requirements of this operation procedure and should be permitted only under conditions in which the immediate safety of the atmosphere is assured.
4. ***When a Firefighter is involved in operations that require the use of S.C.B.A. or other respiratory protective equipment at least two Firefighters shall be assigned to remain outside the area.*** These Firefighters shall be responsible for maintaining a constant awareness of the identity of personnel using S.C.B.A. their location, function and the time of entry into the hazardous atmosphere. (See 2-In/2-Out Policy).
5. Only Firefighters with a properly fitting face piece shall be permitted by the Fire Company to function in a hazardous atmosphere with S.C.B.A.'s. Firefighters shall be

Self Contained Breathing Apparatus (SCBA)

fit tested on an annual basis I.D.L.H. Each new Firefighter shall be tested before being permitted to use an S.C.B.A. in an I.D.L.H. atmosphere. Facial hair that interferes with the face piece shall be prohibited.

6. Firefighters utilizing S.C.B.A.'s shall operate in teams of two or more and maintain communication with each other through visual, audible, physical, safety rope, walkie-talkie or other means to coordinate their tasks.
7. Each Firefighter utilizing S.C.B.A. are required to wear FULL protective clothing. This includes protective hoods and a pass device.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-7 Accountability System		
Policy:	3-7	Updated:	01/2018

Purpose: The purpose of the accountability system is to establish a means to keep track of which Firefighters are on the emergency ground and how many of these firefighters are within the interior of the hazard/hot area while conducting Emergency Operations.

Scope: This procedure applies to all personnel conducting Emergency operations or other operations at which the Incident Commander implements the Accountability System.

Responsibilities: The Accountability System becomes effective, automatically when the Tinton Falls Fire District #1 responds to a fire or other Emergency Incident. All Company Officers are responsible to insure implementation and compliance with this procedure. All Company personnel are responsible to operate under the Accountability System Procedures.

Procedure: Each Firefighter of the Tinton Falls Fire District #1 will be issued two (2) Accountability tags.

First Accountability Tag: When the firefighter fills his or her place on the apparatus, he or she will clip their tag on the accountability ring which will record which apparatus they responded to the Emergency on.

Second Accountability Tag: Once firefighters arrive on the emergency scene, they will stay with apparatus or in staging area and await orders from the Incident Commander. The second accountability tag will be given to the Safety Officer, on the scene.

Once Firefighters arrive on the scene, they will stay with the Apparatus to await orders from the Incident Commander or Company Officer. If their assigned task is

Accountability System


to respond to the Incident hot zone/hazard area, before entering the hot zone/area they will give their Accountability Tag to the Incident Safety Officer or Incident Commander or other assigned individual monitoring access to the hot/hazard area.

The accountability tags will contain the following information:

1. Firefighters Name
2. Station Number

Communications for Accountability:

1. All teams operating inside the hot zone/hazard area will have portable radio communications to relay team's status and progress toward accomplishing assigned task(s).
2. The Incident Commander will maintain contact with hot/hazard area teams through the Incident Command System (ICS) COMMUNICATIONS CHANNELS.
3. The Incident Safety Officer will monitor status of team's operation in the hot/hazard area.


	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-8 Fire Police Authority, Responsibilities and Duties		
Policy:	3-8	Date:	

Purpose: To establish criteria for the role of the Fire Police on the incident scene.

Scope: This operational guideline applies to all responses the Tinton Falls Fire District #1 is summoned to. This operational guideline shall cover the Authority, Responsibilities and Duties of the Fire Police.

References: N.J. State Statute 15:8-4 C. 91, 230, EFF 4/9/1991

Responsibility: It is the responsibility of the Fire Police to perform his or her duties under the supervision of the Fire Officer in Charge or the Incident Commander of the incident or drill.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-9 Mutual Aid to Surrounding Jurisdictions		
Policy:	3-9	Date:	

The Board of Fire Commissioners fully supports and endorses mutual aid with surrounding jurisdictions. To provide quality service and ensure the safety of our members, the Board requires such mutual aid be carried out in an orderly and professional manner. To that end, all mutual aid responses by the Fire Companies and members from the District are to follow the below guidelines:


- All requests for mutual aid must originate with the jurisdiction requesting the aid or based on the Monmouth County Mutual Aid Plan.
- The Senior Officer of the Fire Company requested to provide mutual aid shall report to the Incident Commander of the requesting jurisdiction for direction. All members of the responding Fire Company shall report to their fire house for assignment. Members should not report directly to the scene unless specifically directed to.
- The Incident Commander of the scene shall relay all orders to the responding Fire Company through the Fire Company's Senior Officer.

Members of District Fire Companies are specifically prohibited from "free lancing" at any time. All responses to other jurisdictions shall be done in accordance with established mutual aid procedures.

Cover Assignments (Previously Scheduled) and Attendance at Other Functions

In the event a District Fire Company is requested to provide standby services in which apparatus will leave the boundaries of the Borough of Tinton Falls for a prearranged event the Fire Chief must seek written approval from at least (2) Fire Commissioners prior to committing to any non-emergency request. The same policy remains in the event a Fire Company desires to attend a function such as a dedication or other function with District apparatus.

Chief's must also ensure that the district's coverage area is properly protected with the required fire apparatus and manning in their absence from the Borough.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-10 Supplying Mutual Aid Assistance		
Policy:	3-10	Date:	

Purpose: To establish criteria for the safety of all Firefighters responding and assisting at a mutual aid call. Fire protection may be requested when an immediate or potential fire hazard exists, and where the presence of certain or specialized apparatus may be requested to insure maximum effectiveness in the event of an emergency incident.

Scope: This guideline applies to all Tinton Falls Fire District #1 Personnel, Apparatus and Equipment responding to mutual aid assistance requests.

Responsibility:

1. It shall be the Tinton Falls Fire District #1 responsibility to ensure proper assignment and pre-designated criteria.
2. On arrival to the incident, it shall be the responsibility of all firefighters to stay seated in the apparatus and await operating assignments from the Wayside Officer in Charge.
3. It shall be the responsibility of the highest-ranking Officer to establish direct face-to-face instructions from the Incident Commander.
4. It shall be the responsibility of the highest-ranking Officer from the Wayside Fire Company to establish the following incident information:
 - A. Radio Communications
 - B. Apparatus Staging Area
 - C. Division Assignments
 - D. Task Assignments
 - E. Apparatus Placement

Procedures: All Tinton Falls Fire District #1 Personnel and Apparatus shall at all times be under the direct command of the highest-ranking Tinton Falls Fire District #1 Company Officer.

All tactical assignments requested by the Incident Commander shall be carried out under the direct supervision of the Tinton Falls Fire District #1 highest-ranking Officer on the scene.

Said Officer and Firefighters shall have the same powers, authority and immunities as the members of the Fire Company of the municipality in which such assistance is being rendered (STATE STATUE 40A:14-156.2.).


When placement of an apparatus is going to be questionable, relocate to a safer location under the direction of the Sector or Division Leader.

3-10**Supplying Mutual Aid Assistance**

When the risk of the operation outweighs the merits, notify the Incident Commander immediately so it will not affect the life of other Firefighters and exposures at the incident. **Firefighter(s) Safety is everyone's job!**

Cover Up/Standby:

Only one apparatus shall respond if reasonable. DO NOT STRIP Tinton Falls Fire District #1 response area. All other requests for Mutual Aid will be handled as per the specific apparatus requested.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-11 Requesting Mutual Aid		
Policy:	3-11	Date:	

Purpose: To establish criteria for requesting, preparation and safe operations required for receiving Mutual Aid from other Municipalities.

Fire protection may be requested when an immediate or potential fire hazard exists, and where the presence of certain or specialized apparatus may be requested to insure maximum effectiveness in the event of an emergency incident.

Scope: This operating guideline applies to all Tinton Falls Fire District #1 Officers and Firefighters requesting Mutual Aid.

Responsibility:

1. Establish Incident Command System
2. Establish a Command Post
3. Activate the Incident Safety Officer
4. The Incident Commander shall allocate and assign resources to accomplish tasks at the incident.
5. It is the responsibility of the Incident Commander to define his or her request for Mutual Aid in a manner that the dispatcher will understand.
EXAMPLE: "Central 36-2-66 (or the Officer in Charge) requesting one engine from Station 37-2 to respond to our scene/staging, what channel they need to operate on and who they will be receiving scene information from."
6. If all that is needed is manpower for a particular operation, let the dispatcher know to tell the other municipality's dispatcher.
7. When requesting Mutual Aid from another municipality(s), the Incident Command may set up a staging area with an Officer in Charge.


Procedure:

1. The Staging Officer shall provide the following incident information to the Mutual Aid Officer in Charge:

Requesting Mutual Aid

- A. Start Accountability Check In
 - B. Radio Communications Information
 - C. Apparatus Staging Area Location
 - D. Sectoring or Division Assignments
 - E. Task or Task Force Assignments
 - F. Apparatus Placement
-
- 2. The highest-ranking Officer of the Mutual Aid Department shall be in direct Command of his or her Company at all times.
 - 3. The highest-ranking Mutual Aid Officer shall have the right to suspend or alter any operation that they deem is no longer safe.
 - 4. The highest ranking Mutual Aid Officer or Mutual Aid Incident Officer shall report the condition to the Incident Commander immediately before the suspension or alteration, so not to jeopardize Firefighters lives or exposures.
 - 5. Mutual Aid Departments shall be used for Rapid Intervention Teams whenever possible.
 - 6. The Tinton Falls Fire District #1 is responsible for the safety and well-being of all Mutual Aid Responders.
 - 7. The Incident Commander or Incident Safety Officer will request the setup of a rehabilitation area.
 - 8. The Incident Safety Officer should be on the lookout for personnel who have become fatigued and/or overexerted to send to the rehab area. A consultation shall be made between the Incident Safety Officer and the First Aid Squad to determine if personnel are fit return to activity duty.
 - 9. In events involving technical rescue such as:
 - Building Collapse Rescue
 - Water Rescue (Surface & Underwater)
 - Ice Rescue
 - Trench Rescue
 - Confined Space Rescue
 - High Angle Rescue/Rope Rescue/Vertical Rescue

Mutual aid must be requested from a Department with such capabilities. The Tinton Falls Fire District # 1 is not capable of performing in these tasks and personnel shall take a defensive posture in these emergencies and await the response of a unit capable of handling these situations. Refer to the District Response Plan for Departments capable of such response.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-12 Incident Command System (ICS)		
Policy:	3-12	Updated:	01/2018

Purpose: To establish a procedure to implement the Incident Command System on all Tinton Falls Fire District #1 operations and activities.

Scope: This operational procedure applies to **ALL** Tinton Falls Fire District #1 operations. Field operations should include, but not be limited to, structural fires, emergency calls, vehicle fires, vehicle extrication, hazardous materials incidents, or any emergency response the Tinton Falls Fire District #1 responds to.

Responsibility: It is the responsibility of the Tinton Falls Fire District #1 Fire Officers to implement the ICS at the beginning of Emergency Operations.

Communications: Proper radio communications are a vital link to any successful operation. Upon arrival at the scene, the first arriving Officer will radio a size-up of the situation and establish Command. This should include type of building, number of floors, type of occupancy, if smoke or flames are showing, and where for example. We have a 2-story wood frame single-family dwelling, with fire showing on the second floor. This size-up should be applicable to all incidents including Hazmat and Auto Accidents, etc. The first arriving officer will assume all duties and responsibility of the Incident Commander (IC) until relieved by the Chief, Assistant Chief or the next highest-ranking Line Officer. The first officer on scene will establish and name Command over the Fire Company radios. The IC should then issue his command information. All orders should be task oriented professional.

All task-oriented radio messages will be repeated by the receiver. This will offer assurance to the sender that the message was received correctly.

After the scene is secured command will be terminated.

All messages of urgencies should be prefaced with the warning, "all units standby for an urgent message". When this transmission is given, all Tinton Falls Fire

District #1 units will maintain radio silence until the message is transmitted and acknowledged.

Operations: The individual designated as the IC has responsibility for all functions directly applicable to the primary mission. The IC may elect to perform all functions or delegate authority to perform functions to other personnel. Delegation does not, however, relieve the IC from overall responsibility.

Primary ICS Functions:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance/Administration

Incident Commander: Will perform the major ICS Organizational Functions of Operations, Logistics, Planning and Information until determining that one or more of these functions should be delegated.

Command Staff:

1. Information Officer: function is for dissemination of information to the news media and other agencies and organizations.
2. Safety Officer: function is to assess hazardous and unsafe situations and develop measures for assuring personnel safety.
3. Liaison Officer: is the point of contact at the Incident for assisting of cooperating agencies. There is only one Liaison Officer on any incident.

Planning: Is responsible for the collection and evaluation of Incident situation information, preparing situation status reports of resources, developing an Incident Action Plan, and preparing required incident related documentation.

Logistics Section: Is responsible for providing services and support to meet all incidents of event needs.

1. Communications
2. Medical support to responders
3. Rehab

4. Facilities
5. Ground Support

Command Post: The Command Post will be a stationary location designated as the Command Post. It should be located in a conspicuous area and allow a good view of the emergency scene. It should be located in an area where the fire ground activities or the movement of the Tinton Falls Fire District #1 vehicles are not hindered. The tactical word sheet should be utilized for all “working fires.”

Divisions: Proper use of Divisions will reduce the IC’s span of control and divide fire ground into more manageable units. Once Companies are assigned to a Division, it is that Division Officer’s responsibility for those Companies. The Division Officer should be the only person communicating with the IC.

Staging: Proper apparatus staging is critical to sound fire ground command. It is important to properly stage vehicles, so scenes are not cluttered with apparatus. All apparatus in the Staging area should be in an available status, fully manned, ready for assignment.


Initial responding engine and ladder should go directly to the scene and take standard positions. Second due engine should stage so they will not bypass a hydrant located closest to the fire scene unless ordered to do so by the Incident Commander.

When the IC is faced with a large, complex, or lengthy operation, the IC should consider staging additional units (mutual aid) IN A SPECIFIC LOCATION. If a Level 2 (large incident) staging area is required, a Staging Officer will be assigned. The Staging Officer will notify all incoming apparatus of the radio frequency to be used and the Staging Area Location.

Groups: Groups are units of personnel and equipment, generally assigned to a function such as ventilation, search and rescue, water supply, etc.

Task Forces: Task forces are responsible for carrying out the tactical assignments. A task force is a group of resources under a common leader, usually

Demobilize Organizational Elements: When it is clear that a particular function is no longer required it is perfectly appropriate to demobilize the unit, and to reassign or release the personnel.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-13 Incident Safety Officer (ISO)		
Policy:	3-13	Date:	

Purpose: The purpose of this guideline is to establish criteria for the role of the Incident Safety Officer (ISO) on the incident scene.

Scope: The Incident Safety Officer (ISO) will maintain all safety, accountability, and proper procedures that are prescribed in this manual. The ISO will assess hazardous and unsafe situations and develop measures for assuring personnel safety.

References:

1. NFPA 1521
2. NRA Incident Safety Officer (ISO) 1995

Responsibility: It is the primary responsibility of the ISO at every incident to protect the safety of the responders. The ISO can do this in a variety of ways.

Some examples are to see that the responders:

1. Wear full personal protective equipment.
2. Work in teams in hazardous areas.
3. Have backup personnel available to react to an unexpected event quickly (R.I.T).
4. Use accountability system to track personnel.
5. Follow departmental and recognized safety practices.
6. Follow safe practices during training exercises.

It is important that the ISO has the technical knowledge to function effectively at incidents of the Tinton Falls Fire District #1. The ISO must have the knowledge to understand the hazards inherent at a typical incident response.

Examples of the knowledge required are:

1. Structural Fires:
 - A. Building construction
 - B. Fire behavior
 - C. Flame spread
2. Limits as to how long Firefighters can operate with SCBA and limitations to the time responders can work before needing rehab, whether SCBA is used or not.
3. Infection control procedures.
4. Scene security measures.
5. Knowledge of Correct Personal Protective Equipment (PPE).
6. Critical Incident Stress Management.

Special Operations:

1. Safety lines and uses
2. Proper shoring at a trench rescue
3. Approved lifelines at a high-angle rescue
4. Proper identification at a haz-mat incident
5. Use of technical experts

Without having sufficient technical knowledge, the ISO could endanger the safety of personnel through their inability to recognize when the responders might be at risk.

Procedures: The Incident Commander may activate an ISO whenever a working structural fire, incident casualties, and all special operation incidents are encountered. Depending on the size of the operation, two or more Safety Officers may be required.

The ISO needs to fully understand the IC's action plan and enforce the safety portion of the plan. The actions the ISO takes to display that concern includes enforcing operational procedures and operational guidelines.

The ISO must evaluate the situation continuously to ensure that the IC is aware of the risks of an operation and the consequences if something goes wrong.

In some cases, the IC may take a tactical division without being aware of all of the risks that responders will face.

The ISO's primary concern is the safety of the responders working at the scene of an emergency. If the ISO believes that an operation, or any part of it, is an unacceptable imminent danger to responders, the ISO has the authority to alter, suspend, or terminate an operation or parts of the operation (NFPA 1521 2-3.3).

The decision to alter, suspend, or terminate an operation or a part of an operation must not be taken lightly. The ISO must consider the impact of the action on the rest of the emergency operation. Termination of one part of an operation may place responders operation in other areas of the emergency in great danger. The ISO must relay the decision to terminate an operation to the IC as soon as possible.

Forecasting Potential Risk: At a structural fire, the ISO's forecast must consider the following:

1. The features of the fire building
2. Access difficulties
3. Maze-like floor plan
4. Utilities: Gas, Electric, Liquid Petroleum Gas (LPG)
5. Escape routes

Construction Type:

1. Balloon framing
2. Fire proof plywood
3. Bowstring truss and lightweight truss roofs
4. Structural failure, Smoking mortar and bulges in exterior walls
5. Construction hazards such as suspended loads.
6. Age of Fire Building
7. Amount of fire involvement
8. Roof hazards

Time: Ignition to flashover


The longest the fire burns, the weaker the structure

The IC's Tactical Objectives:

Firefighter Safety, egress
Sufficient water supply
Sufficient manpower

The Weather:

Extreme heat
Extreme cold
Extreme storms

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-14 Knox Box		
Policy:	3-14	Updated:	01/2018


Purpose: To maintain a standard for Knox Box Entry

Scope: The following guideline is to be followed for all Rapid Entry or Knox Box locations.

