

**BYLAWS OF THE
FORT MORGAN VOLUNTEER
FIRE DEPARTMENT**

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ARTICLE I – Title and Object

Section 1. City ordinance provides for the establishments of a department of the City of Fort Morgan, Colorado to be known as the Fort Morgan Volunteer Fire Department, and the office of a Chief of the Fire Department (Sec. 11-1).

Section 2. The purpose of the organization is the prevention and control of fires, and prevention of injury and destruction of life and property caused by fire; to provide assistance during time of emergency; and to promote a spirit of cooperation and good fellowship among the members of the department.

Section 3. The department will provide service to the Fort Morgan Rural Fire Protection District by agreement between the City of Fort Morgan and the Fort Morgan Rural Fire Protection District.

ARTICLE II – Organization

Section 1. The department shall consist of personnel, equipment and apparatus necessary and appropriate to protect the City of Fort Morgan. The Fort Morgan Fire Department shall not leave the City limits, except to protect property within the City limits from damage by adjacent property outside the City or when a conflagration threatens a neighboring town or city, and then only upon order of the Mayor of Fort Morgan or the Fire Chief. Any of the fire or emergency units may be used outside the City upon order of the Mayor or Fire Chief.

Section 2. The department shall also consist of personnel, equipment and apparatus necessary and appropriate to protect the Fort Morgan Rural Fire Protection District. The Fort Morgan Rural Fire Department shall not leave the limits of the Rural District except by orders of the Rural Board or the Fire Chief.

Section 3. The City Council and the Rural Fire Protection District Board shall designate and furnish suitable quarters for the department and such apparatus and equipment as shall, from time to time, be deemed necessary and advisable by the Council and by the Rural Fire Board. All such quarters, apparatus and equipment shall remain the property of the City or the Rural Fire District and shall at all times be subject to inspection, supervision and control by the City Council and the Rural Fire Board. The Chief shall be responsible to the City Council and the Rural Fire Board for all articles of apparatus, equipment and supplies of the department (Sec. 11-5).

ARTICLE III – Membership

Section 1. The department shall consist of not more than thirty-five (35) active members who shall be citizens of the United States and bona fide residents of the City of Fort Morgan. The requirements of residency may be waived by the department *for a specific address within the Fort Morgan Rural Fire Department's district. The Mayor and City Council shall receive written notice of this action.* (Revised 10/04/2005)

Section 2. To be eligible for membership in the department, a candidate shall have been a bona fide resident of the City of Fort Morgan for not less than six months prior to application, and between the ages of 21 and 35 years at the time of election to probationary membership in the department. Application shall be made upon a form provided by the department accompanied by a photograph of the applicant, and the applicant shall be required to submit to a medical examination specified by the department. Upon being elected to probationary membership, The City of Fort Morgan shall reimburse the applicant for the cost of the medical examination.

Section 3. Any member who has served at least 20 years may retire from active service and be placed upon the "Retired Firemen's Membership Roll". Any Firefighter who has reached the age of 59 shall be retired and be placed on the "Retired Firefighters Membership Roll". All retiring firefighters will be presented with a certificate honoring such years of service upon retirement.

Section 3. (A) Any member who desires to take a leave of absence from active duty may apply for the same in writing, which request may be granted by a majority vote of the members present at a regular meeting of the membership. If so granted, a member shall be placed on a leave of absence until such member shall apply in writing to be reinstated, which request must be granted by a majority vote of the members present at a regular meeting of the membership.

Section 4. Any member, who has been stricken from the roll or suspended for any reason, shall be reinstated only upon the affirmative vote of three-fourths of the entire membership, voting by secret ballot.

Section 5. An application for membership shall be presented at the next regular meeting after its receipt, and when a vacancy occurs, the oldest pending application shall be submitted to the Trustees for their investigation into the character and qualifications of the applicant. The Trustees shall make a verbal report of their findings at the next regular meeting of the members of the department, at which time the candidate shall be balloted upon by secret ballot, and if three-fourths of the membership present vote in favor of the candidate's membership, the candidate shall be declared duly elected as a probationary member of the department.

Section 6. An applicant 35 years of age or older with at least five years of service in another fire department who desires membership may be accepted as a new member even though not qualified under age and residency requirements.

ARTICLE IV – Probationary Member

Section 1. Each newly elected member will be required to serve one year as a probationary member. At the end of the probationary year, such applicant shall be considered for full regular membership at the next regular meeting of the department. The affirmative vote of three fourths of the members present at such meeting, by secret ballot, shall be required to elect a probationer to regular membership.

Section 2. A probationary member shall have all the responsibilities and duties of a regular member and shall be entitled to all of the privileges of a regular member except a probationary member shall not be entitled to hold office or to vote upon an application for probationary or regular membership or to vote in an election of officers. Time served, as a probationary member will be counted as part of the total time served in the department.

ARTICLE V-Special Membership

Section 1. Any member who has served on the Fort Morgan Volunteer Fire Department for a period of 5 years or more, desirous of retirement, shall be retired from the active roll and placed on the "Retired Firefighters Membership Roll" and be presented with a certificate stating the number of years of service.

Section 2. Members of the Retired Firefighters Membership Roll shall not receive recompense, nor shall be entitled to vote or hold office, but shall be entitled to access to the fire hall and attendance to meetings and practices.

