

ORGANIZATIONAL STATEMENT (Your Facility)

(Your Facility) was created at an organizational meeting held on **(date)**. The Fire Company was established as a municipal corporation for the purpose of extinguishing fires pursuant to the statutory provisions of that time. The Fire Company boundaries were established and Company officers were elected at this meeting. In the years since its creation, the **(Your Facility)**, has evolved into a multi-discipline emergency service organization. The **(Your Facility)**, in addition to suppression services, also provides fire prevention, emergency medical services, basic rescue techniques, and hazardous materials containment, mitigation planning, and decontamination.

Mission Statement

The mission of the **(Your Facility)**, is to provide the services necessary to minimize the loss of life and/or property threatened by the hazards of fire, explosions, medical, chemical, and rescue related emergencies, through fire suppression, and conscientious prevention and education.

The focus of the Mission Statement and a strategic planning effort shall be used to determine what services and the level of delivery that the Fire Company shall reasonably provide as a minimum to the residents and guests visiting the community. The potential services cover a wide range of hazards and delivery parameters. They include the following services:

Fire Suppression

Fire suppression operations are organized to effectively combat the types of fires that are likely to occur in the fire department response area. The priority goals of suppression activities are as follows:

- a.) Save lives
- b.) Limit the spread of fire
- c.) Extinguish the fire
- d.) Minimize the property damage from fire-related hazards

Firefighters are trained and equipped to perform an aggressive interior assault on structure fires in order to accomplish the goals. Fires in structures present the highest probable risk to life and property in our department. This includes fires involving occupancies such as single and multiple family dwellings, educational facilities, hotels, stores, office buildings, warehouses and various industries. There are various construction types common within the protection area ranging from wood frame detached buildings to sprawling strip malls constructed of concrete and steel trusses.

The department experiences a large risk of fire in non-structural locations and facilities. Outside fires involving brush, woods, propane, and electrical equipment are not uncommon. The community also contains major highways. These transportation networks present the additional risk of fire in the respective vehicles and cargo.

Emergency Medical Services

The Fire Company provides a basic life support (BLS) ambulance to the community's Emergency Medical Service plan. The Fire Company is dispatched to all life threatening incidents and situations where ambulance service may be required. Numerous Fire Company members are trained as Emergency Medical Technicians (EMT) or Medical Response Technicians (MRT) to staff the Fire Company ambulance and provide BLS patient care. Examples of the functions performed include patient assessment; airway management; oxygen therapy; stabilization of spinal, musculo-skeletal, soft tissue and shock injuries; stabilization of bleeding; stabilization and intervention for sudden illness, poisoning, heat/cold injuries, childbirth; and CPR and defibrillator capability. Numerous volunteer firefighters trained as EMTs or MRTs respond from home to incidents in their neighborhoods providing a rapid intervention for persons in need of medical care.

Rescue

Multi-Discipline rescue services are provided to cover a number of technical situations. These types of rescues include but are not limited to: vehicle extrication, structure fire rescue, and search and rescue in the wild land environment.

Hazardous Materials

Personnel operate at the Operational level in accordance with the Town of **(Your Town)** Emergency Plan. A defensive strategy is stressed for dealing with hazardous material incidents. The mitigation of such incidents involves an eight-step process: site management, product identification, risk assessment, personal protective equipment, information/resource coordination, product control, decontamination, and termination. Technician level mitigation is provided by other agencies. The Fire Company, when requested to assist in a large-scale Hazmat operation requiring decontamination, also provides decontamination services. Prevention of hazardous material emergencies is attempted through code enforcement and application of standard safety practices.

Fire Prevention

Fire Prevention activities provided by the department are coordinated by the Fire Marshal's Office. The **(Your Facility)** provides support to the Fire Marshal's office for fire prevention in the form of apparatus driven to the educational facilities in town for student familiarization.

Plan Review. The Fire Company reviews plans, as requested by the Fire Marshal's office, primarily for building access for emergency apparatus that may have to respond to an emergency or for access for fire suppression activities.

Public Education - Fire safety awareness programs focus on early childhood education and self-preservation training methods. This program entails the delivery of fire safety education to all day care, Pre-K and Kindergarten classes in schools located within the fire department. Age appropriate programs are delivered to the middle school and high school students on a regular basis. Community wide fire safety issues are incorporated into the department's participation in neighborhood associations. Programs aimed toward senior citizen groups in an effort to address their particular needs are provided as well. The public education activities are coordinated by the Fire Marshal's office.

Organizational Structure

The **(Your Facility)** is a completely volunteer organization. The organization is comprised of numerous line and executive officers elected by the body and serving for various lengths of service, as identified in the Company's Bylaws. A brief description of the key positions is listed below. For a detailed description of all of the positions, see the latest Company Bylaws.

Fire Chief - The Fire Chief is elected by the members of the Fire Company if qualified according to the Fire Company Bylaws. The Fire Chief is the administrative and technical head of the Fire Department, and is charged by law with the protection of life and property against "hazardous situations" that may occur due to fire, flood, wind, explosions, etc.