Procedures:

Upon arrival at the scene of an alarm where the building contains a Knox Box system, the Tinton Falls Fire District #1 procedure for apparatus outfitted with an Encoder box is as follows:

1. Confirm that access cannot be gained through unlocked doors.
2. The Senior Ranking Officer on the scene or apparatus engineer if no Officer is present, shall be responsible to remove the key from the Encoder box.
3. The person removing the key shall call Central Response and identify the apparatus to the dispatcher to activate the Knox Box key on their apparatus if the apparatus does not have a keypad code.
4. The person who has removed the key shall maintain custody of the key until it is replaced at the termination of the alarm.
5. The Knox Box key is used to gain access to the building key contained in the Knox Box.
6. Upon securing of the building, the key is then returned to the apparatus by the person in possession.
7. The person removing the Knox Box key shall be responsible for the key and shall not release the key to any person except under order of a Fire Officer.
8. Entry shall be restricted to a limited, controlled number of personnel. Accountability of these individuals as to who entered shall be noted, to avoid any problems regarding impropriety in the future.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-15 Rapid Intervention Crews		
Policy:	3-15	Updated:	02/2018

Purpose: The purpose of these guidelines is to establish the roles of the Rapid Intervention Crew(s) on the scene of an Incident.

Scope: This operational guideline applies to the Incident Commander (IC) and the formal Command structure.

References: NFPA 1500 section 6.5
NFPA 1407

Terminology: R.I.C. - Rapid Intervention Crew

Responsibility: At any fire or other Emergency Incident in which Firefighters operate in the interior of a working fire building or other designated hazard area, the IC should implement one or more R.I.C., based on the requirements of the Incident.

Duties: It will be the Incident Commander's responsibility to obtain any extra Firefighters on the incident scene so he or she can mobilize a Rapid Intervention Crew for the purpose of responding to emergencies as fast as possible in the hazard area. The R.I.C. responsibility will be to rescue or assist the hazard area teams. This assistance will greatly increase the hazard area team(s) safety and effectiveness. The R.I.C. shall report to a staging area as directed by the Incident Commander.

The team shall be ready to immediately enter the emergency area and utilize the necessary equipment to assist injured, trapped or lost firefighters.


Staffing: The apparatus will depart with NO LESS THAN three certified members for R.I.C. assignments.

Required Certifications: to be considered R.I.C. certified per Monmouth County policy, firefighters must possess the following certifications:

- A. Firefighter I for 3 years
- B. Building Construction
- C. Ropes & Rigging
- D. Confined Space Awareness
- E. RIT Operations
- F. IMS Level I
- G. Current CPR & AED certification

Equipment: Firefighters who are assigned to the Rapid Intervention Team shall be equipped with all personal protective equipment needed to complete the particular rescue at hand. The team(s) shall be equipped with a portable radio, monitoring the emergency ground operations channel, rescue equipment/entry equipment.

Operations: Conduct operations under the Incident Commander System (ICS) as directed by the IC or designated representative. Start a visual size-up of the fire building endangered exposures or incident scene if a non-fire emergency. Monitor radio communications to keep abreast of operational progress and insure no emergency transmissions go unheard. Assess the need for ground ladders. Ladders will provide entry and egress for the R.I.C. or personnel trapped or cut-off from their initial entry route.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-16 2-In, 2-Out		
Policy:	3-16	Updated:	02/2018

Purpose: The purpose of this policy is to comply with OSHA's respiratory protection program providing a work safety practice. The two-in/two-out policy is part of paragraph 29 CFR 1910.134 (g)(4) of OSHA's revised respiratory protection standard, and to assure the safety and well-being of our members.

Scope: This policy shall apply to all personnel involved in fire department operations.

Two-In/Two-Out Policy

Note: One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Note: Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

A. This policy shall be used on all interior attack fires where the atmosphere is considered immediately dangerous to life or health (IDLH) and the use of SCBA is required. (IDLH = an atmospheric concentration of any toxic, corrosive, or asphyxiate substance.)

B. When operating in an IDLH atmosphere, the "buddy system" will be used. The minimum number of firefighters operating in the team shall be two.

C. The members operating within the IDLH atmosphere shall be in direct visual, direct voice or tethered contact with each other while in the IDLH atmosphere. The use of radios shall not be substitution for direct visual or voice contact.

D. It shall be the policy of Tinton Falls Fire District 1 that per NFPA and OSHA **at least five members be assembled BEFORE initiating interior firefighting operations** at a working structure fire. Defensive or exterior firefighting may begin with less than five members as long as no member shall enter an IDLH atmosphere. Four of the five must be approved to participate in interior firefighting.

E. There shall be **a minimum of two firefighters** stationed outside during interior structural firefighting and they shall be trained, equipped and prepared to enter if necessary to rescue the firefighter inside.


- 1) The two "out" firefighters shall be in place **BEFORE** entry occurs.
- 2) One of the two "out" firefighters must actively monitor the status of the two "in" firefighters and **may not** be assigned additional duties.
- 3) One of the two "out" firefighters may be assigned other non-critical duties.

F. Life-saving activities in interior structure firefighting are not precluded by this policy.

- 1) If there is imminent danger to life and immediate action may prevent the loss of life or reduce serious injury, such action shall be permitted with less than five members on the scene.

G. The two-in/two-out policy does not require an arithmetic progression for every firefighter inside, i.e. the policy should not be interpreted as 4-in-4-out, 8-in-8-out, etc. The Incident Commander shall have the responsibility and flexibility to determine when more than two outside firefighters are necessary.

H. It shall be the policy of Tinton Falls Fire District 1 to request RIT from one of the surrounding communities as soon as it is clear that we will be entering an IDLH atmosphere.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-17 Emergency Retreat Procedures		
Policy:	3-17	Date:	

Purpose: To establish and utilize the following retreat procedures which will ensure the safe evacuation of Firefighters from an unsafe atmosphere or structure.

Scope: This operational procedure applies to ALL Fire Officers and Firefighters.


Responsibility: It is the overall responsibility of all Tinton Falls Fire District #1 personnel to understand and to support the proper procedures to start and complete the Emergency retreat procedures.

Procedures: The following procedures are to be utilized at structural fires where conditions indicate that Firefighters within or immediately adjacent to a structure involved in fire are in imminent danger and need to retreat IMMEDIATELY:

1. When conditions within an involved structure deteriorate to a point that Firefighters are in imminent danger and firefighting efforts need to be immediately abandoned, an Emergency Radio Transmission shall be made to the IC.
2. The IC shall transmit an Emergency Announcement over the fire ground operations radio channel to initiate the retreat.
3. Notification shall then be made to all apparatus on the scene to activate their air horns for three (3) 5-second blasts.
4. Upon hearing the retreat signal, all Firefighters shall abandon their positions and immediately exit the structure without question.

Accountability Check:

1. The Incident Safety Officer or Incident Commander shall conduct a roll call of all sector officers.
2. The Incident Safety Officer shall then account for all Firefighters at each division location.
3. When switching from offensive to defensive, a PAR will be taken before defensive operations start.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-18 MAYDAY		
Policy:	3-18	Updated:	01/2018

Purpose: To provide a means for communicating and evacuation order and a response to a firefighter down, trapped, disoriented, or otherwise incapacitated on the fire ground. This guideline will apply to all Tinton Falls Fire District #1 Fire Officers and Firefighters operating on the fire scene.

Terminology:

Mayday: Shall be the standard verbal radio transmission used by any firefighter who becomes lost, disoriented, injured, trapped, out of air, or any other instance where he/she needs immediate assistance.

Evacuation Order: The immediate termination of interior firefighting operations accompanied by the immediate removal of all firefighters from within the structure. It shall be the responsibility of the Incident Commander to request an evacuation order.

Urgent: Shall be used to identify all other urgent messages for tactical considerations.

Evacuation Procedure:

In the event of any changes in the fire conditions that pose a threat to the firefighters operating inside or around the fire ground, an evacuation order may be requested by the Incident Commander.

Any Firefighter or Fire Officer who observes conditions on the fire ground, which may pose an immediate threat to the safety of the firefighters, shall have this information relayed to the Incident Commander.

Upon receiving this information, the Incident Commander will make the decision to order an evacuation.

Initiation of the Evacuation Order:

The Incident Commander will immediately broadcast an urgent message for all the interior firefighters to stop what they are doing and immediately evacuate the structure.

The Incident Commander will then communicate with all the apparatus operators on the scene to blow three (3) five second blasts with their air horns. These blasts may be re-initiated at any time during this procedure at the discretion of the Incident Commander.

All members operating on the fire ground will return to their assigned apparatus for a Personnel Accountability Roll-Call.

It shall be the Officer/Firefighter in Charge of the interior crew to insure all personnel exit the structure and report to their assigned apparatus. The Fire Officer/Firefighter in Charge will then report to the Command Post once they have safely evacuated.

The Incident Commander may request an incident wide personnel accountability report when it is undetermined that all Officers/Firefighters are safely evacuated. In the event this is requested, all non-emergency radio communications will cease and the

Officer/Firefighters in Charge will take account of all personnel operating within their span of control and report any missing Firefighters to the Incident Commander.

Mayday Procedure:

In the event a Firefighter is down, trapped, disoriented, or otherwise incapacitated, the Firefighter or their partner will immediately, without hesitation, issue a "MAYDAY" over the fire ground channel.

This will serve to notify the Incident Commander, RIT Commander, and all other companies operating at the incident that a Firefighter is in need of immediate emergency assistance.

Clear all radio traffic (standby for emergency transmission).

To issue a MAYDAY, announce mayday, mayday, mayday in a clear crisp voice. To identify yourself and your location, **use Who, What, Where.**

WHO – FF Smith

WHAT – What is the Mayday; Trapped, low air, disoriented, etc.

What was your assignment; performing a search of 2nd floor, venting roof, etc.


WHERE – Last known location

Upon hearing mayday, all non-essential radio transmission shall immediately stop.

A Chief Officer will immediately take control of the entry point for accountability and freelancing.

All Fire Officers/Firefighters in charge of crews should take immediate roll call and report any discrepancies to the Incident Commander.

Incident Commander will determine whether all firefighters should exit the structure or remain in place to continue extinguishing the fire while rescue operations are under way. (This may be a better option, as continued extinguishment and ventilation will give the trapped firefighter and the rescue teams a safer atmosphere to operate in.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-19 Helicopter Landing Standby		
Policy:	3-19	Updated:	06/2018

Purpose: To establish criteria for the safe landing and takeoff of helicopters for both emergency and non-emergency situations.

Scope: This operational guideline applies to all personnel of the Wayside Fire Company.

References:

- A. NorthSTAR Landing Guidelines
- B. IFSTA 206, Aircraft

Procedures:

1. Upon notification of an impending helicopter landing, the Tinton Falls Fire District #1 will be dispatched.
2. The Monmouth Fire 8 dispatcher shall inform the Fire Company of the frequency that the helicopter will be operating on (usually Monmouth Fire 3) and obtain the following information: Estimated time of arrival, patient status and any special equipment required for the landing.
3. Communications will be maintained, as it is the responsibility of the Fire Company to provide fire protection and a safe landing zone.
4. Alternate landing zones may be made at the discretion of the Incident Commander on scene, but only in coordination with helicopter pilot.
5. Designation of a Landing Zone will be made by using the following guidelines:
 - Landing Zones should be at least 110 feet by 110 feet, level, firm, dry, and free of debris
 - Landing Zone approach should be free of any nearby obstructions (power lines, poles, trees, etc.)
 - Landing Zone should be secured and clear of any vehicle or pedestrian traffic
 - All personnel, vehicles, and apparatus should be kept at least 100 feet from the perimeter of the LZ

Helicopter Landing Standby

- The corners of the landing zone should be marked with brightly colored cones, lights, or vehicles
- Use of flares for marking landing zones is discouraged unless extreme care is used in their anchoring
- Halogen rotators or flashers on public safety vehicles are best for marking landing zones when possible. Excessive use of strobes or spotlights is discouraged.
- During wet or winter conditions, landing zones should be on paved or concrete surfaces and cleared of excess snow/ice if possible
- Landing zones not meeting these requirements or those appearing unsafe may be rejected by the pilots


Aircraft Safety Requirements

- **NEVER SHINE LIGHTS AT AIRCRAFT.** This includes spotlights, flashlights, strobes, and flash photography. This can distract and/or blind the pilots.
- **NEVER APPROACH AIRCRAFT WHILE ROTORS ARE MOVING.** A member of the NorthSTAR flight crew will escort all personnel to and from the aircraft when the rotors have completely stopped.
- **NEVER APPROACH THE AIRCRAFT AT ANY TIME WITHOUT ESCORT OR BY INSTRUCTION OF FLIGHT CREW.** The aircraft should only be approached with caution from either side in full view of the pilot. The rotors may move without warning and will cause serious bodily injury. Approaching from the rear is prohibited at all times.
- **SMOKING IS PROHIBITED** within 300 feet of the aircraft and perimeter of the landing zone.
- Safety glasses, helmets, and other available PPE should be worn at all times. Debris may be picked up and thrown by rotor wash. Extreme caution should be used in vicinity of landing zone.
- All loose items should be secured before approaching aircraft
- Arms and intravenous lines should never be raised above shoulder height
- All other instructions given by Flight Crew or State Police shall be followed

Assignments:

1. The Incident Commander for the LZ shall act as the Landing Officer for the helicopter and will be the point of contact (POC). The POC should use a mobile radio.

Response: One Engine Fully Staffed


	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-20 Bomb Incident Response		
Policy:	3-20	Updated:	02/2018

Scope: This operational procedure applies to all bomb incidents and will cover the Tinton Falls Fire District #1 role at such emergencies.

Responsibilities: It is the responsibility of the Incident Commander and Line Officers to ensure that all guidelines are strictly adhered to.

Procedure:

1. When alerted for a bomb threat, respond to the fire station.
2. Establish Incident Command. Notify Monmouth County Radio Room by telephone that the Fire Company is standing by and identify who will be the Fire Officer in Charge/Incident Commander.
3. Remain in station unless otherwise directed by the Fire Company Officer in Charge or directed to stand down.
4. If directed to respond to the scene, activate the Fire Company Accountability System before leaving the station. If possible use the MDT to show arrival on scene or use cellular phone. DO NOT USE RADIOS IN THE AREA OF THE SCENE.
5. Do not use the radio or cell phone after leaving the station. All communication shall be by the Scene Incident Commander.
6. Apparatus and personnel should position themselves no closer than 1,200 feet to the scene and remain on location for further orders.
7. Tinton Falls Fire District #1 PERSONNEL SHALL NOT PARTICIPATE IN ANY BOMB OR EXPLOSIVE SEARCH OR REMOVAL.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-21 Search for Missing Persons		
Policy:	3-21	Date:	

Purpose: To establish guidelines for the Tinton Falls Fire District #1 when officially dispatched to respond to a report of missing persons.

Scope: This operating guideline applies to an official dispatch of a missing person(s). This type of call shall be handled as an optional response at the discretion of the highest-ranking Officer.

Responsibility: It is the responsibility of the high-ranking Officer to keep in communication with his Company personnel. The Officer will be in charge of the accountability of their teams.


Procedures: Occasionally, the Tinton Falls Fire District #1 is requested to assist in the search for a missing person. Coordination of the search is the primary responsibility of the agency in charge. As such, the Incident Commander will typically be the highest-ranking Officer on the scene. Radio communications with Tinton Falls Fire District #1 personnel shall be through the Fire Sector Officer (if designated). Otherwise, normal radio communications procedures shall be followed through Monmouth Fire 8.

1. All apparatus responding to the incident call shall proceed in a non-emergency mode.
2. Radio communications shall be conducted on the designated channel and transmissions shall be limited.

Under NO CIRCUMSTANCES shall Tinton Falls Fire District #1 personnel be utilized to search for escaped prisoners or other criminals by the Police.

When the Police request assistance for an investigation, this type of call shall be handled as an optional response at the discretion of the highest-ranking Officer.

3. The Incident Commander or Incident Safety Officer will request the setup of a rehabilitation area. This area will be a reasonable distance from the emergency scene, so the Firefighters may rest and receive refreshments.
4. The ISO should be on the lookout for personnel who have become fatigued and/or overexerted to send to the rehab area. A consultation shall be made between the ISO and the First Aid Squad to determine if personnel are fit to return to active duty.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-22 Press and Information Releases		
Policy:	3-22	Updated:	01/2018

Purpose: To establish a guideline for releases of Incident information to the Media or Public.


Scope: This operational guideline applies to all Tinton Falls Fire District #1.

Responsibility: It is the responsibility of the Fire Officers and Firefighters to ensure that this operational guideline is strictly adhered to.

Procedures: On the fire ground during the incident: While on the Incident location, only the IC or designated Public Information Officer (PIO) shall release information to the press. If Firefighters or other Fire Officers are questioned, they shall POLITELY direct the interviewer to the IC or designated PIO. (1 Voice Policy)

After Incident:

- A. If the media contacts the Fire Station after an Incident is over, the station shall POLITELY direct the media to the Chief or designee of the company for the statement. All questions of any nature shall be POLITELY refused.
- B. No information concerning the Tinton Falls Fire District #1, or its fire companies will be given out to any representative of the news media, outside agencies, or other Company without the approval of the Board of Fire Commissioners.
- C. If the Fire Chief is not available, personnel should direct the media to the Assistant Chief.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	3-23 Traffic Vest Policy		
Policy:	3-23	Date:	01/2018

BACKGROUND

For incidents where exposure to the hazards of moving traffic are present for fire department personnel working on foot, this department policy can be summarized in the statement. “If your feet are on the street, your vest is on your chest.” Conforming to this policy places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration’s Manual on Uniform Traffic Devices (MUTCD).

PROCEDURE

Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn; ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI 207 Public Safety vest

If a member prefers to wear a structural turnout coat due to inclement weather; i.e. rain, cold, etc., or is required to wear structural turnout gear due to duties assigned at the incident scene, the ANSI highway safety vest must be donned over the turnout coat. Turnout coats are not acceptable as high-visibility highway safety apparel when donned without the ANSI-compliant vest on the outside of the coat.

NON-VEST INCIDENTS

Several unique incident types may be encountered where the donning of a highway safety vest may increase risk of injury for the fire department member or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area “Hot Zone” activities are modified.

The exemptions for wearing a highway safety vest applies only to members directly involved in activities within an established “Hot Zone” and only when the “Hot Zone” is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

The required ANSI-compliant Highway Safety vest need not be worn when a member is required to;

Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire,

Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants, or Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.

All members on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above who complete their activities within the designated Hot Zone are required to don ANSI-compliant vests once their activities within the Hot Zone are completed or they leave the immediate "hot Zone" area of the incident scene.

Section 4

Member Policies

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-1 New Member Application Process		
Policy:	4-1	Updated:	01/2018

In order to ensure the process of adding new member is thorough with regard to being medically fit and a person of sound moral character, the following process has been established to accept a new member.