Section 3. By special disposition, with favorable action of the department, non-members and members who serve less than 5 years can be awarded a certificate of merit and placed on the Honorary Membership Roll.

Section 4. Any person on the Retired Firefighters Membership Roll or an Honorary Member with prior regular service in the department who desires to return to active service shall submit a written application for such purpose and shall be elected to the regular membership by the affirmative vote of three-fourths of the members present and voting by secret ballot at the meeting at which the application is considered. The age criteria set forth in Article 3 shall not be applicable to a member under the provision of this article and section.

ARTICLE VI– Officers

Section 1. The elective executive officers of the department shall be: Chief, Assistant Chief, First Captain, Second Captain, First Lieutenant, and Second Lieutenant and they shall rank in that order. Other elective officers shall be the Secretary, Treasurer, three Trustees and three Pension Board members.

Section 2. The appointed officers shall be the appointments that the Chief deems necessary for the proper functioning of the department.

ARTICLE VII – Election of Officers

Section 1. Election of officers of the department shall be held on the second Tuesday of December 1963, and biennially thereafter. All elections shall be by written secret ballot of the members of the department. A majority of the ballots cast at any such election shall be necessary to elect, a majority being more than one half of the votes cast by the members present. The persons elected to the office of Fire Chief and Secretary shall be subject to ratification by the City Council. In the event more than two candidates are running for election for any office and no candidate receives a majority vote, the two candidates receiving the most votes will be balloted upon again for the office.

Section 2. The trustees shall appoint a nominating committee of three regular members at least 90 days prior to election. The nominating committee shall nominate at least two candidates for the position of Chief and at least one candidate for each of the other elective positions. The nominations shall be posted for 30 days prior to election.

Section 3. The term of each elective office shall be 2 years, except that the term of Trustee shall be 6 years, with one Trustee to be elected at each election. The term for Pension Board member shall be for 3 years, with one Pension Board member elected annually. The two senior members of the Pension Board shall also serve on the Rural Fire Protection District Pension Board. The term for all appointed positions shall be 2 years.

Section 4. Except herein provided, any regular (non-probationary) member shall be eligible to be nominated and elected to any office. A Second Lieutenant shall not be eligible to serve two consecutive terms as Second Lieutenant and a First Lieutenant, likewise shall not be eligible to serve two consecutive terms as First Lieutenant. A second Captain shall not be eligible to serve three consecutive terms as Second Captain and a First Captain, likewise, shall not be eligible to serve three consecutive terms as First Captain. A Lieutenant or Captain who has served the maximum allowable term in such office may be elected to an office of higher rank but cannot be elected to an office of lower rank at the next succeeding election.

For the purpose of this section 4, a term shall be defined as a term of office in which the firefighter was elected to his particular office, and the definition of a term shall not include any service in a particular office as a result of an appointment by the Chief to that office or the advancement of that office as a result of a vacancy. Therefore, if an officer is appointed to serve or is advanced to a particular office as a result of a vacancy and was not elected to the subject office, the same shall not be considered as a term for the purpose of determining eligibility to run again for said office.

The Chief, Assistant Chief, Secretary, Treasurer, Trustees or Pension Board members shall be eligible to serve any number of consecutive terms. A member holding an appointed office may be reappointed to the same office.

Except for the offices of Trustee or Pension Board member, for which the following restriction shall not apply, no member shall be elected to any office if such member must retire prior to the expiration of the term of such office.

Section 5. All elected and appointed officers shall assume their duties as such officers on the first regular meeting in January following the election.

Section 6. No member shall hold more than one office at any one time, except that any officer may serve upon the Pension Board. Further, a Trustee may be elected to any other office, and if elected to another office, such Trustee's unexpired term shall be filled by election from the membership at the same election.

Section 7. If any executive office in the department shall become vacant for any reason, each office below the vacated office shall be advanced to the next higher office and the appointment of the Second Lieutenant shall be made by the Fire Chief to fill the vacancy. In the event of a vacancy in any other elected or appointed office, the vacancy shall be filled by appointment of the Chief. Appointments to fill such vacancy shall be for the remainder of the unexpired term of the vacancy.

Article VIII – Duties of the Chief

Section 1. It shall be the duty of the Fire Chief to cause an annual inspection to be made of all business buildings within the corporate limits of the City of Fort Morgan, and at any time upon request, to cause an inspection of any and all such buildings and fire hazards within the city, and in each case, to make any necessary and appropriate recommendations relative thereto. The Fire Chief shall have the authority to appoint such members of the department as the chief shall deem necessary to assist in said inspections. While in the performance of such duties, the Fire Chief and such firefighters as shall be assigned to such duties, shall have authority to enter upon and into any premises within the city, and all buildings, which may be subject of their investigation. (Sec. 11-9)

Section 2. It shall be the duty of the Chief to be present at all fires or other alarms if possible, and to plan the attack and direct the action taken by the department personnel and equipment.

Section 3. The Chief shall see that every subordinate officer performs the duties of the subordinate office.

Section 4. The Chief shall call a special meeting upon the request of 5 members, such request stating the object of the call or emergency. No business shall be transacted at such meeting except that specified in the call.