The Chief is responsible for all managerial functions and command of the fire suppression forces, including, but not limited to, financial management, personnel management, planning, maintenance, training, community relations, communications, and safety and health. The Fire Chief assigns various administrative and command functions to other officers or personnel in order to maintain efficiency and ensure execution of the duties.

Examples of duties include submitting an annual budget estimate to the Town of **(your town)** Finance

Committee for equipment, maintenance and overall operation of the fire department; the procurement of apparatus and equipment as provided by the budget; maintaining a complete record and inventory of apparatus and equipment procured, including parts, maintenance and operating expenses; organizing and maintaining accurate records of all business transacted by the Fire Department; establishes and enforces regulations for career and volunteer personnel; establishment of standard operating procedures and firefighting techniques; exercises ultimate authority at all emergencies attended; motivates employees and volunteer members to work productively to achieve the goals of the organization; submits monthly and annual reports to the Fire Company describing the department activities, accomplishments, and long range recommendations. The Fire Chief is responsible for ensuring a positive relationship with other resource groups in the community such as law enforcement, public works, water department, and other fire departments to facilitate useful cooperation, particularly during emergencies.

Additional information on officers and their qualification requirements can be found in the Fire Company Bylaws.

Line Personnel - (Your Facility) provides emergency services through the use of Career and Volunteer personnel. This arrangement utilizes career personnel to cover times when volunteer members are unavailable due to work to respond to fire and medical emergencies. Mutual aid from neighboring fire departments is routinely requested to assist with the mitigation of incidents, which are anticipated to exceed the resources or capabilities of this department.

Career Staff - The career personnel are divided into three platoons working 24-hour shifts. Each platoon consists of three fire fighters. Manning of the (Your Facility) station is an overtime shift during the week for 8 hours from 8 am to 4 pm. The on duty career firefighters are qualified to operate all of the fire apparatus and equipment in the Town of (your town) fire companies and will respond with the appropriate apparatus for the emergency.

Volunteer Staff – The volunteer personnel respond to the emergencies whenever available and are trained on the apparatus and equipment in their station. The volunteer members of the (Your Facility), once being voted in as a member, undergo a police background investigation; a Town authorized physical; and then training on the equipment and procedures.

Training

Training shall take place on a regular basis for both career and volunteer personnel. The town Fire Marshal's Office controls career training. Every member is strongly encouraged to attend additional training and educational programs offered by outside agencies and institutions. Programs typically attended by department members include those sponsored by the Connecticut State Fire Academy. At the Fire Chief's discretion, State Fire Academy instructors are utilized for specialized in-house training.

Line Personnel: Training for personnel takes place on Tuesdays and covers topics, which are related to job functions and requirements. The Fire Chief chooses subjects and officers deliver the training. All apparatus drivers are required to maintain a Connecticut Class II driver's license (for the pumpers and rescue) and valid state driver's license for all other apparatus with out any motor vehicle infractions. All firefighters must obtain Firefighter I certification, maintain Emergency Medical Technician -Basic level certification, Defibrillator, and MAST certification; be trained to the Hazardous Material Operational Level.

Training topics for all members include breathing apparatus, hose, ladders, hazardous materials, and rescue techniques. New volunteers are expected to complete a probationary firefighter class prior to being utilized at scenes of emergencies. This program includes instruction on safety, personal protective equipment, hose, ladders and

department rules and regulations. Completion of this program allows the firefighter to participate in exterior firefighting operations. Successful completion of the Firefighter I program is required to participate in interior structural attack. The Chief and volunteer officers/instructors deliver the in-house firefighter training. They shall choose from the following list of quarterly training topics:

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| Water Supply | Fire Behavior |
| SCBA | Fire Hose and Appliances (feed/advance) |
| Live Hose, Stream | Ropes and Knots |
| Forcible Entry | Portable Extinguishers |
| Ventilation | Accountability |
| Ground Ladders | Pike Pole |
| Aerial Ladders | Vehicle Extrication |
| Salvage/Overhaul | Building Construction |
| Search and Rescue | Tag Lines |
| Standpipe Operation | Observation and Memory |
| Bloodborne Pathogens | Scene Size up |
| HAZMAT | |
| Cold Water Rescue | SCBA Written Program |
| Car Fires | Pump Operation |
| | Power Distribution |
| Additional training will include: | ICS |
| | Foam Fire Streams |

EMS training

Fire officers shall receive more comprehensive training and education in:

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| Strategy and tactics | Leadership principles |
| Fire suppression | Pre-fire planning |
| Prevention techniques | Safety practices |

Standing Orders

(Your Facility) responds to a number of incidents varying by type of call and level of service. All responses are directed by Administrative Orders concerning response assignments and Standard Operating Procedures, which offer direction to operating forces. SOP's are generated and reviewed on a regular basis to guide personnel as circumstances are foreseen and evaluated. These documents are maintained at all stations and are available for review by personnel at all times. New procedures and orders are posted and reviewed before application. These procedures and orders will address personnel assignments and the safe use of those people.