1. All applicants should complete and include the following on the application:

- A. A copy of the applicant's driver's license or other legal form of identification.
- B. Copies of training certificates or other requested documents.

2. Before an individual will be considered for an interview, his/her application must include the following:

- A. Criminal and driving history as requested on the application conducted within the last 14 days. Note: This information has **no date limitations**. (See list of criminal disqualifications for membership)
- B. The applicant must supply all information regarding his/her history, including, but not limited to, traffic tickets.
- C. All applicant's memberships are contingent on the results of a physical/medical examination, criminal, and driver license background investigations.
- D. Signature of applicant with notary required on all applications.

3. Prior to becoming a member, the following must be completed:

- A. Applicant must submit fingerprints and driver's license, if applicable, to the Tinton Falls Police, via IdentoGo. Background application to be picked up at the Tinton Falls Police Department. All fees will be reimbursed upon applicant being approved as member and receipts provided to district.
- B. Applicant must complete a physical/medical examination and drug screening by the Board of Fire Commissioners designated physician.
- C. Upon receipt of a favorable medical exam, from a licensed physician,

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New Member Application Process

the Fire Chief of the respective company will be notified by the Board that the fire company may proceed with accepting the applicant into the membership rolls of that company.

- D. Once accepted by a fire company the Board of Fire Commissioners will be notified of the addition and formally add the new member to the insurance rolls. The Board of Fire Commissioners will make note in the official minutes of the District and at this time the applicant may participate in fire company activities.

The member must be present at the Commissioner's meeting to ensure that all required paperwork is completed and submitted to the Board.

New Member Application Process & Criteria for Termination

Disqualifications for membership in the District Fire Companies:

1. Any conviction of any offense involving domestic violence.
2. Any conviction of any offense involving a "controlled dangerous substance." within the last 10 years.
3. Any conviction of any offense involving public office, position or employment (i.e., school board, township committee, etc.).
4. If you were adjudicated by a court or found by an employer to have violated any person's civil rights in this State or any other State.
5. If you have been arrested and convicted of any offense which is a third degree or higher including offenses under N.J.S.A. 2C:51-2
6. If you are currently on probation or have ever been on probation at any time within the last 12 months in this State or any other State.
7. If you participated in a program of supervisory treatment or pretrial intervention for an indictable offense under N.J.S.A. 2C:43-12 or an out of state equivalent.
8. If your driving privilege is currently revoked or suspended in New Jersey or in any other State.
9. If you were dishonorably discharged from any branch of military service or emergency services agency.
10. If you have ever renounced your United States citizenship or are not a United States citizen.
11. If you were ever terminated or asked to resign from a public office, position, or government employment for misconduct involving such public office, position, or employment. This also includes offenses of dishonesty including offenses under N.J.S.A. 2C:51-2
12. Any outstanding/unresolved warrants for arrest.

Other disqualifications include:

1. If you refuse to consent to any part of a background investigation, medical exam and/or drug screening.

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New Member Application Process

2. If you are found to have submitted a urine sample during the drug screening to be positive for a controlled substance.
3. If you have been found to of falsified, intentionally given false information or found to of been dishonest on any initial applications for membership.
4. If you have an unacceptable past employment history within the fire service such as disciplinary actions for performance and/or attendance.
5. Poor Credit

The Board Attorney will review the criminal record check and formally inform the Board of Fire Commissioners of a favorable or unfavorable record check. Documentation of such check will be noted in the member's district file.


Medical Evaluation

Applicants must complete their medical physicals at the following medical facility as directed by Fire District Resolution #22-07:

Meridian Health System-Occupational Health
Neptune Office
2441 Route 33, Suite A
Neptune, New Jersey 07753
732-776-4251

Occupational assessments to determine the medical ability for a person to perform as a firefighter or any other operational aspect is determined by the physicians of Meridian Health System and not the Board of Fire Commissioners.

Medical physicals for firefighters are based on OSHA's standards for using respiratory protection as well as medical guidelines as suggested in NFPA 1500.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-2 Firefighter, Fire Officer & Fire Police Certifications		
Policy:	4-2	Updated:	06/2018 3/18/2021

In order to ensure that all members of the District fire companies are properly trained to perform their assigned duties and to comply with New Jersey State Law, the following certification requirements have been established. These requirements, in some cases, are in addition to any other requirements mandated by the State of New Jersey or other regulation.

Incident Command and NIMS requirements are also required as per District Resolution #18-07 passed by the Board of Fire Commissioners on June 26, 2007 requiring the fire companies adhere to NIMS.

Note: All documentation must be on file with the District

Firefighters

- NJ State Firefighter I

- Hazardous Materials

In addition to the initial training a firefighter receives to the awareness and operations level, annual refresher training is required under the guidance of 29 CFR 1920.120.

- Blood Borne Pathogens

In addition to the initial training a firefighter receives, NJAC 12:100-4.2 directs that annual refresher training is required under the guidance of 29 CFR 1910.130.

- Right to Know

In addition to the initial training a firefighter receives, NJAC 8:59-6 directs that refresher training is required on a biennial basis.

- Incident Command

All firefighters certified by the State of New Jersey are required to have training to the ICS-100-Introduction to the Incident Command System per Executive Order 50. There is no refresher training for this.

- SCBA Clearance

All firefighters using an SCBA must have medical clearance and the initial training they receive in firefighter training. On an annual basis a firefighter must pass a quantitative fit test conducted by a qualified operator.

-CPR/AED Certification

All firefighters must have an active CPR/AED Certification

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Firefighter, Fire Officer & Fire Police Certifications

Fire Officers (Chief, Assistant Chief, Captain & Lieutenants)

Basic Requirements

-Certified Firefighter I

-At least (3) years' experience as a certified firefighter; documentation of experience is based on the issuance of a firefighter certification from the New Jersey Division of Fire Safety or Pro-Board and (3) years' experience within a fire company within the Borough of Tinton Falls.

Entry Level Officer - Lieutenant

- Certified Firefighter I

- Incident Management Level I certification

- Cleared as driver/operator of all Company assigned apparatus

- In compliance with state training requirements

- Active and in good standing with respective fire company

Mid-Level Officer - Captain

- Certified Firefighter I

- Incident Management Level II certification

- Cleared as driver/operator of all Company assigned apparatus

- In compliance with state training requirements

- Active and in good standing with respective fire company

Command Level Officer – District Chief and/or District Deputy Chief

- Certified Firefighter I

- Incident Management Level III certification

- Cleared as driver/operator of all apparatus types


- In compliance with state training requirements

- Active and in good standing with respective fire company

Fire-Police

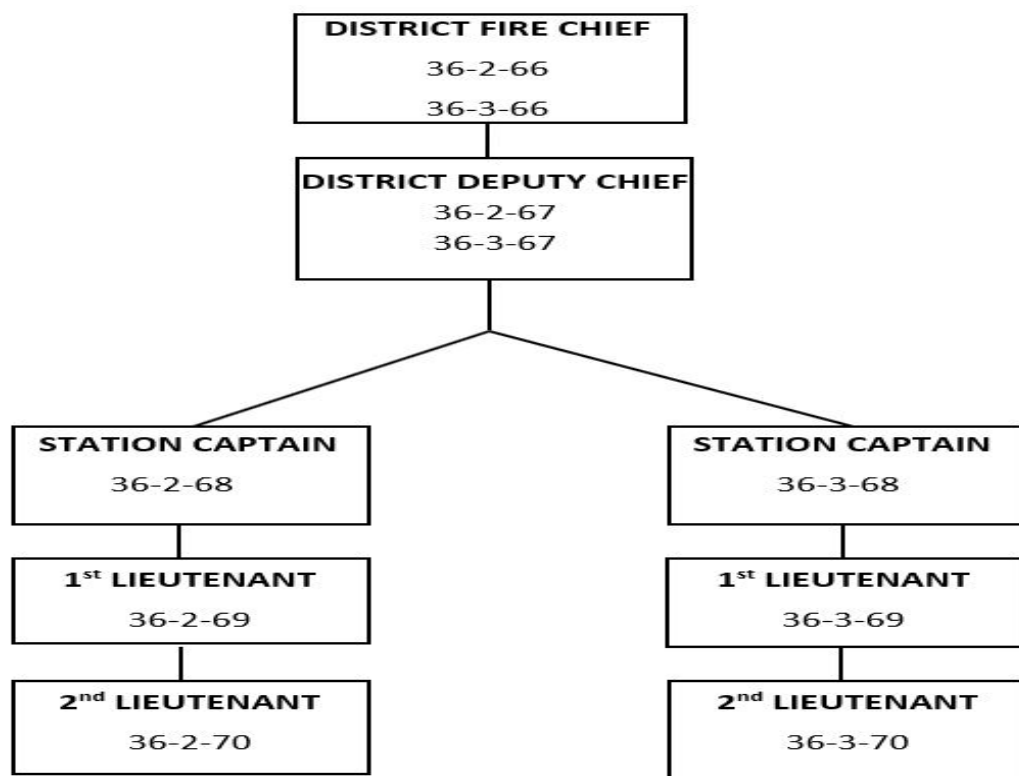
- Basic Fire Police Course - Basic Fire Police course must be completed per New Jersey requirements from a New Jersey DFS accredited Fire Academy

- Completed an ICS-200 course.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-3 District Chain of Command		
Policy:	4-3	Updated:	12/2018

Purpose: To establish a formal chain of command for Tinton Falls Fire District 1.

Tinton Falls Fire District 1



****District Chief's will have full authority over all fire companies in the Fire District****

District Chief Eligibility Requirements

- District Fire Chief & Deputy Fire Chief must meet certification requirements as stated in policy 4-2 and respective fire company requirements.
- Chief's must reside within 2 miles of Tinton Falls or work full-time within the Borough of Tinton Falls and have the ability to respond to dispatched calls.

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District Chain of Command

- District Chief's must have a call percentage of no less than 25% for the current year.

Election Process for District Chief Positions


- Chief positions rotate between stations every year.
- Stations will nominate qualified members to position. If no member is nominated/eligible the other station will nominate a qualified member for election.
- Nominated member must get a minimum of 5 votes during election, otherwise the other station will have an opportunity to follow the process to elect the position.
- The Board will confirm all eligibility requirements are met and approve the nominee.

Example:

Pine Brook nominates/votes "Person A" for Chief position in normal 2019 officer election.

Wayside nominates/votes "Person B" for Deputy Chief in normal 2019 officer election but only gets 3 votes for Deputy. Pine Brook now has the opportunity to elect position.

The Board of Fire Commissioners will review performance quarterly (call stats & training attendance) and address deficiencies as needed.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-4 Apparatus Driver/Operator Requirements		
Policy:	4-4	Updated:	06/2018

Purpose: To establish a minimum guideline for fire apparatus operators, drivers and their personnel.

Scope: This operational procedure applies to all district personnel that will be manning / operating the apparatus in accordance with NFPA 1451.

Responsibility: Drivers operating apparatus are responsible for the safe operation and control of the vehicle, which also includes the personnel manning the apparatus. Operators of Tinton Falls Fire District #1 apparatus are to be knowledgeable and fully capable of performing all aspects of driving, placement, and operation.

1. Only qualified personnel are permitted to operate Tinton Falls Fire District #1 apparatus unless the member is in the driver training program with an apparatus trainer.
2. Drivers, operators and firefighters shall not operate any apparatus of equipment when under the influence of alcohol or having consumed alcohol or drugs. At no time shall any drivers, operators or Firefighters consume any alcohol or drugs while responding to, operating at, or returning from an emergency call. Alcohol may also not be transported aboard District 1 apparatus.
3. It will ultimately be the driver's responsibility to make sure that all firefighters will be fully dressed in personal protective firefighting equipment, self-contained breathing apparatus, and are seated and **seat belted** in place before leaving the apron of the firehouse.
4. Drivers of apparatus are responsible to use the assistance of a firefighter when backing apparatus up.

Driver Qualifications:

1. Member must be 21 years of age
2. Possess two years of certified/NJ recognized experience at Firefighter I or higher.
3. Complete & pass C.E.V.O for fire apparatus.
4. All operators operating apparatus equipped with a pump shall complete a qualified Pump/Truck course offered by an approved / recognized training facility /agency.
5. Successfully complete various pump operation scenarios.
6. Successfully complete at least 12 hours of road driving.
7. Adequately understand equipment use, capabilities, and its location.
8. Display excellent judgment in driving/operating functions.

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Apparatus Driver/Operator Requirements

9. Pass a check out by a Chief Officer or designee.
10. Rescue truck operators must complete a vehicle extrication course or district drill.
11. Have driver's license on file with the district.

Drivers training shall be conducted only by Qualified Driver Trainers who have been designated by the Fire Chief.

Driver Training Evolution:

1. Become familiar with equipment/apparatus
2. Successfully complete required Day time driving hours
3. Successfully complete required Night time driving hours
4. Begin driving to calls with officer or driver trainer.
5. Final check ride/scenarios
6. Cleared to operate

Once cleared, a driver training packet shall be turned into the Training Division to be uploaded and memorialized into the ERS system.

Operator Probation:

1. After passing the Chief's test, the operator shall serve a six (6) month probationary period as a driver of the apparatus. The trainee is free to practice his or her skills with other qualified operators of the Company.
2. A probationary operator shall not serve as a driver instructor and may not take another trainee on driver's training.
3. The Chief shall supply a list of qualified apparatus operators at the first officer's meeting of the year. When an operator is added to the list, the Company Officers and Training Division will be notified as soon as possible.
4. Probation period starts from the date that you are qualified to drive the apparatus.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-5 District Training Officer		
Policy:	4-5	Date:	12/2017

Job Summary:

The District Training

Under direction, to plan, develop, coordinate, and implement the services and activities of the Fire Department's training programs; to coordinate assigned activities with other divisions and outside agencies.

Essential Duties and Responsibilities:

1. Responsible for the planning, design, development, scheduling, implementation, and administration of performance-based training programs for the Fire District.; prepare lesson plans and training manuals; plan and schedule training exercises; teach classes in classrooms and at training grounds testing the knowledge and performance of fire personnel.
2. Oversee and coordinate the attendance of firefighters at training programs and seminars.
3. Supervise the maintenance of training records utilizing the current approved records management system and ensuring members are in compliance with state and district regulations.
4. Participate in the development and implementation of goals, objectives, policies, and priorities for training activities and programs; identify resource needs; recommend and implement policies and procedures.
5. Participate in monitoring and evaluating performance; identify training needs; review training evaluation results with employee and work to correct deficiencies.
6. Research and develop new training programs.
7. Participate in the preparation and administration of the training budget; submit budget recommendations; monitor expenditures.
8. Maintain complete familiarity with all local laws, rules, regulations and specifically adopted standards or guidelines related to the training and performance of fire-rescue activities by district firefighters.
9. Ensures adequate and well-maintained training materials, equipment, props, and resources are available for the programs, ensures repair, maintenance, replacement of

District Training Officer

same. Maintains complete inventory of equipment and, materials and works with Board of Fire Commissioners of such inventory.

10. Report quarterly to the Board of Fire Commissioners on Firefighter Training compliance.

11. Performs other duties as assigned.

Minimum Qualifications:

- High School Degree or equivalent with college degree strongly preferred
- Firefighter II, Fire Instructor I and/or II preferred
- 5 years of fire service experience
- Must have knowledge and experience with all types of District apparatus, Qualified Driver/Operator on all types of District apparatus preferred.
- CPR & First Aid certified.

Physical Demands & Working Conditions: Work is a combination of indoors in a normal office environment and outside in the elements. Intermittent physical effort involving lifting of 60 pounds or more is required. Work requires high attention to detail or deadlines between 45% and 70% of the time. Occasional driving on department business is necessary.

Some requirements in this position description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise. The District retains the discretion to add duties or change the duties of this position at any time.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-6 District Training		
Policy:	4-6	Updated:	02/2018 03/18/2021

Purpose: The purpose of the district training program is to provide a current curriculum for development, guidance and assistance to the personal of Tinton Falls Fire District #1. The training program is to ensure all annual training requirements are made available to district members annually.

References:

- A. IFSTA Basic Training
- B. IFSTA Advanced Training
- C. IFSTA Essentials
- D. I.C.S. NFPA
- E. NFPA 1500
- F. NFPA 1410
- G. NFPA1403
- H. NJSA 5:18c SUB CHAPTER 1-5
- I. Essentials New Jersey Edition
- J. NJAC 12:100-10.3

Annual Required Training:

All Active Members

- Right-to-Know
- Blood Borne Pathogens
- HAZ-MAT Refresher
- District Regulations Review
- SCBA Quantitative Fit Test
- Active CPR/AED Certification

Interior Fire Fighter

- Live Burn (1 Session)

*****All Required Annual Training Must be Completed by March 31st of that year*****

Training Records Management: The Training Division maintain training records for all Tinton Falls Fire District #1 personnel. Official records shall be kept in Emergency Reporting Service and personal file. The following records shall be kept:

- a. Training Reports

District Training

- b. Fire school records and copies of certificates. Driver training and qualifications reports.
- c. S.C.B.A. training and fit test reports.
- d. Any other records deemed necessary by the State of New Jersey or the Board of Fire Commissioners.

Drills and Training Sessions:

- 1. A Safety Officer or Safety Officer's shall be appointed by the Training Division for all working drills to be approved by the Chief.
- 2. Lesson plans will be approved by the Training Division a minimum of 2 weeks prior to the start of any drill.
- 3. The training report (which includes a lesson plan, attendance roster, and any ancillary documents) will be uploaded to ERS within 24 hours of the training.

Advanced/Outside Training:

- 1. Every Firefighter shall be notified of any training offered to the Company whether it be County, State or Federal. Every effort should be made to encourage all Firefighters to receive advanced training.
- 2. The Tinton Falls Fire District #1 shall sponsor members and incur expenses for firefighting instructional courses and seminars. All such courses and students shall be subject to final approval by the Board of Fire Commissioners.
- 3. All firefighters attending advanced/outside training shall submit a course announcement and certificate to the Training Division upon successful completion which will be uploaded into ERS.

Training Reports:

For all training that occurs a training report must be uploaded into ERS. The training report shall consist of the following:

- 1. Lesson Plan
- 2. Attendance Roster that includes date and location
- 3. Ancillary Documents (Tests/Quizzes, Handouts/References, etc.)

Reimbursement of Training Expenses:

Upon successful completion of a firefighting course, an individual shall be reimbursed for the tuition and authorized expenses. (Only for approved training by the Board of Fire Commissioners.)

Drill Attendance:

Per NJAC 12:100-10.3 interior firefighters are required to attend training quarterly. All other firefighters are required to attend training annually.

Additionally, per district policy BBP/RTK and a quantitative SCBA fit test is mandatory to be considered active and respond to calls for service.