Section 5. The Chief shall have absolute authority to require any member to perform any reasonable service while on duty.

Section 6. The Chief shall see that each fire is carefully investigated to determine its cause and, if arson is suspected, shall secure and preserve all evidence thereof.

Section 7. The Chief shall be the chief executive officer of the department and shall, on the first Tuesday of each year, report to the city council the condition of the department and its equipment and to make such recommendations relative thereto, as the Chief shall consider appropriate. The Fire Chief shall be in command of all personnel and equipment and if, for any reason, the Fire Chief shall be absent or unable to perform the duties of the Chief, The Assistant Chief or next ranking officer present shall exercise the authority and assume the duties of the Chief.

Section 8. The Chief and/or officer in charge shall see that photographs are taken at any call as deemed necessary for the records of the department.

ARTICLE IX – Duties of the Assistant Chief

Section 1. It shall be the duty of the Assistant Chief to perform the duties of the Chief in the absence or inability of the Chief.

Section 2. The Assistant Chief shall assist the Chief in the discharge of the Chief's several duties.

Section 3. The Assistant Chief shall be responsible for the planning and execution of practice and training drills of the department.

Section 4. The Assistant Chief shall maintain equipment records and inventories and hose records and inventories.

ARTICLE X – Duties of the First Captain

Section 1. It shall be the duty of the First Captain to assist the Chief and Assistant Chief in the discharge of their several duties.

Section 2. The First Captain shall provide basic firefighting training to all probationary members, assess the progress, proficiency and capabilities of the individual probationary members and report to the membership upon request.

ARTICLE XI – Duties of the Second Captain

Section 1. It shall be the duty of the Second Captain to assist the First Captain in the discharge of the several duties of the First Captain

Section 2. The Second Captain shall report the responding equipment and the driver of each unit to Chief after each city alarm.

Section 3. The Second Captain shall be responsible for the serviceability of all equipment before and after fires and practices, and shall receive reports of malfunctions of equipment from the members.

ARTICLE XII – Duties of the First Lieutenant

Section 1. It shall be the duty of the First Lieutenant to assist the Second Captain in the discharge of the several duties of the Second Captain.

Section 2. The First Lieutenant shall maintain a permanent Fire Log.

Section 3. The First Lieutenant shall be responsible for all news releases

ARTICLE XIII – Duties of the Second Lieutenant

Section 1. It shall be the duty of the Second Lieutenant to assist the First Lieutenant in the discharge of the several duties of the First Lieutenant.

Section 2. The Second Lieutenant shall be the officer in charge of the House Committee.

ARTICLE XIV – Duties of the Secretary

Section 1. The Secretary shall be the custodian of all the records of the department shall correspond for the department and shall call the roll of the department when directed to do so by the Chief.

Section 2. The Secretary shall keep a record of all alarms and fires and prepare a monthly fire attendance payment record.

Section 3. The Secretary shall maintain a personal file for the department of each individual member.

Section 4. The Secretary shall prepare a monthly fire report to be presented to the City Council at its regular meeting the first Tuesday of each month and prepare an annual fire report to be presented to the City Council at its first regular meeting in January.

Section 5. The Secretary will present the Rural Fire Board with a copy of the monthly fire report on rural fires and prepare an annual report to be presented to the Rural Fire Board by the second Tuesday of January.

Section 6. If for any reason the Secretary is replaced prior to the expiration of the term for which elected, the books and records of the Secretary shall be audited by the Trustees before said records are turned over to the new Secretary.

ARTICLE XV – Duties of the Treasurer

Section 1. It shall be the duty of the Treasurer to keep a record of all money received and disbursed. The Treasurer shall pay all bills of the department after the bills are approved for payment by the membership. Bills shall be paid by check signed by the Chief and the Treasurer. The Treasurer shall deposit all money received for the Fire Department Account in a local bank designated by the membership.

Section 2. The Treasurer shall submit to the department a monthly statement of its financial condition, and at the regular meeting in January, submit to the department a full and complete report of the receipts and disbursements for the year. The annual report shall be completed by the first Tuesday in January and made available, along with supporting records, to the Board of Trustees for their annual audit.

Section 3. The Treasurer shall make semi-annual fire payments to the membership from the fire attendance payment report of the Secretary. Payments shall be made at the regular meetings of June and December.

Section 4. If for any reason the Treasurer is replaced before the expiration of the term for which elected, the books and records of the Treasurer shall be audited by the Trustees before said records are turned over to the new Treasurer

ARTICLE XVI – Duties of the Trustees

Section 1. It shall be the duty of the Trustees to investigate character, qualifications and standing of candidates for admission to probationary membership and making a verbal report to the department prior to the initial voting of the application.

Section 2. The Trustees shall audit or examine any books, records or reports which are referred to them and make any report specified by these By-laws or by the Chief.

Section 3. The Trustees shall audit and inspect the account books, records and reports of the Secretary and Treasurer annually and make a written report to the department at its first regular meeting in January.

Section 4. The Trustees shall appoint a nominating committee consisting of three regular members of the department at least 90 days prior to the regular biennial election of officers of the department.

