

Chambersburg Fire Department



Company 1

Volunteer Manual

Headquarters' Station
130 North Second Street
Chambersburg, PA 17201
717-263-5872

McKinley Street Station
261 East McKinley Street
Chambersburg, PA 17201
717-263-5871

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Introduction and Purpose

Welcome to the Chambersburg Fire Department. The purpose of this book is to provide you, as a new member/employee, guidance on how the Chambersburg Fire Department operates. This book does not replace any legal documents or guidelines already set forth by the Chambersburg Fire Department. It is designed to help the Officers eliminate any confusion a new member might have, answer questions, and track the progress of riding requirements.

The Chambersburg Fire Department operates out of two firehouses: Headquarters, 130 North Second Street, and McKinley Street, 261 East McKinley Street. The Department deploys one Engine Company, a truck company, and an ambulance company. Apparatus includes two first line engines, one reserve engines, one truck, three ambulances, a utility, a UTV, and four officers' vehicles. Chambersburg Fire Department provides fire / rescue / EMS to the Borough of Chambersburg and EMS to Hamilton, Greene, Letterkenny, and Guilford, with automatic mutual aide to surrounding townships.

Each member who wishes to be an active firefighter must have and maintain the minimum riding requirements which can be found in this book. After obtaining the minimum requirements, you must pass a riding test of all the fire apparatus. You are to study the apparatus and become familiar with all Standard Operating Guidelines and Policies and Procedures. You will be expected to understand and follow these guidelines when representing the Chambersburg Fire Department. This book would be a great benefit for you to have on station at all times.

The checklists may be signed off by any Captain. Once all checklists are complete, the Training Officer will provide proper notification so you may begin riding. Checklists will be housed in your vocational training file in the front office.

You must abide by all rules set forth by the Chambersburg Fire Department and follow the correct Chain of Command for any issues that pertain to the Chambersburg Fire Department. If you have any questions, feel free to speak with an Officer. The Officers wish you the best of luck and look forward to working with you.

Chain of Command

Fire Ground Officer

Fire & EMS Chief
Deputy Fire Chief
Assistant Fire Chief
On Duty Captain

Dustin Ulrich
Norman Reitz
Benjamin Myers

In the event that the shift captain is on leave, there will be an acting captain on duty who will be able to assist you.

Active Firefighter Status

In order to maintain status as an Active Volunteer, Firefighter/EMT, Firefighter, or EMT must:

- Complete total of 200 hours of volunteer time OR 12 shifts consisting of 12 consecutive hours per year. Hours are accounted for on-station time, time while being on calls, public relations/fire prevention activities, and training. Inform the Captain when you arrive to the station and record your time in the log book. Non-recorded time is the same as 0 hours logged.
- Meet the requirements of the Active Volunteer Training Path (located in Appendix C).
- Obtain HazMat recertification every year.
- HIPAA Training Annually
- Bloodborne Pathogens Annually & Sexual Harassment Training
- SCBA fit tested annually.
- Pass biennial physical and submit Department required background checks every five years.
- Fulfill Department training requirements and state mandated classes.
- Cooperate with other fire companies, address citizens and co-workers with respect, courtesy, tact, and self control; and willingly abide by all rules, regulations, and qualifications set forth by the administration of the Chambersburg Fire Department.

Riding Apparatus

Once active status is obtained, a member must complete the following before riding Fire apparatus:

- Must follow training path and be minimum of an Observer-Firefighter
- Must pass riding tests

Once active status is obtained, a member must complete the following before riding EMS apparatus:

- Must follow training path and be a minimum of EMS Medical Observer
- Must pass riding tests

Reporting for Duty

On arrival at the station, volunteer members must report to the Captain for a riding assignment and list of activities for the day. When on station, you are expected to participate in all activities including, but not limited to, fire prevention, work and apparatus details, daily and weekly chores, lawn mowing, and snow removal.

Accessing the Firehouse

All Active Volunteers will receive a key fob from the Chief that grants access to both firehouses. This key fob unlocks the main and rear entrances to Headquarters' and McKinley Street Stations. A computerized record is kept every time your key fob is used to gain access to the firehouse; therefore, do not give your key fob to anyone. If your key fob is lost, please notify the Office Manager or Chief immediately so it can be deactivated.

Computers

Computer access and passwords were obtained when you were instated as an Active Volunteer. Computers are located in several areas throughout Headquarters' and McKinley Street Stations. On duty staff will familiarize you with the location of the computers at each station. These computers are for conducting firehouse business so relinquish use when necessary.