In the event a member does not meet the requirements of quarterly training, or mandatory required training as listed above, the member will be placed on inactive status and not be allowed to respond to any calls for service until such time they can remedy the deficiency.

In order to return to "active status", the member must attend do one of the following:

1. Attend district training
2. Attend an advanced/outside training and submit the required documentation to the Training Division who will then clear the member for active duty.

If a member goes 6 months without any training, the responsible Chief and/or Training Officer will reach out to the member to determine status and intentions. A determination to pull the members gear will be made at this time.

If a member goes one year without any training, any district equipment/gear will be reclaimed.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-7 Drug & Alcohol Policy		
Policy:	4-7	Updated:	01/2018

No member of Tinton Falls Fire District #1, under the influence of drugs or alcohol, will be permitted to operate any vehicle or engage in firematic activities at any fire scene, training event and/or any other official functions of the Tinton Falls Fire District #1 and/or its fire companies.

No member shall consume or make visible any alcoholic beverages or illegal substances at any fire ground, training operation, or on apparatus.

No person will consume, possess, or transport alcohol or illegal substances on any Fire District vehicle/apparatus.

The Officer in charge will take the appropriate actions on the fire scene and bring the charges to the Board of Fire Commissioners to discuss and receive any disciplinary actions.

It is the intent of this policy to keep the Tinton Falls Fire District #1 in the highest standards that can be set forth by our profession. We must recognize the responsibility and obligation to conduct our personal and professional life with scrupulous attention to the trust and confidence, which this Community and District requires.

This District intends to ensure a safe and productive environment. Accordingly, this policy prohibits being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances by any member while on District business or premises. This includes prescribed, over the counter drugs not being used for their intended or authorized purpose and abusive use of alcohol.


Testing by urinalysis may be required of a member. Immediate medical attention will be requested, and testing may occur when factors such as physical appearance, behavior, or other circumstances give good faith reason to question whether substance abuse may be a factor.

Failure to consent to a urinalysis will result in immediate suspension, pending an investigation. Use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal, but illicitly used substances will result in immediate suspension, pending an investigation.

If a member's test result is confirmed to be positive, it will be given consideration by the Board of Fire Commissioners in determining any discipline for the event or circumstances which led to the test. If continued in membership, the member will be required to cooperate with District-approved medical evaluation and prescribed treatment.

Drug & Alcohol Policy

The member may also be required to participate in follow-up activities, which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the 12-month period following the positive test. A member who fails to follow the requirements of this policy or whose suspension is upheld will be subject to disciplinary action up to and including termination of membership.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-8 Complaints & Disciplinary Policy		
Policy:	4-8	Updated:	01/2018

The Board of Fire Commissioners of the Tinton Falls Fire District #1 are responsible for maintaining discipline within the ranks of the fire district and may impose disciplinary sanctions on any fire district member. Disciplinary action may be taken whenever a fire district member fails to follow established policies, regulations or suggested operating guidelines (SOG's) or refuses to follow the orders of a fire district officer or Incident Commander. Disciplinary action may be a written warning, suspension or termination, depending upon the seriousness of the infraction and any history of previous infractions.

The procedure to be followed in imposing sanctions will depend on if immediate action is warranted to protect the public health and safety or that of any fire district member.

1. Non-Emergency Situation:

In training or other non-emergency situation, any fire district officer or member may file a written report complaining that a member has violated fire district policies, regulations or suggested operating guidelines (SOG's). This report is to be delivered to the Board of Fire Commissioners, and it should identify the fire district member involved and the circumstances.

The Board of Fire Commissioners will review the violation with the member and any other fire district member(s) involved. The fire district member will have an opportunity to present his/her version of the events and circumstances. The fire district member shall provide a written summary of his/her version of the incident.

After consulting with those involved, the Board of Fire Commissioners shall complete a written report of the incident and review it with any other affected fire district member. The Board of Fire Commissioners shall determine what action is to be taken and note the decision in their report. A copy of the written report shall be placed in the personnel file of the member and a copy given to that member.

If the Board of Fire Commissioners recommends that the fire district member be suspended or dismissed, or if the fire district member disagrees with the Board's decision, the member may elect to have the decision reviewed by a Hearing Officer appointed by

the Board of Fire Commissioners. The Hearing Officer will be appointed by the Board of Fire Commissioners under the recommendation of the Board Attorney.

The Hearing Officer will read the written reports, review the incident and allow each party the opportunity to present supporting testimony to justify his/her actions. It will be the duty of the Hearing Officer to overturn or uphold the recommended disciplinary action. The Hearing Officer will have the authority to provide sanctions against either the charging or charged individual or individuals up to and including complete dismissal from the Tinton Falls Fire District #1.

2. Emergency Situation:

In the case of a violation of Tinton Falls Fire District #1 policies, regulations and suggested operating guidelines (SOG's) at an emergency incident scene in which a fire district member's conduct threatens his/her own safety or that of another member or citizen, any fire district chief may suspend the member effective immediately. Any such suspension shall not be subject to appeal at the time it is issued, and the fire district member suspended shall be directed to leave the incident scene. The fire chief involved may seek the assistance of the police department in ensuring the member's safe departure from the scene as well as the continued safety of other fire district members and the public. Any such suspension shall be reviewed by the Board of Fire Commissioners as soon as possible after the suspension. The Board of Fire Commissioners shall consult with the Fire Chief, fire district member involved, and may interview others present at the scene before determining whether an additional penalty is appropriate. The procedure applicable in non-emergency situations shall be followed before any further disciplinary measures are imposed.

Once a complaint is received in writing and signed by the complainant, the Board of Fire Commissioners will schedule a Hearing Officer to review the case. The Hearing Officer will be appointed by the Board of Fire Commissioners under the recommendation of the Board Attorney.


The Hearing Officer will read the written complaint, review the incident and allow each party the opportunity to present supporting testimony to justify his/her actions. It will be the duty of the Hearing Officer to settle the written complaint. The Hearing Officer will have the authority to provide sanctions against either the charging or charged individual or individuals up to and including complete dismissal from the Tinton Falls Fire District #1.

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Complaints & Denary Policy

This chart identifies selected infractions and suggested penalties for each. This list is intended as an example and is not to be considered as an exhaustive or exclusive list. The actual discipline imposed for any violation is at the discretion of the Board of Fire Commissioners.

<i>Violation</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Falsification of application and/or any other records	<i>Termination</i>	N/A	N/A
Theft or misappropriation of property	<i>Termination</i>	N/A	N/A
Deliberate abusing, damaging, defacing, or destroying fire district equipment	<i>Termination</i>	N/A	N/A
Sabotage	<i>Termination</i>	N/A	N/A
Misuse or unauthorized removal from premises of fire district files, lists or records	<i>Termination</i>	N/A	N/A
Provoking a fight	Written Warning	One-month suspension	<i>Termination</i>
Fighting/Under the influence of alcohol	One-month suspension	<i>Termination</i>	N/A
Possession or use of illegal narcotics on premises or reporting under the influence of illegal narcotics	<i>Termination</i>	N/A	N/A
Refusal to obey orders of a superior or insubordination	Written Warning	One-month suspension	<i>Termination</i>
Willful, deliberate or repeated violation of fire district policies, regulations and suggested operating guidelines	Written Warning	One-month suspension	<i>Termination</i>
Failure to observe traffic regulations or unsafe operation of fire district vehicles or personal vehicle (while responding to an emergency)	Written Warning	One-month suspension	<i>Termination</i>

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-9 Reporting an Accident/Injury (Workman's Compensation)		
Policy:	4-9	Updated:	09/2019

In the event of an injury of any member of the District, the following policy should be followed. It is imperative that documentation and notification to the Board of Fire Commissioners is made as to ensure that proper notification is made to the insurance company and all administrative aspects are completed as to not interrupt emergency care and further treatment.

Fire Company Level Required Actions

Upon a member being injured the following is to be completed:

- Member notifies Senior Fire Officer of Incident
- Proper Emergency Care is taken (i.e.: Ambulance Transport or Physician Visit)
- Complete Workman's Compensation Report Form (Found in the "Forms" section of this document)
- Senior Fire Officer should advise member of the following when they are seeking medical care:

Employer: Tinton Falls Fire District #1
 Employer Address: 2 Volunteer Way, Tinton Falls, NJ 07753
 Employer Phone: 732-493-1574
 Position: Volunteer Firefighter

- Senior Fire Officer notifies the Board of Fire Commissioners as soon as possible to advise them of incident and provide as much information as possible.
- Any bills and/or other documentation for payment of services related to the injury will be forwarded to the Board of Fire Commissioners.

-If this was an exposure to blood borne pathogens, please follow the exposure control plan as well-

Reporting an Accident/Injury**Board of Fire Commissioners Level Required Actions**

Upon the notification to the Board of Fire Commissioners by the Senior Fire Officer the following is to be completed:


- The Board Designee will collect all information about the incident including the completed Workman's Compensation Report Form.
- The Board Designee will notify the District's Workman's Compensation Insurance and the Insurance Representative to initiate a claim.
- All documentation received from the Member, Insurance Company and/or Medical Care Provider will remain in the member's personnel file in the District Office and remain confidential.
- The Board Designee will ensure that all administrative aspects of the insurance claim are accurate.

Reporting an Accident/Injury (Workman's Compensation)

AmTrust North America
Claims Reporting: 866-272-9267
Customer Service: 877-528-7878
Email: Amtrustclaims@grm-inc.com
Policy #: PWC 100 1927
Local Claims Office: Princeton, NJ 888-239-3909

- Gather the following information to file the claim
 - Name
 - Address
 - Phone number
 - SSN
 - Brief description of what happened
- Give Claim Number to member to provide care providers for billing.

*****Do NOT give any personal insurance information to providers*****

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-10 Funeral & LODD Procedure		
Policy:	4-10	Date:	01/2018

Serious Injury or LODD

Immediately refer to the New Jersey Division of Fire Safety "Firefighter Line of Duty Death and Serious Injury Guidelines". A copy will be kept in each chief's vehicle and at each firehouse. It can also be referenced at the following web address:

<http://www.state.nj.us/dca/divisions/dfs/publications/publication/booklet8.pdf>

Member Passing

In the event a member (past or present in good standing) passes, the bunting will be displayed over each bay for 30 days.

Mourning bands are authorized from passing, until sunset the day of burial.

Apparatus may be used for services out of town with prior written permission of the commissioners.

Honor Guard may also be utilized.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-11 District Compliance Officer		
Policy:	4-11	Date:	7/2018

Purpose: To ensure the District maintains its compliance with NFPA, OSHA, and NJ PEOSH regulations.

References:

NFPA 1001
NFPA 1982

PPE

- Quarterly member PPE checks and maintenance satisfying NJAC 12:100-10.5 thru 12:100-10.12
- Maintain records for all members PPE
- Sends out any PPE in need of repair

SCBA

- Weekly routine inspections on SCBA.
- Monthly advanced inspection on all SCBA packs, bottle and face pieces
- Update and maintain all records for SCBA, power equipment, pumps, ladders and aerials

Tools/Equipment

- Monthly power equipment checks, and maintenance as needed satisfying NJAC 12:100-10.16
- Scheduling annual extrication tool PM's

Apparatus


- Monthly apparatus checks and maintenance, schedule and complete annual NFPA inspections of apparatus, pump, ladder, and hose testing per NFPA 1914.

Facilities

- General District facility PEOSH violation mitigation/abatement
- Monthly fire extinguisher checks
- Check emergency stop system on bay doors

Requirements

- Must be knowledgeable operator for all apparatus including Engine, Rescue, Aerial, and Brush
- Must have working knowledge of OSHA & NFPA requirements, namely OSHA as that's where the fines come from.
- Still follow 3 quote rule to present to Board.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	4-12 Firefighter Participation Incentive		
Policy:	4-12	Date:	12/19/2019
		Updated:	05/21/2020 03/18/2021

Background: In addition to the LOSAP award, chauffeurs, firefighters and line officers from Tinton Falls Fire District #1 will be eligible to receive incentive stipends for active participation and contribution to the district. The contribution period for this stipend system shall be from January 1st through November 30th of each calendar year. Incentive stipends will be paid annually in December providing all documentation has been presented to the fire district proving members eligibility. Storm Standby/Sleep-In Incentive will be paid at the next regular fire district meeting providing all documentation has been presented to the fire district proving members eligibility.

STIPENDS FOR SERVING IN OFFICIAL CAPACITIES

- District Fire Chief responding to at least 25% of calls for the year \$2,500.00
- District Deputy Fire Chief responding to at least 25% of calls for the year \$2,000.00
- Department Captain responding to at least 15% of calls for the year \$1,500.00
- Department Lieutenants responding to at least 15% of calls for the year \$1,500.00
- Department Engineers \$750.00
- Apparatus Chauffeurs responding to at least 15% of calls for the year \$200.00 Per Apparatus (\$600.00 Maximum Stipend)

ENGINEER DUTIES

Ensuring truck checks is a priority of the fire district to ensure longevity of district property and to ensure the apparatus and all of its equipment and tools are in a constant state of readiness. The engineers will be responsible for logging the truck checks into the Emergency Reporting Software (ERS) program for their assigned apparatus. The captains and lieutenants will be assigned along with an engineer to ensure the truck checks are being performed thoroughly, correctly, and in a timely manner. The captains and lieutenants will also fill in for an engineer in the event an engineer is unable to complete their assigned truck checks. Each apparatus shall be checked at least once per month and logged into ERS in order to qualify for the stipend.

CHAUFFEUR INCENTIVE:

Qualified chauffeurs who are an active member of their department, who have successfully completed a recognized pump operations class, a recognized CEVO class, have been certified as a chauffeur and have responded to at least 15% of calls for the year shall receive a stipend of \$200.00 per front line apparatus that they are qualified on. A qualified engine chauffeur shall receive a \$200.00 stipend. They will then receive an additional \$200.00 as a qualified rescue

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Firefighter Participation Retention

chauffeur and an additional \$200.00 as a qualified ladder or brush truck chauffeur for a maximum stipend of \$600.00.

FIREFIGHTER FIT FOR DUTY INCENTIVE:

Interior firefighters who have completed their annual training as mandated by the fire district shall receive a \$350.00 stipend.

Exterior Firefighters/Chauffeurs who have completed their annual training as mandated by the fire district shall receive a \$250

Annual training consists of valid annual certifications in the following:

All Interior/Exterior Fire Fighters and Chauffeurs

- Right to Know and Bloodborne Pathogens (RTK/BBP)
- Approved SCBA fit test
- Attendance in at least 1 district training drill per quarter.
- Possess a valid CPR/AED certification.

Interior Fire Fighter

- Active participation in at least 1 live burn training evolution as approved by the fire district.

CALL RESPONSE INCENTIVE:

In an effort to encourage firefighters to respond to calls, members are eligible to receive an additional call response stipend. A call response would consist of a member's presence on an apparatus or response to the station. If a member arrives to the station after apparatus has departed and there are no additional apparatuses able to be dispatch, member must remain at station until the apparatus returns to station or an officer releases the members at station.

- In order to be eligible for the call response incentive, the firefighter must make a minimum of 10% of call responses.
- A maximum of 150 call responses will be credited.
- Each call response is credited at \$5.00 per call and the maximum call response stipend a member can receive for this incentive is \$750.00.

STORM STANDBY/SLEEP IN INCENTIVE:

Members will be asked to perform a storm standby at their respective stations from time to time in the event of inclement weather or a natural disaster. Certified firefighters, officers, and apparatus operators who are approved by the OIC (Officer in Charge) and intend to ride the apparatus during the standby shall receive a stipend of \$15.00 per hour for every hour attended. The storm standby will be called at the discretion of the OIC when he/she believes the weather conditions will warrant a storm standby.

MAXIMUM STIPEND:

- Chiefs, Captains and Lieutenants shall receive no more than their "official capacity" stipend in section "Stipends for Serving in Official Capacities".
- Engineers and Chauffeurs shall be eligible to receive their "official capacity" stipend along with the "fit for duty" stipend and the "apparatus ride incentive" stipend, but at no point shall their annual stipend exceed a total of \$1,200.00

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Firefighter Participation Retention

- All other active personnel shall be eligible to receive up to a maximum stipend of \$1,200.00
- All active personnel shall be eligible to receive the “storm standby/sleep in incentive” above and beyond their maximum stipend.

TAX RESPONSIBILITY

Any members stipend exceeding \$600 annually through this program will be responsible to report this income to the IRS and will receive a 1099 form from the fire district.


PAYMENTS

Official Capacity, Fit-For-Duty and Call Response Incentives: The District Chief and/or Deputy Chief will provide a list of members eligible for the incentives, justification for each member’s eligibility and total amount earned by each member to the Board of Fire Commissioners before December 7th. This will ensure that the incentive payment will be made prior to the conclusion of the current tax year and made payable at the last regular fire district meeting of the year.

Storm Standby/Sleep-In Incentive: The District Chief and Deputy Chief will provide a list of members, the hours in which they were available and the total amount due to each member to the Board of Fire Commissioners as soon as practicable after the standby/sleep-in event. Payments will be made at the next Regular Fire District meeting.

Section 5

Apparatus/Equipment Policies

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-1 District Fire Apparatus Specifications		
Policy:	5-1	Updated:	01/2018

The purpose of this policy is to establish the minimum specifications for fire apparatus in the District as to ensure with compliance of both NFPA and ISO requirements.

Engine Companies

<https://firechief.iso.com/FCWWeb/mitigation/ppc/3000/ppc3003.jsp>

Ladder Companies

<https://firechief.iso.com/FCWWeb/mitigation/ppc/3000/ppc3006.jsp>

Rescue Company/Service Company

<https://firechief.iso.com/FCWWeb/mitigation/ppc/3000/ppc3005.jsp>

Following this established policy ensures quality of the services to be provided by such apparatus in addition to meeting and/or exceeding NFPA requirements and meets the insurance requirements as established by the ISO.

NFPA 1901 should be referenced when designing apparatus.

Purchase of New Apparatus

Apparatus Committee consisting of at least one fire commissioner, at least one member from the other station, in addition to members from the station designing the apparatus.

District Fire Apparatus Graphics

All apparatus owned by Tinton Falls Fire District 1 will have a uniform design appearance.

Color and Stripe Pattern

- All apparatus will be red in color with a white stripe approximately 12" above the frame that goes the entire circumference of the apparatus except for any diamond plated surfaces.

- A second white stripe approximately 4' above the lower stripe will span from the rear of the rearmost compartment to the front most compartment where an angled line stripe will connect the upper and lower stripes.