Article XVII – Duties of the Pension Board

Section 1. It shall be the duty of the members of the Pension Board to attend all called meetings of the Rural and City Pension Boards and to perform the duties imposed upon them by the fireman's pension laws of the State of Colorado.

ARTICLE XVIII – Duties of the Members

Section 1. It shall be the duty of each member of the department to respond to a minimum of 20% of calls per month. Any member who fails to meet the required minimum will be reviewed by the chief and officers and may be suspended. All members shall obey orders of any superior officers. Any member who shall refuse to obey a lawful order properly given by a superior officer shall forthwith be suspended from duty and

after a hearing by the officers, if found guilty of intentional insubordination, shall be disciplined or dismissed from the department at the discretion of the officers.

Section 2. All officers and members of the department are vested with powers, authority and duties of special police officers, and it is their duty during every emergency created by fire within the corporate city limits of Fort Morgan, to direct and divert traffic in the vicinity of the burning premises and upon the streets, avenues and alleys leading to and from said premises; to prevent the looting of all premises occupied by them or otherwise involved in any fire; to arrest and take into custody all persons who shall drive any vehicle over and across fire hose or against or upon any fire equipment and all persons who shall refuse to obey orders properly given by any firefighter on duty. (Sec. 11-2)

Section 3. No member of the department shall report for duty while in any way impaired by or under the influence of alcohol or any controlled substance. Any member who reports for duty while impaired or under the influence of alcohol or controlled substance may be relieved of all duties immediately.

Any member may be required to undergo blood, breath, and or urine testing for the presence of drugs or alcohol when any officer observes specific behavioral or physical indications of probable alcohol or drug use. In addition, testing shall be required any time a member is involved in a traffic accident requiring completion of an investigation and an Accident Report by a law enforcement officer, CRS 42-4-1604(4) while driving a department vehicle resulting in personal injury or property damage. A member's refusal to cooperate with any required alcohol or drug test shall subject that member to disciplinary action, up to and including dismissal from the department.

Any member of the department who through the use of alcohol or a controlled substance is "under the influence" as defined by law while on duty shall be forthwith suspended from duty and after a hearing, if found guilty by the officers, shall be dismissed from the department.

Section 4. Any member who shall use insulting, indecent or improper language or engage in conduct unbecoming a firefighter, or otherwise bring disrespect or disgrace upon the department shall be forthwith suspended from duty and, after a hearing, if found guilty by the officers, shall be disciplined or dismissed from the department, at the discretion of the officers.

ARTICLE XIX – Pensions and Benefits

Section 1. Pensions, death and disability benefits for the members and retired members, and eligibility requirements shall be as is now or hereafter provided by the laws of the State of Colorado and by the Pension Boards of the City and Rural District.

Section 2. Application for pension or death or disability benefits shall be made directly to the Pension Boards of the City and the Rural District

Article XX – Meetings

Section 1. Regular meeting of the members of the department shall be held on the second Tuesday of each month at the fire hall in Fort Morgan.

Section 2. Practice sessions or drills shall be held on all other Tuesdays of the month, unless canceled by the Chief. The time and place of meetings and practices shall be designated by the Chief.

Section 3. Any member who shall be absent from three consecutive meetings or drills or an aggregate of ten meetings or drills per year without excuse accepted by the Chief, shall be dismissed from the department. Acceptable excuses shall consist of those concerned with sickness or death in the family, employment commitments and vacation time.

Section 4. A quorum shall consist of fifty-one percent of the membership of the department, and when a quorum is present, unless otherwise specified by law or ordinance, or these By-laws, the business of the department shall be conducted by a majority of those present and voting at any meeting.

Section 5. Meeting shall be held according to Robert's Rules of Order.

Section 6. The order of business at any regular meeting of the members of the department shall be:

1. Roll Call
2. Reading of Minutes of previous Meeting
3. Reading of Fire Reports
4. Reading of Communications
5. Applications for Membership
6. Report of Trustees
7. Election of Members
8. Treasurer's Report
9. Presentation of Bills
10. Report of Special Committees
11. Unfinished Business
12. New Business
13. Election of Officers (biennial election)
14. For the Good of the Department
15. Adjournment

Section 7. The order of business of a special meeting shall be established by the Chief or by the officer in charge of the meeting.

ARTICLE XXI – Impeachment of Officers

Section 1. Any officer who had abused the authority of the office, or has misconducted the office may be impeached and removed by a vote of three-fourths of all the regular (non-probationary) members of the department upon written charges for impeachment signed by its member or members bringing such charges. Charges for impeachment shall be filed with the Secretary and delivered to the officer against whom they are brought at least ten days prior to the meeting at which impeachment is to be put to a vote of the members.

ARTICLE XXII - Destruction of Property

Section 1. Any member of the department who shall willfully damage or deface the Fire Department building or any of its furnishings or any of the apparatus or equipment shall be subject to dismissal from the department, and required to pay to the City of Fort Morgan or Fort Morgan Rural Fire Protection District the full amount of the damage and the costs, attorney fees and expenses of any suit that may be required to effect recovery for such damage.

ARTICLE XXIII – Amendments

Section 1. These By-laws shall not be amended or repealed unless the proposed amendment or repealer is read at a regular meeting and posted for inspection by the membership for a period of one month prior to any action thereon, and the proposed amendment or repealer shall be adopted only if approved by three-fourths vote of the members present at a regular meeting.