If you are on the computer when a call is dispatched, save and close what you are working on, and do not leave any personal information visible. Walking away without logging off will lock up the computer. You may use computers for personal use; however, the IT Department monitors computer usage and file documents since all computers are on the Borough of Chambersburg's network.

Information Updates

Memorandums, General Orders, and Training information are all found posted in the second watch room at Headquarters' Station and the downstairs office at McKinley Street Station. Event information and advertisements are located on the hallway bulletin boards at Headquarters' Station. Please check these areas daily for new information.

Live Ins

The Department welcomes volunteer members as "Live Ins." A Live In is someone who gains permission from the Fire Chief to sleep/stay at the firehouse four or more nights during a week. He/she must report on station times each day to the Captain, is entitled to one bunkroom locker, and responsible to accomplish specific station chores/duties assigned by the Live In Liaison Officer. The following additional requirements take effect April 15, 2018:

- Employed full-time and/or a Full-time College Student
- Possess Pennsylvania EMT Basic as minimum (Exception- Firefighter only Member)
- Qualified to ride second on a CFD ambulance (Exception- Firefighter only Member)
- Must be Interior Firefighter Qualified (Exception – EMS only Member)
- Must ride all calls, with no exceptions, on responding apparatus until one hour prior to leaving for work.
- Responsible for the cleanliness of the bunk room and firehouse at all times.

Guests

Guests are permitted at the firehouse; however, you are responsible for your guest and his/her actions while on station. The firehouse's curfew is 11 p.m. for all non-members.

Telephone Procedures

There are two telephone lines at Headquarters' Fire Station:

Line 1 number is 717-263-5872

Line 2 number is 717-261-3230 (Chief's and Office Manager's Line)

Fax number is 717-261-3296

There is one telephone line at McKinley Street Station:

Line 1 number is 717-263-5871

Fax Number is 717-264-5184

The correct response for answering phone: Chambersburg Fire Department, rank, your last name.

Providing the public with accurate information is of the utmost importance. If a caller has a question you are unable to answer, park the call, and page for the Captain or career firefighter to pick up the appropriate line, example, line 101. If a member of the news media calls seeking information page the Captain. Never disclose any patient information or cause/origin of a fire.

If a caller is reporting an emergency, get an address, nature of the emergency, and a phone number; tell them to call 911; and immediately pass the information to the Captain/career firefighter on station.

To page someone on station, lift phone handset and select the page button. You will hear a short tone, and then you can begin your message. The paging system is for official business only. Remember, the message is heard by everyone on station as well as CFD neighbors.

To place a call, you must dial the number "9" first to obtain an outside line, and then enter your ten digit phone number. Secure the Captain's permission before placing any long distance calls.

Tobacco Policy

All Borough fire stations are tobacco free facilities. All smoking and chewing shall be done outside the buildings where ashtrays are located on the rear deck at Headquarters' Station and in the rear of McKinley Street Station. All smoking materials should be discarded in the containers provided.

QRS and Medical Calls

Newly instated Active EMS Volunteers ride third person on the ambulance if EMT certified or actively participating in an EMT class. All EMS volunteers are required to ride under the direction of the Shift Captain who will convey to the Chief's office that said volunteer understands CFD procedures and is properly trained to respond and fill out EMS reports independently. Until that time, EMS volunteers will write reports under the ambulance crew.

The Chambersburg Fire Department currently holds a Quick Response Services (QRS) license approved by the Emergency Health Services Federation (EHSF), the council granted authority by the PA Department of Health to oversee and regulate EMS in our area. A unit holding QRS certification can respond to an emergency and provide EMS to patients pending the arrival of an ambulance service. Engines 1-1, 1-2, 1-4 and Tower 1 are currently certified as QRS units; however, Engine 1-2 serves as a reserve engine. These units respond to any cardiac or respiratory arrest or when an out of town ambulance is in our first due area.

Appropriate personal protective equipment is essential when responding to calls. CFD provides latex and non latex exams gloves that are available on every piece of apparatus.

Before clearing the scene ensure that nothing was contaminated, including equipment, tools, or yourself. While on scene, field decontaminate equipment, such as turn out gear or boots as needed, prior to entering apparatus. Notify the Captain if something did get contaminated.

At the station, replace all equipment or supplies used on scene, perform a thorough cleaning, and notify the Captain of those items not replaced. The Hospital will clean medical equipment used and transported with the patient, such as backboards and straps.