5-1 District Fire Apparatus Specifications

Front

- Above the grill and below the windshield in gold leaf, it shall read "TINTON FALLS FIRE DIST. 1"
- American Flag on the grill when possible
- Below the driver side headlight in red letter on the white stripe will read the apparatus designation "36 – Station – Apparatus" (I.e. "36-2-90")

Front Cab

- Front Doors - District Patch
- In between cab doors – "36-Station-Apparatus" (I.e. "36-3-76")
- Rear Cab Door - "Wayside Fire/Rescue" or "Pine Brook Community Hose Co."

Side

- First Compartment Door - "EMERGENCY" over "DIAL 9-1-1" (2 Lines)
- Most Rear Side Compartment Door - "36-Station-#" (I.e. "36-2-85")

Rear

- Rear Compartment Door – Station Patch
- Rear Compartment Door IF there is a stripe – "Tinton Falls Fire Dist. 1"
- Red/Lime Chevrons
- The designation "E", "R", "L" and "2" or "3" may be placed on either side of the company patch

Example of Graphics for District Vehicles





	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-2 District Fire Chief's Vehicles		
Policy:	5-2	Updated:	06/2018

Fire Chief's Vehicles

Any Chief's vehicle owned and/or maintained and/or insured by Tinton Falls Fire District 1 shall comply with the following use standard and restrictions:

- Chief's vehicles shall comply with all traffic safety laws including the posted speed limits including when responding to calls.
- All Chief's vehicles owned and/or maintained and/or insured by the District are equipped with "E-Z Pass" transponders for use when responding to calls on the Garden State Parkway. These devices are to remain in place in the vehicles at all times.
- Chief's vehicles shall not be used for attendance at any social event (including "Wet downs", parades outside the Borough of Tinton Falls or conventions) without the prior approval of the Board at a Regular or Special meeting.
- Unless written permission is given, the Chief's vehicle will be required to kept with the chief within the limits allowed to be a member of the Fire Company provided it has a nexus to where the chief lays their head. (i.e. it cannot remain unattended overnight where the member is not staying with the exception of a firehouse within Tinton Falls Fire District 1)
- Chief's vehicle will follow the graphics scheme as set forth in 5-1.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-3 District Apparatus Repairs, Service and Testing		
Policy:	5-3	Updated:	02/2018

To ensure the highest level of service to the residents of Tinton Falls Fire District #1, the Board of Fire Commissioners has established this maintenance, service and testing policy for all District fire apparatus and equipment. In addition to delivering the highest fire protection to the residents, this policy ensures that equipment is acceptable and safely operable for fire company members to quickly and efficiently mitigate emergencies.

This policy will cover preventive maintenance, routine servicing, recommended testing per ISO and NFPA requirements, and repairs.

Apparatus Repairs:

1. When apparatus needs to be taken out-of-service, notify the Chief so arrangements for repairs can be made. The Chief will notify the Board of Fire Commissioners of the apparatus status.
2. When apparatus is taken out-of-service, make sure that the vehicle is noted out of service.
3. When needed, the Chief will set up an automatic mutual aid response of apparatus to cover out-of-service apparatus.

District Requirements

Preventive Maintenance: Preventive maintenance is the best option to maintain fire apparatus in a serviceable condition and obtain the maximum lifetime out of fire apparatus. NFPA 1915 suggests that a preventive maintenance program be established that ensures proper maintenance on fire apparatus on annual basis. Such maintenance

includes service on the fire pump, such as engine primer oil, grease gates, checking pump packing through engine service to include oil changes, oil filter changes to other manufacturer's recommended servicing.

The Board of Fire Commissioners will work directly with the Fire Chiefs to secure a service contract to have all District Fire Apparatus serviced per manufacturer's recommendations and NFPA 1915 on an annual basis.

5-3 District Apparatus Repairs, Service and Testing

Pump Testing: Pump testing is essential to ensuring that the fire pump on the apparatus is pumping to full capacity and the pump is operating correctly and in a safe manner. ISO and NFPA 1911 suggest that Pump Testing be conducted on an annual basis.

The Board of Fire Commissioners will work directly with the Fire Company Fire Chiefs to secure a pump testing contract to have all District Fire Apparatus pump tested per manufacturer's recommendations and NFPA 1911 on an annual basis.

Aerial Testing: Aerial testing is one of the most important annual tasks to ensure the safety of member's safety while operating the aerial device. ISO and NFPA 1914 suggest an annual aerial test which both ensures safety and is a means of early detection of potentially catastrophic problems.

The Board of Fire Commissioners will work directly with the Fire Company Fire Chiefs to secure an aerial testing contract to have all District Aerials U/L tested per manufacturer's recommendations and NFPA 1914 on an annual basis.

Summary of Required District Testing/Serviceing

Required Action	Frequency Required
Preventive Maintenance – All Apparatus (NFPA 1915)	<i>Annually</i>
Pump Testing-All Rated Fire Pumps (NFPA 1911)	<i>Annually</i>
Aerial Testing – All Ladders/Towers (NFPA 1914)	<i>Annually</i>
Aerial NDT Test – All Ladders/Towers (NFPA 1914)	<i>Every 5 years</i>

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-4 District Equipment Repairs, Service and Testing		
Policy:	5-4	Updated:	02/2018

Fire Hose Testing: Fire Hose Testing is essential to ensuring safe operations on the fireground, training environment and in the day-to-day fire house operation. Water flowing from hydrants to fire apparatus and from fire apparatus to attack lines and so forth, flows at varying pressures and when there is a failure in hose that could cause serious injury or even death. ISO and NFPA 1961 suggest annual hose testing to ensure that all fire hose, whether it is LDH supply hose to 1' forestry line, be tested to ensure its integrity and safety.

The Board of Fire Commissioners will work directly with the Fire Company Fire Chiefs to secure a hose testing contract to have all District fire hose tested per manufacturer's recommendations and NFPA 1961 on an annual basis.

Ground Ladder Testing: Ground Ladders are exposed to the elements on the mounts to fire apparatus and are deployed in rough conditions on the fire ground becoming exposed to fire, smoke, dirt and other debris found on the fireground. Proper inspection and load testing is essential to ensure the ladders are ready for service and safe for operation by fire company members. ISO and NFPA 1932 suggest that every ground ladder be tested on an annual basis.

The Board of Fire Commissioners will work directly with the Fire Company Fire Chiefs to secure a ladder testing contract to have all District ground ladders tested per manufacturer's recommendations and NFPA 1932 on an annual basis.

Hydraulic Rescue Tool Testing: Hydraulic Rescue Tools are simple hydraulic setups but operate in a rough environment from the sides of the Garden State Parkway to being

in the woods off Route 18. Due to the nature and the demand on these tools to operate safely and effectively these tools must be tested and serviced on an annual basis as suggested by NFPA 1936.

The Board of Fire Commissioners will work directly with the Fire Company Fire Chiefs to secure a hydraulic rescue tool testing contract to have all District hydraulic rescue tools tested per manufacturer's recommendations and NFPA 1936 on an annual basis.

SCBA Unit Service Testing: SCBA's are the basic means of survival in an IDLH atmosphere and firefighter's lives depend on these units to work at all times. Due to the
5-4 District Equipment Repairs, Service, and Testing

nature and the demand on these units to operate safely and effectively these units must be tested and serviced on an annual basis as suggested by NFPA 1852.

The Board of Fire Commissioners will work directly with the Fire Company Fire Chiefs to secure a SCBA unit testing contract to have all District SCBA units tested per manufacturer's recommendations and NFPA 1852 on an annual basis.

S.C.B.A. Maintenance:

1. The Fire Department shall maintain a complete inventory record of all S.C.B.A.'s. Each S.C.B.A. and cylinder shall be individually identified by an inventory number.
2. An individual record of each S.C.B.A.'s regulator, pressure reduced, mask and harness assembly shall be maintained. This record shall include inventory or serial numbers, date placed in-service, location on apparatus, hydrostatic test dates, repairs, replacement parts and upgrading.
3. Firefighters are responsible for the cleaning and sanitizing of their S.C.B.A. after every use.
4. If an S.C.B.A. does not pass an inspection, S.C.B.A. will be tagged OUT OF SERVICE with the reason why it was taken out of service printed on the tag.
5. Air cylinders shall be filled only by personnel who have been trained on the proper procedures and equipment. Any cylinders that are filled shall be recorded with the following information, starting pressure, filled pressure, last hydrostatic date and cylinder serial number.

Turnout Gear

- Only turnout gear issued and approved by the Board of Fire Commissioners, shall be used at fires, drills or any other emergency calls.
- Turnout gear shall consist of NFPA 1971 approved gear:
 - Helmet
 - Coat
 - Pants

- Gloves
 - PASS Alarm
 - Accountability Tags
 - Hood
 - Boots
- Turnout gear shall not be removed from the firehouse without prior authorization of the Chief of the Fire Company. Permission is to be granted only on an as needed basis (e.g.: Training).

5-4 District Equipment Repairs, Service, and Testing

- Turnout gear shall not be used for other than Fire Company or Fire District authorized fires, drills or other activities, unless given prior approval.
- Firefighters will conduct an inspection of their issued/assigned gear annually at a minimum and immediately report any issues to an officer per NFPA 1851 & 1852.
- Members can be held liable for any missing or damaged gear if misuse or other negligence is the cause.
- The District should strive to replace turnout gear as needed or about every 10 years depending on serviceability.
- After being exposed to any structural or training fire, hazmat, or any other contaminant, all PPE will be washed or professionally cleaned.

Summary of Required District Testing/Service

Required Action	Frequency Required
Fire Hose Testing – All Hose (NFPA 1961)	<i>Annually</i>
Ground Ladder Testing – All Ladders (NFPA 1932)	<i>Annually</i>
Hydraulic Rescue Tool Testing (NFPA 1936)	<i>Annually</i>
SCBA Service Testing (NFPA 1852)	<i>Annually</i>
Turnout Gear	<i>Annually</i>
SCBA Hydrotesting	<i>Every 5 years</i>

Apparatus & Equipment Up-Keep

It is up to each Fire Company Fire Chief to ensure that their apparatus and equipment is maintained in a ready state to respond to emergencies. Routine apparatus checks, equipment checks and routine running of equipment are required by the Board of Fire Commissioners to ensure the availability and dependability of equipment on an emergency scene. Monthly checks are the minimum and all checks shall be recorded using means provided by the District.


All apparatus and equipment checks should be performed based on manufacturer's recommendations and the Fire Company's standard operating procedures for performing such checks.

In the event that apparatus and/or equipment is out of service it is up to the responsibility of the Fire Chief to notify the Board of such equipment/apparatus status and ensure that the equipment is repaired and/or restored to a ready position.

5-4 District Equipment Repairs, Service, and Testing

Lost or Damaged Equipment

If any equipment is lost or damaged beyond repair, a report shall be prepared, and forwarded to the Board of Fire Commissioners. If the equipment is repairable, it shall be tagged with an explanation for repairs stated on the label and placed out of service. If an apparatus is in need of repair, proper notification shall be made to the Officer-In-Charge of the incident and/or engineer.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-5 Specifications for District Turnout Gear		
Policy:	5-5	Updated:	7/2018

All structural gear must be NFPA 1971 Compliant

Turnout Coat

- Shell Color: Black
- Shoulders, elbows and cuffs to be reinforced
- Cuff: Knit with thumb hole
- Shell Closure: Zipper with storm flap and Velcro closure and mic tab
- Reflective Striping – 3' Brilliance Reflexite with stripe
- Lettering: On rear between shoulders: **"TINTON FALLS"**
- Lettering: On the rear located at the bottom of the coat: firefighters **LAST NAME**
 - Lettering shall be provided on removable shell material held in place by Velcro
- Half Bellows pockets with hand warmers
- Mic tab on right side of collar
- Radio Pocket on left chest with mic tab above
- Two Reverse clips on Right chest about 2" apart, with flashlight strap below left clip
- American Flag – Left Sleeve
- District Patch – Right Sleeve
- Trim – Lime Yellow two-tone Brilliance
- Postman style take up straps
- Box pattern on rear of jacket, with 2 stripes on arms

Turnout Pants

- High Back Style Pants
- Shell Color: Black
- Reinforced knees, removable when possible
- Suspenders: Minimum of (4) point attachment, internal if possible.
- Waist Adjustment Strap
- Reflective Stripping – 3' Brilliance Reflexite w/ stripe
 - Approximately 2' above cuff
- Provide Belt Loops for "Gemtor 2" Harness

Turnout Boots

- 14" Pull-on Boot
- Material: Fabric/Leather Combination (Fire Resistant Fabric/Water Repellant Leather)
- Safety Toe
- Electrical Hazard Rated Sole
- Bottom Penetration Resistant Sole

5-5 Specifications for District Turnout Gear

Helmet

- District issued Cairns 1010 with bourkes, Company issued helmet, or other NFPA compliant helmet
- Chief officers will have white helmets
- Line officers will have black helmets with white front pieces
- Firefighters will have black helmets with black front pieces and the appropriate color insert.
- Junior firefighters will have red helmets with red front pieces.
- Helmet Shield will be Paul Conway NYFI-2 (Black for FF's, White for Officers)
- Top will say "WAYSIDE" or "PINE BROOK"
- Bottom will say FF's name
- Have removeable insert – Firefighter's - (indented & white) "36" on either black, red, blue, background
- Officer's – (indented & red) "36" on white background

Helmet Front Piece Requirements

Probationary Shield – Firefighters who join a District 1 fire company who are not certified to a minimum of Firefighter I will wear a probationary shield to differentiate these individuals on the fireground. Upon successful graduation of Firefighter I and after approval from company officers, the firefighter may graduate to a black 36 insert.

Black 36 Insert (FF) – Firefighters off of probation and who hold a minimum of Firefighter I will display a black 36 insert on their helmet.

Red 36 Insert (RIT) – Firefighters who meet Monmouth County Rapid Intervention Team standards. The following certifications/standards must be met to wear a red 36 insert:

1. 3 years as certified Firefighter I
2. Building Construction
3. Ropes & Rigging I
4. Confined Space Awareness
5. RIT Operations
6. Advanced SCBA

Blue 36 Insert (Technical) – Firefighters who maintain advanced technical certifications in technical operations the Fire District is currently capable of can wear a blue 36 insert. Requirements include:


1. All requirements for red RIT insert
2. Firefighter II
3. Rope Rescue
4. Hazmat Operations
5. Vehicle Extrication



RIT SHIELD



OFFICER SHIELD

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-6 District Vehicle Insurance Coverage		
Policy:	5-6	Updated:	03/2018

Vehicle Insurance Coverage

The Board of Fire Commissioners will insure all District owned apparatus and will insure Company owned apparatus utilized for fire suppression and activities as approved by the Board of Fire Commissioners

E & K INSURANCE
Eatontown, NJ
Mary Geiger
Office: 732-389-6000
Fax: 732-542-5540
M.Geiger@e-kinurance.com

Drivers of District Fire Vehicles: Only listed volunteers will be allowed to drive District-owned vehicles. Non-volunteers (i.e. Commissioners who are not fire fighters and other district employees) would be able to drive district-owned vehicles as long as they are listed as drivers and have acceptable driving records.

CEVO Fire is required to operate Fire District apparatus.

Passengers in District Fire Vehicles: There is NO Personal Injury Protection coverage afforded by the Fire District's Business Auto Policy, so anyone riding in a vehicle owned by the District should have their own Personal Auto Policy. Non-firefighters are permitted to ride in vehicles insured by the Fire District as long as they have a Personal Auto Policy that will cover Personal Injury Protection, they CANNOT drive. Minors would have Personal Injury Protection coverage under their parents' or legal guardian's Personal Auto Policy. It is acceptable but not recommended on a regular basis.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-7 Personal Escape System		
Policy:	5-7	Date:	03/2018

Purpose

To provide a Personal Safety Escape System (PSS) to the Tinton Falls Fire District # 1 officers and firefighters operating in the field. The PSS is a tool to aid in the safety of Personnel during emergency situations that may result in a member or members escaping from a window, roof or any hostile environment where a ground or aerial ladder is not readily available.

Scope

All Members assigned to field operations, or any Member that works in or may be within an IDLH atmosphere that successfully completes this program may elect to wear a PSS at all incidents. These members include Chiefs, Captains, Lieutenants, and Firefighters.

Procedure

Equipment: The Gemtor Fire Service Harness and the Sterling F-4 descending device will be assigned and distributed to all field members of the department who have successfully completed the end user class. The issued equipment shall be the responsibility of the wearer which includes keeping the issued equipment clean, packed, and worn as directed.

Training: All Members must successfully pass an end user class certified by the manufacturer. This training will include the following: 1) A class room session describing the PSS, safety, its use, deployment practices, harness and packing methods. 2) A practical portion consisting of nine (9) escapes as described below; 3 with PPE, 3 with PPE and SCBA, 3 with PPE and blacked out SCBA. No one shall be issued a PSS without completing this training. Training will be conducted at a certified location under the direction of a certified trainer / instructor and must follow all safety requirements including safety mats, belay line and safety officer.

Distribution: Gemtor Harnesses and PSS Systems shall be distributed to all members who complete the mandatory training. Members shall be required to sign for their personal system and will be responsible for maintenance and upkeep of all distributed equipment. The system shall be treated as a part of all Members' mandatory personal protective equipment.

5-7

Personal Escape Systems

Members will need to complete a visual inspection of their units for excessive wear and burns. In the event any of the harness loops break or come free from PPE, follow the correct procedure for broken equipment and have Special Service make the necessary repairs.

Care: All PSS units should be cleaned after contamination by heavy smoke or other contaminants. Cleaning shall be completed using warm soapy water then thoroughly air-dried. Ropes are not to be re-packed when wet or damp to eliminate mildew growth. Escape ropes are to be air dried and re-packed as manufacturer's requirements to maintain integrity.

Life Safety: In the event a Member needs to utilize their PSS for a self-rescue, the unit shall be collected, taken out of service and replaced with a new system.

Drilling: Companies who wish to drill utilizing their PSS are strongly encouraged to do so. Drills shall be conducted under the supervision of the training division. All drills will be conducted at a certified training center under the direction of a certified trainer / instructor. Drills and training must follow all safety requirements including safety mats, belay line and safety officer.

Records: A record form shall be created by the Training Division. A record of each escape jump and individual making that escape shall be recorded. The records will include but not be limited to; Date, time, location, # of each escape jump (keep a progressive count) i.e. Escape Jump 1,2,3,4 etc., trainer, type of escape, issues or problems and officers signature. These forms shall be forwarded directly to the Training Division and the officer shall enter all training into ERS for record keeping.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	5-8 District Training Facility		
Policy:	5-8	Updated:	10/2018

Requirements for outside agencies:

Due to the requirements set by our Insurance Company and the NJ Division of Fire Safety we require the following:

- A signed *Agreement* (attached) from everyone who will be utilizing the facility
- A Certificate of Insurance from the agency or governing body listing “*Tinton Falls Fire District No. 1*” and “*Wayside Fire Company*” as additionally insured
- A *certified Level I Fire Instructor* on-site during the training for Fire Company drills and a certified Level II Fire Instructor on-site during training for any certification course.
- A *written lesson plan* so that the training can be recognized by ISO and the Division of Fire Safety for drill credit.
- \$20/hr usage fee
- \$30/hr usage fee if Instructor must be provided
- Flat rate of \$10 to utilize props (smoke machine, rope/belay set-up, cascade system)

*****All required documents must be provided prior to the scheduled date and time of the training*****

It is the responsibility of the participating fire department/company to ensure all participants have the prerequisite certifications should they be required for a course hosted at the Tinton Falls Fire District 1 training facility.