Section 2. Any change in the By-laws must be approved by the City Council prior to becoming effective.

The Fort Morgan Volunteer Fire Department

P.O. Box 11
Fort Morgan, CO 80701

Standard Operating Guidelines May 2015

Every fire and medical emergency is different, so these procedures may change to suit the fire or medical emergency at hand.

CITY FIRES

Commercial Structure Fires

- A. General alarm, everyone should respond to the scene, except for the designated drivers. The drivers ensure that Morgan 930, 921, 924, and 910 leave the station in that order. 920 may respond as needed.
- B. Morgan 930 should be the first unit to respond; it should go to the front of the building and if need be, hit a hydrant and lay a 5" supply line. 921 should respond second and go to the nearest hydrant, if needed, it will lay a 5" supply line and be positioned as needed. **(REMEMBER THAT 930 HAS PRIORITY ON HYDRANTS)**. 930 may need assistance from firefighters at the scene in positioning of the apparatus so that the aerial platform will not have any overhead obstructions. 930 requires two firefighters for operation; one on the pump panel and at least one at the base of the aerial. 924 should be the third truck to respond; if the building has a sprinkler system, it may do a forward or reverse lay and charge the sprinkler system. If no sprinkler exists, it may respond to the backside or alley side of the building and lay supply lines to the hydrant. No truck should set up in an alley, unless told to do so by an officer. Morgan 910 will respond last to the front of the building to supply lights, air, and equipment.
- C. The officer in charge on scene may call for additional equipment or firefighters to respond to the scene or stand down any equipment. The first unit on scene should do a size-up and then set up an IC post in front of the building where the officers can determine a strategy for extinguishing the fire. All firefighters will be in full protective bunker gear. Any firefighter on the ladder of Morgan 930 should have supplied air and full bunker gear. Interior and ventilation crews should don breathing apparatus (with each crew being at least two firefighters) and have a communication device.

Residential Fires

- A. General alarm everyone responds to the scene, except for designated drivers. Drivers ensure that Morgan 921, 924, 910, and 930 are en route in that order. 920 may respond as needed.
- B. Morgan 921 should respond first and stop in front of the residence to start attacking the fire. 921 may hit a hydrant and lay a 5" supply line with a forward lay. Morgan 924 should respond second, and if ordered to do so can hit a hydrant and do a forward or reverse lay with 5" supply line, supplying 921. If 920 is not needed at the fire, it should stand by and be ready to respond in the case of a second fire. Morgan 910 should respond third to the front of the building to supply lights, air, and equipment. Morgan 930 may respond last and should stand by at a spot determined by an officer on scene and may be used at the discretion of the officer on scene.
- C. The officer in charge on scene may call for additional equipment or firefighters to respond to the scene or stand down any equipment. The first officer on scene may do a size-up and then set up an IC post in front of the building where the officers can determine a strategy for extinguishing the fire. All firefighters should be in full protective bunker gear. Any firefighter on the ladder of Morgan 930 should also have supplied air and full bunker gear. Interior and

ventilation crews should don breathing apparatus and full bunker gear (with each crew being at least two firefighters) and should have a communication device.

Vehicle Fires

- A. General alarm, everyone responds to the scene except for designated drivers who ensure that Morgan 921, 924 and 910 leave the station in that order. 920 may respond as needed.
- B. Morgan 921 should respond directly to the fire to begin attack. 924 should respond second, stop at the nearest hydrant and wait for an order to lay a 5" supply line to 921 or simply stand by in case there is another fire call. 910 may respond last to supply lighting, air, and equipment.
- C. The officer in charge on scene may call for additional equipment or firefighters to respond to the scene or stand down any equipment. The first unit on scene should do a size-up and then set up an IC post next to 921 where the officers can determine a strategy for extinguishing the fire. All firefighters will be in full protective bunker gear. Any firefighter directly involved in the attack of the fire should don breathing apparatus. At least two firefighters should be on a hose line

Dumpster Fires

- A. General alarm everyone responds to the scene except for designated drivers who ensure that Morgan 927 or 928, 921, 924 and 910 leave the station in that order.
- B. Morgan 927 or 928 may respond first and go down the alley to attack the fire. 921 may stand by to protect exposures. **(921 should never go down an alley)**. 924 may go down the alley if needed or standby at hydrant. 910 responds 4th and stands by in street. 910 goes down an alley if ordered by officer.
- C. The officer in charge on scene may call for additional equipment or firefighters to respond to the scene or stand down any equipment. The first unit on scene can do a size-up and then set up an IC post to determine a strategy for extinguishing the fire. All firefighters should be in full protective bunker gear. Breathing apparatus should be used at the discretion of the firefighter or officer.

City Grass Fires

- A. General alarm everyone responds to the scene except for designated drivers who ensure that Morgan 927 or 928, 921, 940 and 910 are en route in that order.
- B. Morgan 927 or 928 should respond first, go directly to the scene and begin to attack the fire. 921 should respond next, go directly to the scene and begin to attack the fire unless ordered otherwise by an officer. 940 should respond third, go directly to the scene and stand by unless ordered otherwise by an officer. 910 should respond last and report to area determined by IC.
- C. Any officer on scene may call for additional equipment or men to respond to the scene, or stand down any equipment. The first officer on scene can do a size-up and then set up an IC post, where the officers can determine a strategy for attacking the fire. All firefighters should be in full protective bunker gear or yellow nomex suits. Breathing apparatus may be used at the discretion of the firefighter or officer in charge.