Protective Clothing Regulations

Turnout Gear to include helmet, coat, bunker pants, rubber boots, gloves, and Nomex hood were issued when you were instated as an Active Volunteer. It is your responsibility to wash your gear when it becomes dirty in the gear washer located in the laundry room of Headquarters' Fire Station. Instructions are visible on top of the washer and dryer. Only turn out gear is to be washed in the gear washer.

Members are permitted to wear leather helmets and firefighting boots provided they comply with NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. The Department does not issue these items but can provide vendor contact information if you are interested.

Safety Vest

A high visibility safety vest is at each riding position. You are required to wear this vest when operating on any roadway during a call. Do NOT wear the vest if there is fire or smoke evident on arrival.

Self Contained Breathing Apparatus Regulations

- Officers and firefighters will don SCBA on any structural related emergency, any incident involving fire except for brush fires, and hazardous material incidents.
- All personnel will be properly trained by career staff on the usage of the *Scott SCBA*.
- After each use, the firefighter using the unit shall clean the mask and accessories, replace the cylinder if necessary, drain the regulator system of air, and return the unit to its proper place on the apparatus.
- Each unit will be stored with the air supply shut off at the cylinder and the system drained of air.
- Any cylinder with a pressure reading of 5000 psi or less shall be replaced with a full cylinder and the empty cylinder placed at the Air Cascade room door to be refilled.

Accountability Tags

CFD implemented an accountability system to help track members on emergency scenes. Each member is issued two accountability tags; one to be kept with your gear at all times; and the other in your gear locker. Do NOT keep both tags on your gear.

You completed a Franklin County Fire-Trax Accountability form when you were instated as an Active Volunteer to acquire accountability “PASS” tags. Your name, fire department, rank, picture, and certifications are listed on the outside and your medical information on the inside of the tag. Medical information is carried in case you are transported to the hospital for an accident or injury and can’t relay the information to medical personnel. The only way to access the medical information inside the card is to cut and destroy the card.

En route to a call, clip your tag on the ring in the apparatus. During an actual incident the tags will be collected from each piece of apparatus on scene and taken to the command post. This is why it is of the utmost importance that you “tag in” on all calls.

If any of the information on or inside the card needs to be changed or updated see the Captain on duty, and he will provide you with a new form. Complete the form and return it to the Captain so the process for a new PASS tag can begin.

Training

The Chambersburg Fire Department strongly urges all members to obtain as much training as possible in order to reach their maximum potential in the fire service. As a member of the Chambersburg Fire Department, the following avenues of training are available to you:

Daily Training - Career staff participate daily in training. All volunteers are to attend this training as often as possible.

PA Train – The Department of Health provides EMT continuing education training on their website. This is free training and available on Department owned computers or can be completed from home on any computer. You will have to register with PA Train. This training is only available to certified medical personnel i.e.... EMTs or Paramedics.

In County Training – The Franklin County Public Safety Training Center sponsors numerous classes throughout the year. The link is www.fcpstc.org.

Out of County Training – We receive notification of numerous classes and seminars housed in adjacent counties. These training opportunities are posted on the training board located in the hallway near the Chief's office at Headquarters Station.

PA State and National Fire Academies – Both the PA State Fire Academy in Lewistown, Pennsylvania and the National Fire Academy located in Emmittsburg, Maryland provide free training to firefighters. Check their corresponding websites for schedule and registering information:

National Fire Academy – www.usfa.fema.gov

Pennsylvania State Fire Academy – www.osfc.pa.gov

Area Community Colleges – Bucks County Community College and Harrisburg Area Community College both provide firefighter training at their facilities and off campus at different locations. Their class schedules can be found at the following websites:

Bucks County Community College PSTC – www.bucks.edu/academics/public-safety/

Harrisburg Area Community College PSTC – www.hacc.edu/publicsafetycenter/

Emergency Medical Technician Training – These classes are sponsored by the Emergency Health Services federation and are usually held twice a year by local fire departments.

Your input is an essential element of our training program. Members are encouraged to suggest drill topics and to assist with teaching of Department drills.