Scheduling:

Scheduling of the training facility will be facilitated by the District Training Officer by phone or email at Training@tintonfallsfiredistrict1.com

- A list of District firefighters certified to a minimum of Drill Ground Instructor will be kept by the Training Division to be paid to oversee the drill.
- A list of District Fire Instructors will be kept by the Training Division to be scheduled to instruct a training for an outside entity.
- The rotation list will be kept to distribute these opportunities as evenly as possible amongst the members given their skillsets and certifications.

Section 6

Junior Firefighter Auxiliary Program Policies

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	6-1 Junior Firefighter Auxiliary Membership		
Policy:	6-1	Date Created:	1/2019

BACKGROUND

This policy serves as the foundation in creating a junior firefighting program (junior firefighter auxiliary) within Tinton Falls Fire District 1. The below policies and procedures are in conformity with New Jersey state regulations in consultation with our current insurance provider.

N.J.R.S. 40A:14-98(a) “no junior fireman shall be required to perform duties which would expose him to the same degree of hazard as a regular member of a volunteer fire company.” The law also requires rules, regulations, Standard Operating Guidelines, or similar document must be in place before the ordinance or resolution is passed to create the Junior Firefighter Auxiliary.

It must also be recognized that during emergency conditions, a junior might be asked to complete a task prohibited by law. In this case, the junior member must take responsibility to alert the member asking to the fact it is prohibited. The junior member should then report the request to command at the scene. Once back at the station, the junior member should report the incident to a junior advisor so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

References

N.J.S.A. 40A:14-95 – 98

[NJ Rev Stat § 40A:14-37 - 38 \(2013\)](#)

N.J.S.A. 12:58-3.2

Membership

1. Volunteer fire companies must have an application form and process.
2. The prospective applicant must be approved by the advisors, fire company, and fire district.
3. Junior firefighters are broken up into two age groups: 14-16 years old & 16-18 years old.
4. At age 18 the junior may apply to their respective fire company to become a full adult member.
5. Applicants should be in good physical condition to perform essential fire ground tasks.
6. Maintain NO LESS than a C Average in school as evidenced by report cards.

6-1

Junior Firefighter Auxiliary Membership

7. Parents / guardians must be informed of the specific duties their child may be asked to do on the fire ground. They must provide written acknowledgement that they understand the duties and limitations.

Rules

1. No entry into the firehouse without member.
2. No member may be with a Junior alone. There must always be two or more adult members with Junior Firefighters.

Structure

A committee made up of members of the regular fire department, assigned by the Chief or designee, to act as the "Junior Advisors" will supervise all "day to day" meeting/training activities.


The regular fire department officers will directly supervise the Junior firefighters during operation periods on emergency scene with input from the advisors if needed.

The Junior firefighters will elect their own rank structure with a Jr. Captain, and up to two Lieutenants. Junior officers will serve as liaisons between advisors and the rank and file, as well as develop leadership skills.

Termination of Membership

Junior firefighters will be subject to membership review and face disciplinary action up to termination for any of the following acts:

1. Acts of moral turpitude.
2. Acts that negatively reflect the Junior Program/Fire Company/Fire District.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	6-2 Junior Firefighter Auxiliary Insurance/Injury		
Policy:	6-2	Date Updated:	09/2019

Insurance

A fire district may provide members of a Junior Firemen's Auxiliary established as an auxiliary to a volunteer fire department or to an incorporated volunteer fire company within the fire district with the same coverage as provided for the regular volunteer firemen of the fire district under [NJ Rev Stat § 40A:14-37](#) and NJ Rev Stat § 40A:14-38.

Injury

In the event of an injury of any member of the District, the following policy should be followed. It is imperative that documentation and notification to the Board of Fire Commissioners is made as to ensure that proper notification is made to the insurance company and all administrative aspects are completed as to not interrupt emergency care and further treatment.

Fire Company Level Required Actions

Upon a member being injured the following is to be completed:

- Member notifies Senior Fire Officer of Incident
- Proper Emergency Care is taken (i.e.: Ambulance Transport or Physician Visit)
- Complete Workman's Compensation Report Form (Found in the "Forms" section of this document)
- Senior Fire Officer will contact the parent/guardian and should advise member/guardian of the following when they are seeking medical care:

Employer: Tinton Falls Fire Exploring Post 36 of the Boy Scouts of America
 Employer Address: 2 Volunteer Way, Tinton Falls, NJ 07753
 Employer Phone: 732-493-1574
 Position: Junior Volunteer Firefighter

- Senior Fire Officer notifies Junior Advisor if not present
- Junior Advisor notified the BSA Executive Director Robert Buob (732-513-3673) as soon as possible.

-If this was an exposure to blood borne pathogens, please follow the exposure control plan as well-

Junior Firefighter Auxiliary Injury**Advisor Level Required Actions**

Upon the notification to the Boy Scouts & Insurance Carrier the following is to be completed by the advisor:


- The Advisor will collect all information about the incident.
- Notification is made to the Board of Fire Commissioners via email with brief synopsis and actions taken.

Reporting an Accident/Injury (Workman's Compensation)

Health Special Risk, Inc.
1-866-726-8870
Council Name/#: Monmouth/347
Policy #: PTP N00327402
Explorers – Class 1
Advisors - Class 2

- Gather the following information to file the claim
 - Name
 - Address
 - Phone number
 - SSN
 - Brief description of what happened
- Give Claim Number to member to provide care providers for billing.

*****Do NOT give any personal insurance information to providers*****

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	6-3 Junior Firefighter Response on Apparatus		
Policy:	6-3	Date Updated:	12/2018

1. Junior firefighters shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.
2. Junior firefighter will obtain verbal permission from the officer or senior member in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the junior firefighter at all times.
3. Junior member must place their accountability tag on the ring of the apparatus you are boarding.
4. Junior firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. No questions or arguing. Reclaim your accountability tag and get off the apparatus and wait for the next unit going to the scene.
5. When riding any piece of apparatus, junior firefighters shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a junior stand up on an apparatus while the apparatus is moving.
6. Junior firefighters shall await orders from the officer of the apparatus. At no time will a junior firefighter free-lance on scene.
7. All instructions of the officer must be followed exactly. If you are not sure what you are doing or have been assigned something you are not permitted to do, say so right away so your task can be clarified or someone else can be given the assignment.
8. Junior firefighters shall NOT at any time, start or attempt to start or move any fire department vehicle. No Exceptions.
9. Upon returning to the station, assists in clean up, store your gear.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	6-4 Junior Firefighter Participation 14 & 15 Years Old		
Policy:	6-4	Date Updated:	1/2019

Participation 14-16 Years Old

Activities of Junior Firemen under 16 years of age shall be limited to:

1. Attending meetings of the Junior Firemen's Auxiliary
2. Receiving instruction
3. Participating in training that does not involve fire, smoke, toxic or noxious gas, or hazardous materials or substances
4. Observing firefighting activities under supervision.
5. Minors under 16 years of age shall not be permitted to work in, about, or in connection with power-driven machinery.
6. Juniors are not allowed in the firehouse prior to 7:00 a.m. and past 9:00 p.m. on school nights, and past 10:00 p.m. on non-school nights

NJDOL has also listed the following guidelines for firefighting and EMS related activities:

1. Axe, Crow Bar, and Manual Seat Belt Cutter – Minors must be 14 yrs. may train with, under the supervision of instructor
2. Flares – Minors may train at age 14 yrs

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	6-5 Junior Firefighter Participation 16 & 17 Years Old		
Policy:	6-5	Date Updated:	1/2019

Participation 16 – 18 Years Old

At 16, juniors can participate in most non-hazardous support training evolutions. Training may occur at fire academies or similar learning facilities, or fire stations / first aid squads, or other training sites such as parking lots, junk yards, etc. provided the junior fireman has been appropriately and adequately trained to perform the support duties and is appropriately and adequately supervised in performing those support duties at the fire site.

When training utilizes hazardous equipment such as compressed liquids or gases, ladders, power tools, etc., Child Labor laws require direct and close supervision of the juniors. Ensure all other state laws are adhered, such as certified instructors, live burns, acquired structures, and others. Also, be sure Junior Firemen are adequately educated and prepared to begin using hazardous equipment.

Juniors are not allowed in the firehouse prior to 7:00 a.m. and past 10:00 p.m. on school nights, and past 11:00 p.m. on non-school nights

Tool Usage

NJDOL has also listed the following guidelines for firefighting and EMS related activities:

1. Flares –use on a scene at 16 yrs.
3. Oxygen – Minors must be 16 yrs. to ride in an ambulance containing oxygen cylinders. Minors must be 16 yrs. to administer oxygen.
4. Fire and EMS apparatus – Minors must be 16 yrs. to ride in an ambulance or fire apparatus to an emergency. Consideration should be made as to the type of emergency being responded to. For example, the Division of Fire Safety cautions against Hazardous Material Responses.
5. Suction Unit – Minors must be 16 yrs. to train with or operate
6. Air Chisel, Powered Seat Belt Cutter, and Porta-Power (manually-operated hydraulic spreader) – Minors must be 16 yrs. to train with or operate
7. All junior firefighters and EMS cadets MUST be seated within the vehicle, with seat belts fastened, while riding on any department vehicle.

Junior Firefighter Participation 16 & 17

8. Junior Firefighters over 16 years may train with SCBA in non-live situations. SCBA use is a strenuous activity and can pose many non-fire-related hazards. Instructors must properly prepare Juniors before actually donning and wearing SCBA even in theatrical smoke or confidences courses.
9. Junior Firefighters over 16 years may train with ladders and charged hose lines. Again, instructors must properly prepare them and institute effective controls to safeguard the Juniors.
10. Junior Firefighters / Cadets over 16 years of age have been granted an exemption allowing them to train with saws and other power tools when under direct and close supervision. These tools require personal protective equipment such as eyewear and gloves. Under NJPEOSHA, protective equipment must be provided free of charge, in good condition, and properly fitted.
11. Junior Firefighters may enter a fire scene as a learning experience **ONLY AFTER ALL FIREFIGHTING ACTIVITIES HAVE BEEN CONCLUDED**. This includes all salvage and overhaul operations and the Incident Commander has determined the structure is safe.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	6-6 Junior Firefighter PROHIBITED Practices		
Policy:	6-6	Date Updated:	1/2019

Prohibited Responses

1. Calls on any roadway with a speed limit of 50 MPH or greater.
2. Calls that in the discretion of the Officer of the apparatus is unsafe or inappropriate for a junior member.
3. Respond to any call after 11:00 p.m.
4. Respond to calls between 10:00 p.m. and 7:00 a.m. on any school night.
5. Participate in standby's between 10:00 p.m. and 7:00 a.m.
6. Ride apparatus to calls outside of the Borough of Tinton Falls.
7. Use blue light(s) responding to emergency calls.
8. Respond directly to the scene

***** If the junior firefighter is currently on a call or similar situation that the apparatus responds directly to sequential emergency call that prevents it from returning to the station, the junior firefighter will remain in the cab of the truck unless directed otherwise. The junior member will then be returned at the first safest opportunity. *****

Prohibited Activities


Child Labor Laws (N.J.S.A. 12:58) states: "Minors under 18 years of age shall not be permitted to work in, about, or in connection with Highly Inflammable Substances, Radioactive Substances and Ionizing Radiation, Carcinogenic Substances, Toxic and Hazardous Substances (defined as any material exceeding a threshold limit value listed in the tables of 29 CFR 1910 Subpart Z, Infectious or Contagious Diseases, Corrosive Materials, and Pesticides.)

Also, minors under 18 years of age may not:

- Work in conjunction with injurious quantities of toxic or noxious dusts, gases, vapors, or fumes. (Minors cannot fight fires)
- Oil, wipe, or clean machinery in motion or assist therein
- Use grinding, abrasive, polishing, or buffing machines
- Operate Jaws of Life & Come Along
- ENTER ANY IDLH ATMOSPHERE, STRUCTURE DURING SEARCH OR FIRE SUPPRESSION OPERATIONS, OR IMMEDIATE FIREGROUND AREA.
- Drive any Fire District apparatus

Section 7

Sexual Abuse and Molestation

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	Sexual Abuse and Molestation		
Policy:	7-1	Date Created:	06/2020

BACKGROUND

This policy serves as the foundation for a Sexual Abuse, Bullying and Molestation Policy for the Tinton Falls Fire District 1. The below policies and procedures are in conformity with New Jersey state regulations in consultation with our current insurance provider. This policy encompasses both the Tinton Falls Junior Explorer Program as well as day-to-day interaction with Tinton Falls Fire District 1 members, volunteers, employees and the public at large.

References

1. General Definitions

a. Types of abuse

- i. Physical abuse is injury that is intentionally inflicted upon a consumer.
- ii. Sexual abuse is any contact of a sexual nature that occurs between a consumer and an adult or between two consumers. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other consumer.
- iii. Emotional abuse is mental or emotional injury to a consumer that results in an observable and material impairment in the consumer's growth, development, or psychological functioning.
- iv. Neglect is the failure to provide for a consumer's basic needs or the failure to protect an individual from harm

2. Code of Conduct with an Individual

The following policies are intended to assist staff and volunteers in making decisions about interactions with individuals. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

The Tinton Falls Fire District #1 aims to provide the public, our members, staff and junior fire fighters with the high quality fire services available. We are committed to

creating an environment for individuals that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with individuals or allegation of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct with Individuals outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

- a. Individuals will be treated with respect at all times.
- b. Individuals will be treated fairly regardless of race, sex, sexual orientation, gender identification, age, or religion.
- c. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
- d. Staff and volunteers will avoid affection with individuals that cannot be observed by others.
- e. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
- f. Staff and volunteers will not stare at or comment on individuals bodies.
- g. Staff and volunteers will not date or become romantically involved with individuals.
- h. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of individuals.
- i. Staff and volunteers will not have or view sexually oriented materials, including printed or online pornography, on the property of Tinton Falls Fire District #1 or the Pinebrook Fire House or any off-site location in which an event occurs.
- j. Staff and volunteers will not have secrets with individuals and will only give gifts with prior permission.
- k. Staff and volunteers will comply with our organization's policies regarding interactions with individuals outside of our programs.
- l. Staff and volunteers will not engage in inappropriate electronic communication with individuals.
- m. Staff and volunteers will not engage in one-on-one electronic communication with individuals under the age of 18. If it is necessary to communicate one-on-one with an individual under the age of 18, staff will ensure that another adult supervisor is CC'd or included in the "Group".
- n. Staff and volunteers are prohibited from working one-on-one with individuals under the age of 18 in a private setting.
- o. Staff and volunteers will use common areas when working with individuals under the age of 18.
- p. Staff and volunteers will not abuse consumers in anyway including (but not limited to) the following:
 - a. *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints

- b. *Verbal abuse*: degrading, threatening, cursing
- c. *Sexual abuse*: inappropriate touching, exposing oneself, sexually oriented conversations
- d. *Mental abuse*: shaming, humiliation, cruelty
- e. *Neglect*: withholding food, water, shelter

Our organization will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Pretending to be someone else in order to make that person look bad.
 - Intentionally excluding someone from an online group.
 - Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - Sexualized bullying – when bullying involves behaviors that are sexual in nature.

Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all individuals, staff and volunteers.

All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:

- a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- b. Know and follow organization policies and procedures that protect consumers against abuse.
- c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
- d. Follow up to ensure that appropriate action has been taken.

Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or consumers to our organization's supervisor.

Our organization cooperates fully with the authorities to investigate all cases of alleged abuse.

Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

Staff and volunteers may not have engaged in or been accused or convicted of consumer abuse, indecency with a consumer, or injury to a consumer.

III. Policies

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to consumers, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

A. Physical Contact

Our organization's physical contact policy promotes a positive, nurturing environment while protecting consumers and staff. Our organization encourages appropriate physical contact with consumers and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards consumers in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions are:

<i>Appropriate Physical Interaction</i>	<i>Inappropriate Physical Interaction</i>
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a consumer to cling to an employee's or volunteer's leg • Any type of massage given by or to a consumer • Any form of affection that is unwanted by the consumer or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

B. Interaction

Staff and volunteers are prohibited from speaking to consumers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate sexually oriented conversations with consumers.

Staff and volunteers are not permitted to discuss their own sexual activities with consumers.

Our organization's policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none">• Positive reinforcement• Appropriate jokes• Encouragement• Praise	<ul style="list-style-type: none">• Name-calling• Discussing sexual encounters or in any way involving consumers in the personal problems or issues of staff and volunteers• Secrets• Cursing• Off-color or sexual jokes• Shaming• Belittling• Derogatory remarks• Harsh language that may frighten, threaten or humiliate consumers• Derogatory remarks about the consumer or his/her family

C. One-on-One Interaction

Most abuse occurs when an adult is alone with a consumer. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

<i>Additional Guidelines for One-on-One Interactions</i>
<ul style="list-style-type: none">• When meeting one-on-one with a consumer, always do so in a public place where you are in full view of others.• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.• Inform other staff and volunteers that you are alone with a consumer and ask them to randomly drop in.• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Private Coaching/Tutoring:

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of our policies regarding tutoring and private coaching:

- a. Private Tutoring/Coaching of individuals under the age of 18 in a one-on-one situation shall be forbidden whether on-site at a district facility or off-site.
- b. Coaching/Tutoring of individuals under the age of 18 can occur as long as other criteria within this policy are followed, such as more than one adult present.

D. Off-site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our organization at increased risk.

Our organization strongly recommends that staff do not have outside contact with individuals from the junior program. However, if off-site contacts are unavoidable (such as both participants are frequenting a retail store), our organization has determined that the following forms of outside contact are appropriate and inappropriate:

<i>Appropriate Outside Contact</i>	<i>Inappropriate Outside Contact</i>
<ul style="list-style-type: none">• Taking groups of individuals under the age of 18 on an outing• Attending sporting activities with groups of Junior members under the age of 18• Attending functions at the home of a Junior member's who is under the age of 18, with parents/guardians present	<ul style="list-style-type: none">• Taking any Junior member under the age of 18 on an outing without the parents'/guardians' written permission• Visiting any Junior member under the age of 18 in the consumer's home, without a parent/guardian present• Entertaining any Junior member under the age of in the home of staff or volunteers• Spending the night with any junior member under the age of 18 with staff or volunteers

In addition, when outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that staff or volunteers have the parents'/guardians' permission to engage in outside contact with the consumer. Consider requiring the parents/guardians to sign a release-of liability statement.