Haz-Mat

All Haz-Mat, respond to Fire Hall or location as directed by officer in charge.

General Information on City Fires

- A. The Fort Morgan Fire Department is committed to saving life and property
- B. The electrical, water, and gas supply, if need be, should be shut off as soon as possible on all working fires.
- C. Any hand line pulled at any working commercial or residential fire should also have a back-up line pulled.
- D. Any firefighter working overhaul on a commercial, residential, or vehicle fire should be in full protective bunker gear or yellow nomex suit, along with breathing apparatus (officer's decision).
- E. No fire apparatus should enter an alley unless ordered by the officer in charge at the scene.
- F. No fire apparatus should respond down Main Street, unless it is a Main Street call, there is no traffic at the time, or is ordered to do so by an officer.
- G. No driver should leave his apparatus unless relieved by another authorized or qualified person, or unless he is ordered to leave by an officer.
- H. All drivers and passengers in the fire apparatus should have seatbelts on before the apparatus leaves the station. Seatbelts should not be unfastened until the apparatus comes to a full and complete stop. Light and sirens should be on as the apparatus leaves the station.
- I. During a working commercial or residential fire, an accountability system should be established by the officer in charge of the scene. A safety officer should be appointed by the officer in charge and the officer should notify Morgan 900 of the identity of the safety officer. Fort Morgan Fire Channel should be used as the priority radio channel for the interior attack team. Morgan County Fire Channel or Fort Morgan Fire Ops on the 800 system should be used as the priority radio channel for fire ground safety.

As firefighters arrive on scene, they should give their nametag to the incident commander at the command post, which should be at the front of the building. The commander may then give the firefighter an assigned task which may include:

- Evacuation
- Search and Rescue
- Fire Suppression
- Back-up team
- Ventilation
- Water Supply

An accountability board should be kept at the scene by the safety officer, which contains the names of the firefighters on scene. It should also show the task assigned to each firefighter. Entry and exit times should be kept on the board with Morgan 900 keeping track of the elapsed time. 15-minute intervals should be relayed between Morgan 900 and the safety officer at the scene from the entry time until the exit time. This should help the tracking of personnel at the fire scene until the fire is contained and the scene is presumed safe. Should a firefighter become unaccounted for at the fire scene, a roll call should begin until the known missing name is found and an immediate search should be conducted to find that person.

- J. Fire ground safety is our priority; it is every firefighter's responsibility to watch out for himself, as well as his fellow firefighter.
- K. An ambulance should be put on stand-by at all working structure fires.
- L. A thorough evacuation of a building should be done in the event of an explosion, flashover, back draft, structural collapse, bomb threat, etc., or if the scene has become unsafe for

firefighters. If an evacuation does become evident, the officer in charge should transmit on the Fort Morgan Fire Channel to evacuate the building in a repetition of three. All trucks should sound air horns for two minutes; at this time, all personnel should report to the command post for a visual roll call from the accountability board. If someone is unaccounted for, a thorough search should begin.

- M. A back-up team should be established at every working structure fire where an interior attack crew has been established. The back-up team will be responsible for retrieving downed firefighters or firefighters in peril. The back-up team should consist of at least two firefighters in full bunker gear and SCBA. The team should carry a charged hose line, radio, flashlight, and a forcible entry tool. The crew will stage near the officer in charge at the front of the building.

CITY EMERGENCIES

Medical Emergencies

- A. A general alarm, everyone reports to the scene except for the designated drivers who ensure that 910 leaves the station.
- B. 910 will respond to the scene.
- C. If medical emergency involves weapons; FMVFD should stage away from scene until scene is deemed safe by law enforcement.
- D. Any officer on scene may call for additional equipment or firefighters to respond to the scene or stand down any equipment.
- E. Any officer first on the scene can do a size-up and firefighters may administer CPR/first aid as needed, depending on the qualifications of the firefighters. All firefighters working directly with the patient should wear rubber gloves and eye protection. Any firefighter in the general area should wear rubber gloves. When the ambulance arrives, its personnel may assume patient care; firefighters may continue to assist if needed.

Auto Accidents

- A. General alarm, everyone reports to the scene except for the designated drivers who ensure that 921 and 910 leave the station in that order.
- B. 921 should respond first. It may pull a 1 ½" pre-connect and charge the line for fire and explosion suppression at the scene. 910 should respond second for extrication, medical, lighting, and air.
- C. Any officer on scene may call for additional equipment of men to respond to the scene or stand down any equipment.
- D. Any officer first on the scene can do a size-up and firefighters may administer CPR/first aid, as needed depending on the qualifications of the firefighter. All firefighters working directly with the patient should wear rubber gloves and eye protection. Any firefighter in the general area should wear rubber gloves. When the ambulance arrives, its personnel may assume patient care; firefighters may continue to assist if needed. Any firefighter involved in or around the extrication should be in full protective gear at all times.