Training Procedures

- Inform the Training Officer as soon as possible of any courses of interest posted or e-mailed.
- Complete a course registration form.
- Complete a vocational training form ensuring that all check boxes are met along with any applicable forms, i.e. FCFCA, HACC. Visit our website at www.chambersburgfire.com; choose Information tab; choose Forms and Application; choose Training Forms and submit the applicable form only when there are associated costs.
- Submit application forms to the Office Manager preferably thirty+ days prior to class. The Fireman's Relief Association requires course information prior to each scheduled class for payment reimbursement. Fireman's Relief meets the third Tuesday of every month excluding the months of July and August.
- If traveling 50+ miles, submit an Expense and Mileage Report (located in Appendix C and on the copier) with a MapQuest printout attached. For meal reimbursement, you must attach an itemized receipt; a credit card receipt is not acceptable. These costs are reimbursed to you through the Borough of Chambersburg to include a fifteen percent tip when applicable.
- The Borough of Chambersburg's Personnel Department schedules all hotel reservations; if applicable, attach a list of several hotels close to the class if none is named on the registration form.
- Submit a copy of your class certificate as soon as received to the Office Manager.
- Take good notes to share information with others during company drills.

Dress Uniform Standards

Class “A” Dress Uniform Standards

Officers

Dress uniform jacket is black with gold buttons

Chief	five gold sleeve bands
Deputy	four gold sleeve bands
Assistant	three gold sleeve bands
Captain	two gold sleeve bands
Lieutenant	one gold sleeve band

Dress trousers are black with a black belt

Dress shoes are black with black socks

Bell Cap is black or white

Dress shirt is white with a black tie

Firefighters

Dress uniform jacket is black with silver buttons

Dress trousers are black with a black belt

Dress shoes are black with black socks

Bell Cap is black

Dress shirt is powder blue with a black tie

Class “B” Uniform Standards

Officers

White uniform shirt

Company patch on left shirt sleeve

American Flag patch on right shirt sleeve

Name tag over right shirt pocket (gold is desired)

Gold badge

Gold collar brass

White T-shirt

Navy blue trousers (no jeans) with a black belt

Navy blue or black socks

Black shoes or boots

Firefighters

Navy blue uniform shirt

Company patch on left shirt sleeve

American Flag on right shirt sleeve

Navy blue T-shirt

Navy blue trousers (no jeans) with a black belt

Navy blue or black socks

Black shoes or boots

Volunteer Firefighters

- Light blue uniform shirt
 - Company patch on left shirt sleeve
 - American Flag on right shirt sleeve
- Navy blue T-shirt
- Navy blue trousers (no jeans) with a black belt
- Navy blue or black socks
- Black shoes or boots

Class “C” Uniform Standards

Officers

- White T-shirt with company emblem for officer
- Navy blue pants
- Black shoes or boots

Firefighters

- Navy T-shirt with company emblem for firefighter
- Navy blue pants
- Black shoes or boots

Volunteer firefighters are issued two T-shirts, one pair of navy uniform pants, one beanie, and one ball hat when instated as an Active Volunteer. Additional apparel is issued at the Chief’s discretion.

APPENDIX C

Engines

Test Checklist

Competencies

Officer

Demonstrate knowledge of equipment and tools carried.

Demonstrate knowledge of SOG requirements.

Demonstrate knowledge of seating assignments.

Demonstrate knowledge of hose lays and how it's packed.

Demonstrate knowledge of air packs.

Demonstrate knowledge of radios and run books.

Read Policy and Procedure manual.

Date: _____ Signature: _____

Date: _____ Officer: _____

Pass / Fail

Tower 1

Test Checklist

Competencies

Officer

Demonstrate the location of equipment. _____

Demonstrate knowledge of SOG requirements. _____

Demonstrate knowledge of seating assignments. _____

Demonstrate knowledge and operation of the Eagle II TIC. _____

Demonstrate knowledge of the MSA 4 gas meter. _____

Demonstrate operations of the K-1200 circular saw. _____

Demonstrate knowledge of Cutter's Edge. _____

Demonstrate knowledge of PPV Fans. _____

Demonstrate knowledge of on board breathing air system. _____

Demonstrate knowledge of ground ladder operations. _____

Demonstrate knowledge of air packs & RIT equipment. _____

Demonstrate knowledge of radios and run books. _____

Date: _____

Officer: _____

Pass / Fail:

Ambulance

Test Checklist

Competencies

Officer

Demonstrate knowledge and location of equipment carried. _____

Demonstrate knowledge of SOG requirements. _____

Demonstrate knowledge of on board oxygen system. _____

Demonstrate knowledge and operation of portable oxygen. _____

Demonstrate knowledge and operation of litter. _____

Demonstrate knowledge and operation of the AED. _____

Demonstrate knowledge and operation of on board suction. _____

Demonstrate knowledge and operation of portable suction. _____

Demonstrate knowledge of radios and run books. _____

Date: _____ Officer: _____

Pass / Fail



Chambersburg Fire Department



Active Volunteer Training Path

PURPOSE

This policy is to provide a minimum training standard for all active volunteers of the Chambersburg Fire Department.