E. Electronic Communication

Any private one-on-one electronic communication between staff or volunteers and Junior Members under the age of 18, including the use of social networking websites

like - Facebook, Instagram, Snapchat, TikTok, instant messaging, texting, etc. – is prohibited. All communication between staff and consumers must be transparent.

The following are examples of appropriate and inappropriate electronic communication.

<i>Appropriate Electronic Communication</i>	<i>Inappropriate Electronic Communication</i>
<ul style="list-style-type: none"> • Sending and replying to emails and text messages from Junior members under the age of 18 ONLY when copying in another staff member or volunteer or the consumer's parent/guardian • Communicating through "organization group pages" on Facebook or other approved public forums • "Private" profiles for staff and volunteers which consumers cannot access • Posting pictures of Junior members under the age of 18 on social media sites with their parent/guardian's permission 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and volunteers with Junior members under the age of 18 • Posting pictures of Junior members under the age of 18 on social media sites without their parent/guardian's permission • Posting inappropriate comments on pictures • "Friending" Junior member's under the age of 18 on social networking sites

In addition, provide this information to your participant's parents/guardians so that they know what is appropriate and inappropriate from your staff.

F. Gift Giving

Molesters routinely groom consumers by giving gifts, thereby endearing themselves to the consumer.

They might instruct the consumer to keep the gifts a secret, which then starts teaching the consumer to keep secrets from parents/guardians. For this reason, staff and volunteers should only give gifts to groups of consumers, and only under the following circumstances:

1. Any gift must be given to all members of the Junior Program unless a gift is the result of accomplishing a set goal that all members of the Junior Program are eligible for. (Eg: Award for winning a fitness contest, acknowledgement of completion of a task)
2. Any gift given must be provided in an open group setting and one-on-one presentation of the gift is not allowed.
3. Any gift must be approved ahead of time by the Commissioners of the Fire District.
4. Any single gifts that are provided to the group as a whole will reside at the Fire District headquarters of 2 Volunteer Way, Tinton Falls and will not be given to any individual junior member for any length of time. (Eg: Plaque given to Junior

Members for winning a Junior Firefighter Contest), unless there has been enough quantities of the gift to provide each Junior Member with their won.

5. Parent/Guardian must be notified that the gift will be given.

V. Monitoring and Supervision

When staff are adequately supervised, potential offenders are less likely to act on their impulses because they face detection. When consumers are adequately supervised, they too are less likely to engage in inappropriate interactions with others. Similarly, the physical plant must be monitored, particularly out of-the-way locations or locations that might permit an offender undue access to or privacy with a consumer. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

A. General Supervision of Individuals Under the age of 18

General supervision procedures:

1. **Administrative and Supervisory Visits to Consumer Programs-** supervisors and administrators will regularly visit the Junior Firefighter events to ensure that all activities are well managed and that policies are observed by all in attendance.
2. **Ratios** – All Junior Firefighter events, trainings and meetings shall have at least two adults in attendance at all times, with at least one adult representing each gender of the junior firefighters in attendance.

D. Monitoring Consumer in Facilities

We require the following:

1. Require a parent or legal guardian to complete program registration form which includes identifying information, any special medical or behavioral circumstances, any legal indemnifications, the consumer's date of birth, and emergency contact information. In addition, require all consumers to sign-in AND to sign-out of the facilities so that the program has a record of the consumer who are in the facility at all times.
2. Require Junior Firefighter adults to sign a Code of Conduct that outlines the program's behavioral expectations and policies regarding appropriate and inappropriate interactions. This Code of Conduct should also include a systematic disciplinary policy which explains that consumers will be suspended or dismissed from the program for policy violations. Require parents/guardians to sign this Code of Conduct as well, so that they are aware of the programs policies and progressive disciplinary procedures. If the consumer is a guest of a program member, the visiting consumer must sign the Code of Conduct.

3. While we understand that a parent/guardian orientation may not be feasible in all circumstances, we recommend encouraging parents/guardians to attend an information session with a program representative. This meeting will provide an opportunity to review expectations and requirements, and the chance to establish a relationship with the parents/guardians. This can be helpful if any problems arise in the future.

E. Monitoring High Risk Activities

1. Bathroom Activities

Most incidents of consumer-to-consumer abuse occur in the bathrooms.

Therefore, the following supervision guidelines are recommended:

When supervising restroom use, adult staff members should first quickly scan the bathroom before allowing individuals to enter.

a. For “Group Bathroom Breaks”:

- Require staff to take groups of two or more consumers to the bathroom – following the “rule of three” or more.
- If the bathroom only has one stall, only one consumer should enter the restroom while the others wait outside with the staff.
- If there are multiple stalls, only send in as many consumers as there are stalls.
- Minimize consumers of different ages using the bathroom at the same time.
- Require staff to stand outside the bathroom door but remain within earshot.

b. For single use restrooms:

- Require junior members to ask permission to use the bathroom.
- Require all staff to frequently check bathrooms.

c. Prohibit staff from using the bathroom at the same time as consumers.

3. Locker Room Activities

The locker room procedures include:

- a. Requiring staff to stand within earshot of the locker room when in use by consumers.
- b. Requiring staff to routinely check inside the locker room so users know the locker room is monitored.
- c. Discouraging the use of locker rooms by consumers of different ages at the same time.
- d. Prohibiting the use of locker room horseplay such as towel snapping.
- e. When possible, arrange lockers to minimize unnecessary privacy.

4. Shower Activities

Even though the facility may have shower facilities, they are not to be used by any Junior Member under the age of 18.

In the rare case that a Junior Member may need to undergo a decontamination in which they were exposed to a toxic substance, standard decontamination procedures shall be followed.

7. Transportation Activities

Transporting Junior members may increase the risk of abuse or false allegations of abuse because staff and volunteers may be alone with a consumer or may make unauthorized stops with consumers.

In addition, transportation activities may provide a time for unsupervised consumers to engage in consumer-to-consumer sexual activity.

The transportation guidelines:

- a. Require written parent/guardian permission from all consumers on the trip. Staff take these permission forms and medical releases with them on the trip.
- b. Require staff to have a list of the consumers on the trip. The staff take roll when boarding the bus, when leaving the bus, periodically throughout the trip, and then again when boarding the bus.
- c. Specify staff-to-junior ratios. When possible, do not count the driver in the supervision ratio.
- d. Require staff to sit in seats that permit maximum supervision.
- e. Discourage mixed age groups from sitting together. When possible, high risk consumers are seated by themselves or with a staff member.
- f. Drivers are prohibited from making unauthorized stops.
- g. Documentation of the beginning and ending time of the trip and the mileage, names of the consumers being transported, and the destination should be recorded in a program such as Emergency Reporting Service
- h. Require documentation of any unusual occurrences.

8. Off-Site Activities

The off-site procedures include:

- a. Requiring supervisor approval for all off-site activities.
- b. Requiring parent/guardian approval.
- c. Specifying staff-to-consumer ratios for the activity.
- d. Requiring staff and consumers to be easily identifiable.
- e. Including specific bathroom and locker room procedures as applicable to outing.
- g. Including instructions for a supervisor to observe the off-site activities at scheduled times and random intervals.
- h. Considering specific recommendations based on the location and type of activity (for example, Amusement parks, Water Parks, Arcades, etc.).

9. Overnight Activities

Overnight activities with members of the Junior Firefighter program are prohibited

F. Supervisors and Administrators Monitoring On-Site and Off-Site Programs

Keep a record. Document of supervision visits must be kept. Include information like your arrival and departure times, which consumers and parents/guardians were present, and a summary of the information collected. Provide staff with feedback about visits.

Vary your observation times. Do not develop a predictable pattern of observation. Drop in at different times each day. Occasionally leave and come back immediately.

Arrive before staff. Check punctuality and the routine that staff follow to prepare for the consumers to arrive.

Survey the physical environment. Is this a suitable location for the activity (e.g. size of area for number of consumers, ability to supervise all areas used by consumers, landscaping that may inhibit supervision)?

Watch activities. Are they planned and organized? Are the staff actively involved? Ask to see the schedule of activities and compare with what is actually going on at a given time.

Observe bathroom and locker room activities. Observe bathroom and locker room activities to ensure that the staff are complying with the established policies and procedures.

VI. Responding

How an organization responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, individual, or parent/guardian has expressed a concern or made an allegation about the treatment of a consumer, swift and determined action must be taken to reduce any subsequent risk to the consumer, to the accused staff member or volunteer, and to the organization. Organizations must establish precise, unequivocal requirements for reporting to the authorities and for adhering to a serious-incident response plan.

A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of consumer. In the event that staff observe any suspicious or inappropriate behaviors and/or policy

violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our organization, the policies apply to everyone.

<i>Examples of Suspicious or Inappropriate Behaviors Between Staff/Volunteers and Individuals</i>
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- | |
|---|
| <ul style="list-style-type: none">• Violation of the abuse prevention policies described above• Seeking private time or one-on-one time with consumers• Buying gifts for individual consumers• Making suggestive comments to consumers• Picking favorites |
|---|

All reports of suspicious or inappropriate behavior with individuals will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

1. Staff and Volunteer Response:

If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

<i>Guidelines for Staff/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations</i>
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| <ul style="list-style-type: none">• Interrupt the behavior.• Report the behavior to a supervisor, director, or other authority.• If you are not comfortable making the report directly, make <u>it anonymously</u>.• If the report is about a supervisor or administrator, contact the next level of management.• Document the report but do not conduct an investigation.• Keep reporting until the appropriate action is taken. |
|--|

2. Supervisor and Administrator Response:

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor is instructed to do the following:

<i>Guidelines for Supervisors and Administrators Response to Suspicious or Inappropriate Behaviors and/or Policy Violations</i>
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- | |
|--|
| <ul style="list-style-type: none">• Report to the next level of administration and determine the appropriate administrator to respond to the concern.• Determine the appropriate response based on the report.• Speak with the staff or volunteer who has been reported. |
|--|

- Review the file of the staff or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the staff, volunteer, or program.
- If policy violations with consumers are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined in this manual.

If more information is needed, interview and/or survey other staff and volunteers or consumers.

3. Organizational Response:

Guidelines for Organizational Response

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

B. Responding to Suspected Abuse by an Adult

1. Staff or Volunteer Response to Abuse:

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of an individual —whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. **Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information.*

In addition to reporting to state authorities, staff and volunteers are required to report any suspected or known abuse of consumers perpetrated by staff or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- Immediate supervisor
- Chiefs

c. Commissioners

Additional Guidelines for Staff/Volunteer Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. • State only the facts.
- It is not your job to investigate the incident but it **IS** your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

2. Supervisors and Administrators Response to Abuse:

In addition to the above response procedures, supervisors and administrators should ensure the following:

Guidelines for Supervisor and Administrators Responding to Allegations or Incidents of Abuse

- First, determine if the consumer is still in danger and if so, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can.
- Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves a staff member or volunteer, notify your crisis management team and follow your crisis management plan.
- Suspend the accused staff or volunteer until the investigation is completed.

C. Responding to Consumer-to-Consumer Sexual Abuse and Sexualized Behaviors

The thought that one individual may sexually abuse another individual does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few

years. Consumer-to-Consumer sexual activity and sexualized behaviors often remain unreported in organizations because staff and volunteers are not comfortable documenting these situations, or may not know how.

1. Consumer -to- Consumer Interactions:

Most serious incidents of consumer -to- consumer abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe.

Our organization recognizes that the following interactions are high risk and are prohibited:

<i>Prohibited Consumer -to-Consumer Interactions</i>
<ul style="list-style-type: none">• Hazing• Bullying• Derogatory name-calling• Games of Truth or Dare• Singling out one child for different treatment• Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between consumers and sexualized behaviors of consumers must be consistently documented.

2. Staff and Volunteer Response:

Consumer -to- Consumer sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness consumer -to- consumer sexual behaviors, they are instructed to follow these guidelines:

<i>Guidelines for Staff and Volunteers Responding to Consumer-to-Consumer Sexual Activity</i>
<ul style="list-style-type: none">• If you observe sexual activity between consumers, you should immediately separate them.• Calmly explain that such interactions are not permitted and separate the individuals• Notify your supervisor.• Complete the necessary paperwork including what you observed and how you responded.• Follow your supervisor's instructions regarding notifying the authorities and informing the parents/guardians of the consumer involved.• In some cases, if the problem is recurring discipline may be required including not allowing one or both individuals to return to the program.

--

4. Supervisors and Administrators Response:

In the event that a supervisor or administrator receives a report of a consumer's sexualized behavior or consumer -to- consumer sexual activity, the supervisor should do the following:

<i>Guidelines for Supervisors and Administrators Responding to Consumer-to-Consumer Sexual Activity</i>
--

- | |
|--|
| <ul style="list-style-type: none">• Meet with the staff who reported the sexual activity to gather information.• Confirm that the consumers involved have been separated or placed under increased supervision.• Review the steps taken by the staff on duty.• Review the incident report to confirm it is accurately and thoroughly completed.• Meet with parents/guardians of the consumers involved.• Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.• Notify the proper authorities.• Develop a written corrective action or follow-up plan in response to the incident |
|--|

Based on the information gathered, the following may be required:

- c. Review the need for additional supervision
- d. Review the need for revised policies or procedures
- e. Review the need for additional training
- f. Alert others in the organization

4. Organizational Response:

After the internal review of the sexualized behavior or consumer -to- consumer sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

<i>Guidelines for Organizational Response</i>
<ul style="list-style-type: none">• Review the need for additional supervision.• Review the need for revised policies or procedures.• Review the need for additional training.• Alert others in the organization.

In relation to any claim made pursuant to the policy adopted by the Board any defense provided to an individual relative to such claim will be determined by the terms and conditions of any insurance policy or policies in effect at the time of the claim.

Acknowledgment of Abuse Prevention Policy

I have read and agree to comply with my organization’s policies regarding sexual abuse prevention.

Signature of Employee or Volunteer

Date

VII. Critical Incident Management Plan

Prior to Allegation/Incident

- Determine who from your Organization will be on the Critical Incident Management Team.
- Educate all employees and volunteers on what to do if someone alleges current or historical abuse involving an Organization member, employee or volunteer.
- All employees and volunteers should know how to fulfill their duties as mandated reporters (if they are mandated reporters according to state law).
- All employees and volunteers should be trained on how to complete the appropriate critical incident forms for your Organization.

Immediate Safety

- Follow all mandated reporting requirements and contact the authorities as appropriate.
- Where applicable, prevent the accused from having further access to children until a thorough incident review is completed. Before beginning an internal incident review, verify with local authorities that this will not interfere with their investigation.
- If the accused person is an employee, follow progressive discipline procedures accordingly. This may involve suspending the accused during the investigation.
- When applicable, notify other employees.

Initial Communication Plan

- Designate a point person to respond to all inquiries from parents, the media, and other stakeholders.
 - o Prepare a short media statement in advance of getting a media inquiry.
 - o All oral and written communication should speak with a voice of compassion and confidence.
 - o All employees and volunteers should know how to refer media inquiries to the appropriate person.
- As soon as possible, meet in person (not over the phone) with identified victims and their parents/guardians.
 - o Reassure them that you are taking this seriously.

- o Find out what response they expect and be prepared to explain support you will offer, such as counseling.
- Consider reaching out in writing to parents/guardians of all children currently attending your Organization as well as those with past contact with the accused offender.

The message should communicate:

§ **Empathy:** Begin by stating that such incidents run counter to your Organization's values.

§ **Facts:** Include a summary of the incident, including information about the arrest, suspension, investigation, etc.

§ **Contact Request.** Ask parents to contact you or the specified authorities if they suspect their child may have been abused.

§ **Your Response:** Explain that you are fully cooperating with the authorities. Describe proactive steps you are taking such as offering resources to parents, hosting a parent meeting, training staff, and conducting an independent investigation to learn from this incident so you can prevent it from happening again.

- Host a parent/guardian meeting to speak directly with concerned families and directly answer any questions before rumors or misinformation is spread.
 - o Communicate as much information as you can about the incident.
 - o Provide information regarding the proactive steps leadership is taking in response to the incident.
 - o Describe resources you are providing families, and give parents a chance to ask questions.
 - o Provide parents with information about how to talk to their children about abuse.

Ongoing Communication and Response


- Determine how to manage ongoing relations with authorities, parents, the community, and media.
 - o Consider adding a page to your website with updated details about the incident.
 - o Designate specific individuals in your organization to handle various communications and outreach efforts.

Promote Prevention at All Levels of the Organization

- Educate parents on abuse prevention. Offer a workshop during which parents can learn how to protect their children from abuse. This is an educational session that is different from the parent meeting described above.
- Provide a youth education program to all youths involved with your Organization on how to protect themselves from abuse and how to express concerns.
- Train (or –re-train) all employees and volunteers on how to identify and report “red-flag” behaviors that do not rise to the level of suspected abuse. This is an important part of the overall response and ongoing prevention effort.

Section 8

Miscellaneous

	<h1 style="margin: 0;">Tinton Falls Fire District 1</h1>		
Title:	7-1 Oath of Office		
Policy:	7-1	Date:	

Oath of Allegiance

I, Commissioner/Officer Name do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this state, under the authority of the people.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of Commissioner_____ according to the best of my ability.

Commissioner/Officer Name
Address: 2 Volunteer Way
Tinton Falls, NJ 07753

Sworn and subscribed before me this ____ day of _____, 20__ _

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	7-2 Administrative Assistant		
Policy:	7-2	Date:	3/2017

Description of Duties

The Administrative Assistant will have responsibility for performing a wide variety of clerical and secretarial work and for relieving the Commissioners of administrative details when needed.

The Administrative Assistant will perform routine office or clerical support tasks according to the requests of the Board of Fire Commissioners. Examples of work performed may include sorting and distributing mail, photocopying, filing, posting or proofing written documents, or answering telephone calls, recorded messages and assist in maintaining fire district records/files, personnel files/records, general files/records as well as confidential personnel information. Other tasks include receiving incoming mail; opens, sorts, and distributes to appropriate Commissioners and/or respective fire companies within the District.

Additional duties may include preparing correspondence such as meeting minutes, memos or any other written documents the Board of Fire Commissioners require assistance with. Tasks not described within this document may be requested of the Administrative Assistant that fall under the category of clerical and secretarial functions.