General Section

Call Percentages action rules

- A. If a member is under 20% for the year, three consecutive months, the member will be required to take a three month leave of absence or be suspended for three months at which time you can submit a letter asking to be reinstated to the department.

- B. If a member is under 20% of monthly calls, for five months out of the year, the member will be required to take a three month leave of absence or be suspended for three months at which time you can submit a letter asking to be reinstated to the department.

The Fort Morgan Volunteer Fire Department

P.O. Box 11
Fort Morgan, CO 80701

Standard Operating Guidelines 2015

Every fire and medical emergency is different, so these procedures may change to suit the fire or medical emergency at hand.

RURAL FIRES

The fire dispatcher will call roll call on the Fort Morgan Fire frequency and get 1 officer and 7 firefighters to respond to the fire hall, except on grass fires; 1 Officer and 9 firefighters respond. The first fire apparatus in service is Morgan 927 or 928, then Morgan 929, Morgan 941, and Morgan 940. Morgan 926 will be utilized whenever possible or on a grass fire. It may be an officer's decision to send 951 or 910 with additional men for lighting and/or air supply.

Commercial Structure Fires and Log Lane Village

- A. Morgan 927 or 928 should arrive on scene first, do a quick size-up, establish communication with the officer in charge, and proceed accordingly. If need be, when 929, 941, 940, and 926 arrive, the porta tanks may be set up and 941 and 940 can unload water. The tankers can also call the fire dispatcher to find the closest and best water supply. The tankers may then set up a water shuttle between the supply and the scene. 1 ½" lines may be deployed for an offensive or defensive attack on the fire, or any other line can be utilized that the officer deems necessary.
- B. The officer in charge may call for additional equipment or men to respond to the scene, stand down any equipment, or call for mutual aid from other departments. All firefighters should be in full protective bunker gear. Interior and ventilation crews should have supplied air with at least 2 firefighters per crew and a communication device.

Residential Fires

- A. 927 or 928 should arrive on scene first, do a quick size-up, establish communication with the officer in charge, and proceed accordingly. If need be, when 929, 941, 940, and 926 arrive, the porta tanks may be set up and 941 and 940 can unload water. The tankers can also call the fire dispatcher to find the closest and best water supply. The tankers will then set up a water shuttle between the supply and the scene. 1 ½" lines may be deployed for an offensive or defensive attack on the fire, or any other line can be utilized that the officer deems necessary.
- B. The officer in charge may call for additional equipment or firefighters to respond to the scene, stand down any equipment, or call for mutual aid from other departments. All firefighters should be in full protective bunker gear. Interior and ventilation crews should have supplied air with at least 2 firefighters per crew and a communication device.

Vehicle Fires

- A. 927 or 928 should arrive on scene first, do a quick size-up, establish communication with the officer in charge, and proceed accordingly. 929 can pull any hand line necessary to start extinguishment of the fire. 941 and 940 can pull up behind 929. If more water is needed, the line from 929 can be transferred to either 941 or 940 to extinguish the fire.

- B. The officer in charge may call for additional men or equipment to respond to the scene, stand down any equipment or call for mutual aid from other departments. Any firefighter directly involved with the extinguishment of the fire should be in full protective bunker gear and should have supplied air. Two firefighters should be on the attack line.

Dumpster Fires

- A. The first fire apparatus on scene may begin extinguishment of the fire, or wait for the officer in charge to do a size-up and then instruct which trucks will be needed for the extinguishment.
- B. The officer on scene may call for additional equipment or firefighters to respond to the scene stand down any equipment or call for mutual aid from other departments. All firefighters should be in full protective bunker gear. The use of supplied air will be at the discretion of the firefighter or the officer in charge.

Grass, Weed, Prairie, or Haystack Fires

- A. The first fire apparatus on scene or the officer in charge may do a quick size-up, looking at any types of exposures being threatened by the fire. Order of response; 927, 928, 929, 941 and 940. 927 and 928 can start an attack; as the other apparatus arrives, the officer may direct them on where to set up to best extinguish the fire. All fire apparatus should call the fire dispatcher for the closest and best water supply to the scene.

****Remember-whenever possible on this type of fire; attack the fire from the burned side for safety.**

- B. The officer on scene may call for additional equipment or men to respond to the scene, stand down any equipment, or call for mutual aid from other departments. All firefighters should be in full protective bunker gear or the yellow nomex suits. Breathing apparatus or the *Scott* mask with the T-Bone filters may be used at the discretion of the firefighter or officer in charge.

Haz-Mat

All Haz-Mat respond to the Fire Hall or location as directed by officer in charge.

General Information on Rural Fires

- A. The Fort Morgan Fire Department is committed to saving life and property.
- B. The electrical, water, and gas supply, if need be, should be shut off as soon as possible on all working fires.
- C. Any hand line pulled at any working commercial or residential fire should also have a back-up line pulled.
- D. Any firefighter working overhaul on a commercial, residential, or vehicle fire should be in full protective bunker gear or yellow nomex suit, along with breathing apparatus.
- E. No fire apparatus should enter an alley unless ordered by the officer in charge at the scene.
- F. No fire apparatus should respond down Main Street, unless it is a Main Street call, there is no traffic at the time, or is ordered to do so by an officer.
- G. No driver should leave his apparatus unless relieved by another authorized or qualified person, or unless he is ordered to leave by an officer.