POLICY

The Chambersburg Fire Department requires the following minimum training criteria to retain active volunteer status within the Chambersburg Fire Department. The training path positions volunteers in the following specialty categories: Observer-Firefighter, Exterior Firefighter, Interior Firefighter, EMS Personnel, Technician/Ambulance Operator, and Technician/Apparatus Operator. The category qualifications are as follows:

Observer- Firefighter (Orange Helmet/Orange Shield)

- CPR & AED
- Bloodborne Pathogens Training, HIPAA, & Sexual Harassment Training Annually
- Hazardous Materials Awareness/Annual recertification
- NIMS 100 (Available Online)
- NIMS 200 (Available Online)
- NIMS 700 (Available Online)
- NIMS 800 (Available Online)
- Intro to Fire Service; Fireground Support

Exterior Firefighter (Black Helmet/Orange Shield)

- CPR & AED
- Bloodborne Pathogens Training, HIPAA, & Sexual Harassment Training Annually
- Hazardous Materials Operations/Annual recertification
- NIMS 100 (Available Online)
- NIMS 200 (Available Online)
- NIMS 700 (Available Online)
- NIMS 800 (Available Online)
- Intro to Fire Service; Fireground Support; Exterior Firefighter

Interior Firefighter (Black or Yellow Helmet/Black Shield)

- Must meet all of the Exterior Firefighter Qualifications
- Interior Firefighter Class with Live Burn
- Firefighter I (Must be obtained within 2 years of obtaining membership)

Technician/Apparatus Operator

- CPR & AED
- Bloodborne Pathogens Training, HIPAA, & Sexual Harassment Training Annually
- Hazardous Materials Operations 472/Annual recertification
- NIMS 100
- NIMS 200
- NIMS 700
- NIMS 800
- Into to Fire Service; Fireground Support; Exterior Firefighter; Interior Firefighter
- Firefighter 1 (Required for Driver/Operator Certification)
- Pump Operations I
- Pump Operations II
- Driver/Operator Pumper (For Engine Operator)
- Driver/Operator Aerial (For Aerial Operator)
- Emergency Vehicle Operators Course
- Class "B" Commercial Driver's License
- Meet all requirements of the Driver's Training Manual

EMS Medical Observer

- CPR
- Bloodborne Pathogens Training, HIPAA, & Sexual Harassment Training Annually
- Hazardous Materials Awareness
- NIMS 100
- NIMS 200
- NIMS 700
- NIMS 800

Technician (Applies to 3rd Person Attendant as Well)

- CPR & AED
- Bloodborne Pathogens Training, HIPAA, & Sexual Harassment Training Annually
- Hazardous Materials Awareness/Annual recertification
- NIMS 100
- NIMS 200
- NIMS 700
- NIMS 800
- PA State Emergency Medical Technician B

Technician/Ambulance Operator

- CPR & AED
- Bloodborne Pathogens Training, HIPAA, & Sexual Harassment Training Annually
- Hazardous Materials Awareness 472/Annual recertification
- NIMS 100
- NIMS 200
- NIMS 700
- NIMS 800
- PA State Emergency Medical Technician B
- Emergency Vehicle Operators Course
- Class "C" Driver's License (Current)
- Meet all requirements of the Driver's Training Manual



Borough of Chambersburg

*Celebrating 50 years of consumer owned gas service
and over 100 years of consumer owned electric service*

EXPENSE AND MILEAGE REPORT

Borough policy provides that employees who attend training may be reimbursed for actual expenses. An itemized expense form with receipts attached must be submitted to the Personnel Department within one (1) week upon your return from the training.

NAME _____

ADDRESS _____ **CITY** _____ **ZIP** _____

TRAINING/SEMINAR TITLE: _____

TRAINING DATE(S): _____

TRANSPORTATION

Car Mileage (current year) \$ _____
Tolls (attach receipt) \$ _____
Parking (attach receipt) \$ _____

HOTEL ROOM (attach receipt) \$ _____

MEALS (attach receipt) \$ _____

TIPS \$ _____

OTHERS (please list on back) \$ _____

(LESS) SPOUSE AND/OR CHILDREN EXPENSES:

Room \$ -0- Meals \$ _____ \$ _____

TOTAL EXPENSES: \$ _____

(LESS) ADVANCE \$ _____

(including spouse/children registration
if applicable) \$ _____

TOTAL \$ _____

Signature

Date