At the discretion of the Board of Fire Commissioners the fire companies of the District may request the services of the Board Administrative Assistant. Requests from the District fire companies will follow the job description of the Administrative Assistant when tasking the individual after approval by the Board.


Compensation & Work Hours

This position is not considered a full-time or part time position nor does it dictate a work schedule. The position is on request, when the Board of Fire Commissioners requires additional assistance regarding clerical and secretarial needs.

The Administrative Assistant to the Board of Fire Commissioners will be paid on an hourly allotment of \$20.00 per hour without benefits.

Other Requirements

Due to the nature of handling confidential personnel information the Administrative Assistant will be required to adhere to non-disclosure of any information or files as to ensure that any and all confidential information is maintained.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	7-3 Compliance Officer		
Policy:	7-3	Date:	07/19/2018

The District Compliance office will ensure that all District equipment, personnel, and apparatus maintain compliance with all local, county, state, and federal regulations set forth.

PPE

- Quarterly member PPE checks and maintenance satisfying NJAC 12:100-10.5 thru 12:100-10.12
- Maintain records for all members PPE
- Sends out any PPE in need of repair

SCBA

- Weekly routine inspections on SCBA.
- Monthly advanced inspection on all SCBA packs, bottle and face pieces.
- SCBA inspection after exposure to high hazard environment.
- Update and maintain all records for SCBA, power equipment, pumps, ladders and aerials.

Tools/Equipment

- Monthly power equipment checks, and maintenance as needed satisfying NJAC 12:100-10.16
- Scheduling annual extrication tool PM's

Apparatus

- Monthly apparatus checks and maintenance,
- Schedule and complete annual NFPA inspections of apparatus, pump, ground/aerial ladder, and hose testing per NFPA 1914.

Facilities

- General District facility PEOSH violation mitigation/abatement
- Monthly fire extinguisher checks
- Annual fire extinguisher service
- Check emergency stop system on bay doors

Requirements

- Must be knowledgeable operator for all apparatus including Engine, Rescue, Aerial, and Brush truck.
- Must have working knowledge of OSHA & NFPA requirements applicable to the fire service.
- Still follows 3 quote rule to present to Board of Fire Commissioners.

	<h1 style="text-align: center;">Tinton Falls Fire District 1</h1>		
Title:	7-4 Seatbelt Pledge & Policy		
Policy:	7-4	Date:	

The Tinton Falls Fire District #1 has enacted the Brian Hunton National Fire Service Seat Belt Pledge as District Policy. All members of the fire district are required to read and understand this policy upon approval of their membership. Members of all categories are required to wear their seat belts whenever riding any vehicle during operations with the fire district. This policy supplements N.J.S. 39:3-76.2f regarding wearing of seatbelts in vehicles.

“Brian Hunton: National Fire Service Seat Belt Pledge”

Firefighter Christopher Brian Hunton, age 27, was a member of the Amarillo Texas fire department for one year. On April 23, 2005 he fell out of his fire truck responding to an alarm he died two days later from his injuries. Brian was not wearing his seat belt. I pledge to wear my seat belt whenever I am riding in Fire Department vehicles. I further pledge to ensure that all my brother and sister firefighters riding with me wear their seat belts.

I make this pledge willingly; to honor Brian Hunton my brother firefighter and because wearing seat belts it is the right thing to do.

On My Honor, I So Pledge:

Section 8

Fire District Forms

Joint Fire District Application for Membership



Tinton Falls Fire District #1
Borough of Tinton Falls, NJ
2 Volunteer Way, Tinton Falls, NJ
07753
732-493-1574

Tinton Falls Fire District #2
Borough of Tinton Falls, NJ
695 Tinton Ave, Tinton Falls, NJ
07724
732-935-1489



Membership Application for Firefighter/Fire-Police or Other Category

Place an "X" next to which Fire Company you are applying to:

- ☐ Tinton Falls Fire Company No. 1-Station 36-1
- ☐ Wayside Fire Company-Station 36-2
- ☐ Pine Brook Fire Company-Station 36-3
- ☐ Northside Engine Company-Station 36-4



PLEASE READ THE INFORMATION BELOW BEFORE FILLING OUT THIS APPLICATION

Note: New members may use this form to become a member at only **one** of the fire companies in Tinton Falls. The fire company you apply for should be the one closest to your home or primary point of response. If you select more than one fire company to apply for, you will be asked to choose only one.

New Member Application Process

1. All applicants should complete and include the following:

- A. A copy of the applicant's driver's license or other legal form of identification.
- B. Copies of training certificates or other requested documents.

2. Before an individual will be considered for an interview, his/her application must include the following:

- A. Criminal and driving history as requested on the application. Note: This information has **no date limitations**. (See list of criminal disqualifications for membership)
- B. The applicant **must** supply **all** information regarding his/her history, **including**, but not limited to, **traffic tickets**.
- C. All applicant's memberships are contingent on the results of a physical/medical examination, criminal, and driver license background investigations.
- D. Signature of applicant **with notary**, required on all applications.

3. Prior to becoming a member, the following must be completed:

- A. Applicant must submit fingerprints and driver's license, if applicable, to the Tinton Falls Police via IdentoGo. Application can start the process by going to the Tinton Falls Police Department and inform them you need to be fingerprinted as part of the Application process. Costs for the fingerprinting will be reimbursed once a receipt is presented to the fire district.
- B. Applicant must complete a physical/medical examination and drug screening by the Board of Fire Commissioners designated physician, the cost for this examination will be borne by the fire district

- C. Upon receipt of a favorable medical exam, from a licensed physician, the Fire Chief of the respective company the member applied to will be notified by the Board that the fire company may precede with accepting the applicant into the membership rolls of that company.
- D. Once accepted by the fire company the Board of Fire Commissioners will be notified of the addition and formally add the new member to the insurance rolls. The Board of Fire Commissioners will make note in the official minutes of the District and at this time the applicant may participate in fire company activities.

****THIS APPLICATION MUST BE TURNED OVER TO THE BOARD****

APPLICATION FOR MEMBERSHIP

_____ Tinton Falls Fire Company No. 1-Station 36-1

_____ Wayside Fire Company-Station 36-2

_____ Pine Brook Fire Company-Station 36-3

_____ Northside Engine Company-Station 36-4

Instructions: This application must be filled out completely and accurately. All statements are subject to investigation. Exaggerated, false, or misleading statements are cause for rejection.

PLEASE TYPE or PRINT CLEARLY

PERSONAL

Name _____
FIRST MIDDLE LAST

Present Address _____
STREET TOWN STATE ZIP

Previous Address _____
STREET TOWN STATE ZIP

Date of Birth _____ Age _____ Social Security No. _____

Contact Phone Numbers

Home (____) _____ Cell (____) _____ Work (____) _____

E-mail _____

Employer/School Information

Employer/School _____

Employer/School Address _____
STREET TOWN STATE ZIP

Position _____ Supervisor/Contact _____

Supervisor/Contact Number (____) _____ May we contact? _____

Have you ever filed out an application for a membership within any of the fire companies of Tinton Falls Fire District #1 or within the Borough of Tinton Falls?

___ **Yes** ___ **No** If yes, what fire company _____

EDUCATION

(Please include firefighting training, emergency services, etc.)

(CHECK ONE OR MORE)

☐ High School Graduate

☐ G.E.D.

☐ Community College Graduate

☐ College Graduate

☐ Other

(Explain) _____

List any degree held (AA, AS, BS, BA, MA, PhD, etc.)

(Degree) (Subject)

List any courses taken related to the fire service or emergency services:

(Course) (Certificate Obtained) (Course) (Certificate Obtained)

(Course) (Certificate Obtained) (Course) (Certificate Obtained)

(Course) (Certificate Obtained) (Course) (Certificate Obtained)

(Course) (Certificate Obtained) (Course) (Certificate Obtained)

PLEASE ATTACH COPIES OF ANY CERTIFICATES OR DEGREES RELATED TO FIRE RESCUE.

Examples would include:

Firefighter I Training
CEVO II-Fire

Hazardous Materials Training
First Aid Training

Incident Command
Vehicle Extrication

FIREFIGHTING EXPERIENCE

List all Departments that you have been previously associated with as a Volunteer or Career:

(Department) (Chief)

(Address, City and State) (Phone)

Position or Rank: _____ Years of Service: _____

(Department) (Chief)

(Address, City and State) (Phone)

Position or Rank: _____ Years of Service: _____

List any other information related to your Fire Rescue experience that you feel should be considered:

Have you ever been removed from membership of any type of volunteer and/or career emergency services organization? If yes, please explain:

Have you ever been disciplined/suspended, or any other type of sanction enacted against you by any type of volunteer and/or career emergency services organization? If yes, please explain:

Character References: List three personal references that are not relatives. **Please give name, address, and telephone numbers.**

Name, Address, Phone

Name, Address, Phone

Name, Address, Phone

PERSONAL HISTORY

Have you ever been convicted of any type of crime?

Yes ___ **No** ___

If yes, indicate crime and provide **city, state, court, crime committed, final disposition** of case, and **dates**:

Do you have a valid, current Driver's License?

Yes ___ **No** ___

If yes, please include class and endorsement

Do you have a current Commercial Driver's License?

Yes ___ **No** ___

If yes, please include class and endorsement

Have you ever been convicted of any traffic violations?

Yes ___ **No** ___

If yes, please provide details of the violation, date, disposition and municipality in which the violation occurred:

Are there any traffic violations pending against you?

Yes ___ **No** ___

If yes, please provide details of the charge, date and municipality in which the violation occurred:

MEDICAL

-Please be assured that this remains confidential-

Do you have any objections to being given a physical or mental examination by a licensed physician?

Yes ____ No ____

If yes, state your objection: _____

Do you have, or have you ever been treated for any physical or mental injury, disability, or abnormal condition, that could affect you while performing as part of an emergency response team?

Yes ____ No ____

If yes, state please describe: _____

Have you had any major disabilities or illnesses in the past?

Yes ____ No ____

If yes, state please describe: _____

Do you have, or ever been treated for any substance abuse problems?

Yes ____ No ____

If yes, state please describe: _____

ADDITIONAL INFORMATION

Are you a citizen of the United States of America?

Yes ____ No ____

Are you able to read, write and understand the English Language?

Yes ____ No ____

If there is any other information you would like to convey, please do so in this section:

APPLICANT CERTIFICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitute full and complete disclosure of my knowledge with respect to the questions or subject matter. I **understand that any incorrect, incomplete, or false statements or information furnished by me may subject me to disqualification or to discharge at any time, if I become a member of a fire company within Tinton Falls Fire District #1 or #2. In addition, I agree to comply with all agency orders, rules, and regulations.**

DATE: _____ SIGNATURE: _____

NOTARY PUBLIC CERTIFICATION – Required of All Applications

Subscribe and sworn before me, by the said _____

this _____ day of _____, 20____ to certify which

witness my hand and seal of office.

BACKGROUND INFORMATION RELEASE

-Please read carefully-

This applicant hereby authorizes the Board of Fire Commissioners of Tinton Falls Fire District #1, Borough of Tinton Falls, County of Monmouth and the State of New Jersey and authorized agents of the Wayside Fire Company or Pine Brook Fire Company to contact the applicant's employer, past employers, all persons mentioned in this application and all other persons with respect to obtaining and/or verifying information in connection with this application.

The applicant agrees to sign any information authorization which may be requested.

The facts set forth in my application for entrance into the respective organization is true and complete. I understand that in acceptance, any false statements on this application may result in my dismissal. I further understand that this application is not and is not to be a contract for acceptance, nor does this application obligate the Board of Fire Commissioners of Tinton Falls Fire District #1 in any way.

The applicant hereby acknowledges and agrees that Tinton Falls Fire District #1 of the Borough of Tinton Falls will be performing a criminal background check relative to membership in the Wayside or Pine Brook Fire Company and my continued membership in the Fire Company is contingent upon the results of this criminal background check.

I authorize the Board of Fire Commissioners of Tinton Falls Fire District #1, Borough of Tinton Falls and the State of New Jersey to make any investigation of my personal history by signing the space below.

Signature_____

Printed Name_____

Date_____

NOTARY PUBLIC CERTIFICATION – Required of All Applications

Subscribe and sworn before me, by the said _____

this _____ day of _____, 20_____ to certify which

witness my hand and seal of office.

New Applicant Checklist

_____ Tinton Falls Fire Company No. 1-Station 36-1

_____ Wayside Fire Company-Station 36-2

_____ Pine Brook Fire Company-Station 36-3

_____ Northside Engine Company-Station 36-4

ACTION	DATE COMPLETED
Application Completed	
Respective Fire Chief Pre-Acceptance/Interview	
Background through Tinton Falls Police/IdentGo	
Physical/Medical Examination <i>-Pulmonary Review</i> <i>-Relief Association Form Complete</i> <i>-Hepatitis Form or Declination</i>	
Acceptance of respective Fire Company	
Fire Commissioners advised and added to insurance	
Issuance of Gear (Turn Out/Pager/Etc.)	
Benefits Forms Completed <i>-Accident & Sickness Policy</i> <i>-Police/Fireman's Insurance</i>	
Key to District Firehouse <i>-Orientation on Gym Equipment</i>	
Pre-Academy Training	
Fire Academy Training Course Enrolled	

Tinton Falls Fire District #1



Tinton Falls Fire District 1 Training Facility Agreement Packet

Updated August 8, 2018

Thank you for your interest in utilizing the Training Facility. We are happy to be able to offer our facility at no cost to your agency and members.

2 VOLUNTEER WAY • TINTON FALLS, NEW JERSEY • 07753
OFFICE PHONE: 732-493-1574 • FAX: 732-493-1579 • EMERGENCY 9-1-1
E-MAIL: COMMISSIONERS@TINTONFALLSFIREDISTRICT1.COM

To schedule your agency to use the Training Facility, please contact District Training Officer Jim Ogle at 718-594-0153 or via email at Training@tintonfallsfiredistrict1.com

Due to the requirements set by our Insurance Company and the NJ Division of Fire Safety we require the following:

- A signed *Agreement* (attached) from everyone who will be utilizing the facility
- A Certificate of Insurance from the agency or governing body listing “*Tinton Falls Fire District No. 1*” and “*Wayside Fire Company*” as additionally insured
- A *certified Level I Fire Instructor* on-site during the training for Fire Company drills and a certified Level II Fire Instructor on-site during training for any certification course.
- A *written lesson plan* so that the training can be recognized by ISO and the Division of Fire Safety for drill credit.
- \$20/hr usage fee
- \$30/hr usage fee if Instructor must be provided
- Flat rate of \$10 to utilize props (smoke machine, rope/belay set-up)

All required documents must be provided prior to the scheduled date and time of the training. If required documents are not provided and a Level II instructor is not on-site the training will be canceled or the individuals missing documentation will not be allowed in the Training Facility.

Any questions can be directed to the Tinton Falls Fire District 1 Commissioners at 732-493-1574 or commissioners@tintonfallsfiredistrict1.com

Training Facility Checklist

Date of Training: _____

Agency: _____

Agency Contact:

1. Did each participant fill out and sign an "Agreement"?

Yes _____ **No** _____

2. Has a Certificate of Insurance been provided listing "Tinton Falls Fire District No. 1 and Wayside Fire Company" as additionally insured:

Yes _____ **No** _____

3. Will a Level II Instructor be on site during the training

Yes _____ **No** _____

4. Has a copy of the Level II Instructor's Certification been provided to the District?

Yes _____ **No** _____

5. Has a written lesson plan been provided for the training that will take place?

Yes _____ **No** _____

AGREEMENT

THIS AGREEMENT is made on this ____ day of _____, 2018,
by and between:

TINTON FALLS FIRE DISTRICT NO. 1
(hereinafter referred to as the “District”)

and

Name of Individual

WHEREAS, the District is the owner of property located at Tinton Falls Fire District No. 1 Firehouse, 2 Volunteer Way, Tinton Falls, NJ (hereinafter referred to as the “Property”); and,

WHEREAS, the above named individual wishes to utilize the Training Facility, made up of the SCBA Maze, Bailout and Forcible Entry Prop on said Property.
NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth the parties agree as follows:

1. The District has provided permission to the above-named individual to utilize the Training Facility on the Property.
2. The above-named individual will be responsible for any damage to the Property relative to the training conducted on the Property.
3. The above-named individual will hold the District harmless from any claims that may result from the conducting of the training on the Property.
4. The above represents the entire agreement of the parties and may only be amended by mutual agreement in writing or as required by law.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date and year first written above.

ATTEST:

TINTON FALLS FIRE DISTRICT NO. 1

By:

ATTEST:

By:

*Signature of Individual or
Legal Guardian if under 18*

*Print name of Individual or Legal Guardian
if under 18*



**WAYSIDE FIRE COMPANY
2 VOLUNTEER WAY
TINTON FALLS, NJ 07753**

Junior Firefighter

Filled Out By Parent or Guardian

I hereby give my permission for any and all medical attention necessary to be administered to my child, _____, in the event of an accident, injury, sickness, ect., until such time as I may be contacted. This release is effective immediately upon membership with the Wayside Fire Company.

Please Print Clearly **All Blanks Must Be Completed (Put N/A if not applicable)**

Address _____
Home Phone _____ Cell Phone _____
Physician Name _____ Physician Phone _____
Physician Address _____

Medical Issues

1. _____
2. _____
3. _____

Known Allergies

1. _____
2. _____
3. _____

Signature _____ Date _____
(Parent/Guardian)

Must Be Filled Out By Parent Or Guardian (Signed)

State the general physical conditions of the applicant to the best of your belief and any physical disabilities or handicaps that could limit his/her activities as a junior firefighter

Do you have any of the following conditions

Please circle Yes Or No

1. Diabetes	Yes	No
2. Claustrophobia	Yes	No
3. Allergies/Allergic Reactions	Yes	No
4. Seizures	Yes	No
5. Lungs/Pulmonary Problems	Yes	No
6. Cardiovascular or Heart Problems	Yes	No
7. High Blood Pressure	Yes	No
8. Shortness Of Breath	Yes	No
9. Coughing Or Weazing	Yes	No
10. Wear Glasses	Yes	No
11. Wear Contact Lenses	Yes	No
12. Any Vision Problems	Yes	No
13. Back Pain	Yes	No
14. Any other conditions we should know about	Yes	No

(Explain Here)

We authorize the Wayside Fire Company to conduct whatever investigations may be necessary to verify the statements made in this application and authorize the release of all pertinent data to the Wayside Fire Company. We certify that the above information is correct and complete to the best of our knowledge. We further understand that if such information is incorrect, the applicant is subject to dismissal.

Applicant Signature: _____ Date: _____

Applicant Name (Print) _____

*****Providing your signature, you, the parent/guardian hereby give the applicant permission to join the Wayside Fire Company*****