- H. All drivers and passengers in the fire apparatus should have seatbelts on before the apparatus leaves the station. Seatbelts should not be unfastened until the apparatus comes to a full and complete stop. Lights and sirens should be on as the apparatus leaves the station.
- I. During a working commercial or residential fire, an accountability system should be established by the officer in charge of the scene. A safety officer should be appointed by the officer in charge and the officer should notify Morgan 900 of the identity of the safety officer. Fort Morgan Fire Channel should be used as the priority radio channel for the interior attack team. Morgan County Fire Channel or Fort Morgan Fire Ops on the 800 system should be used as the priority radio channel for fire ground safety.

As firefighters arrive on scene, they should give their nametag to the incident commander at the command post, which should be at the front of the building. The commander may then give the firefighter an assigned task which may include:

- Evacuation
- Search and rescue
- Fire suppression
- Back-up team
- Ventilation
- Water Supply

An accountability board should be kept at the scene by the safety officer which contains the names of the firefighters on scene. It should also show the task assigned to each firefighter. Entry and exit times should be kept on the board with Morgan 900 keeping track of the elapsed time. 15-minute intervals should be relayed between Morgan 900 and the safety officer at the scene from the entry time until the exit time. This should help the tracking of personnel at the fire scene until the fire is contained and the scene is presumed safe. Should a firefighter become unaccounted for at the fire scene, a roll call should begin until the known missing name is found and an immediate search should be conducted to find that person.

- J. Fire ground safety is our priority; it is every firefighter's responsibility to watch out for himself as well as his fellow firefighter.
- K. An ambulance should be put on stand-by at all working structure fires.
- L. A thorough evacuation of a building should be done in the event of an explosion, flashover, backdraft, structural collapse, bomb threat, etc. or if the scene has become unsafe for firefighters. If an evacuation does become evident, the officer in charge should transmit on the Fort Morgan Fire Channel to evacuate the building in a repetition of three. All trucks should sound air horns for two minutes; at this time, all personnel should report to the command post for a visual roll call from the accountability board. If someone is unaccounted for, a thorough search should begin.
- M. A back-up team should be established at every working structure fire where an interior attack crew has been established. The back-up team will be responsible for retrieving downed firefighters or firefighters in peril. The back-up team should consist of at least two firefighters in full bunker gear and SCBA. The team should carry a charged hose line, radio, flashlight, and a forcible entry tool. The crew will stage near the officer in charge at the front of the building.

RURAL EMERGENCIES

Medical Emergencies (excluding auto accidents)

- A. General alarm, everyone reports to the fire station. The first 5 firefighters to the station will respond to the scene with Morgan 910. (1 officer and 4 firefighters)
- B. If medical emergency involves weapons; FMVFD should stage away from the scene until scene is deemed safe by law enforcement.

- C. The officer in charge may call for additional equipment or me to respond to the scene, stand down any equipment or call for mutual aid from other departments. **Note** - any officer may respond directly to the scene if he is close and begin a scene size-up and relay the information back to the fire station and responding apparatus.
- D. Any officer on the scene will to a size-up, and firefighters will administer CPR and/or first aid, as needed, depending on their level of training. All firefighters working directly with the patient with a chance of cross-contamination will wear eye protection and rubber gloves. Firefighters not working with the patient, but in the general area, will wear rubber gloves. When the ambulance arrives, the ambulance personnel will assume patient care, however, firefighters may continue to assist if needed.

Auto Accidents

- A. General alarm, everyone reports to the fire station. The first 9 firefighters to the station will respond; 1 officer and 8 firefighters in 929, followed by 910 and 926. The officer should ride in 929 or 910.
- B. 929 should respond to the scene, do a size-up, then pull a 1 ½" pre-connect and charge the line for fire and explosion suppression at the scene. 910 should respond second to the scene for extrication and medical equipment, along with lighting and air. 951 should respond last and be used for traffic control, or be more manpower at the scene, upon the discretion of the officer in charge. Fire fighters should don turn-out gear before the trucks leave the station.
- C. Any officer may respond directly to the scene if he is in the area and do a size-up and relay the information back to the fire station and the responding apparatus. The officer may also call for additional equipment or men to respond, or stand down any equipment.
- D. The officer in charge will do a size-up and instruct firefighters to begin extrication if necessary or patient care. Firefighters may perform extrication or administer CPR and/or first aid at the scene, depending on their level of training. All firefighters working directly with the patient with a chance of cross-contamination will wear eye protection and rubber gloves. Firefighters not working with the patient, but in the general area, will wear rubber gloves. When the ambulance arrives, the ambulance personnel will assume patient care, however, firefighters may continue to assist if needed. All firefighters involved in or around the extrication will be in full protective bunker gear at all times.

General Section

Call Percentages action rules

- C. If a member is under 20% for the year, three consecutive months, the member will be required to take a three month leave of absence or be suspended for three months at which time you can submit a letter asking to be reinstated to the department.
- D. If a member is under 20% of monthly calls, for five months out of the year, the member will be required to take a three month leave of absence or be suspended for three months at which time you can submit a letter asking to be reinstated to the department.